



# Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

## MINUTES

Finance Committee  
Wednesday, February 27, 2019

### Members Participating:

Mike Marsh; Ed Washington; Mike Drennan; Susan Steward

Excused: Bob Garcia

### TIC Staff Participating:

Jim Denno; Tim Pickett; Diane Welter; Jessica Carbone

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The meeting was called to order by Marsh at 2:30 p.m., at the TIC offices in Salem, OR.

**Roll Call:** Marsh, Washington, Drennan, Steward were present by phone. Staff were present in the office.

**Approval of the Minutes:** Marsh proposed correcting the year from 2109 to 2019 in the third line of page two. Drennan moved to approve January 30, 2019 minutes as corrected. Washington seconded. The motion carried.

### New Business:

**January Financials:** Welter said January results were \$60,475 better than budget for the month. YTD retention is 7% better than budget. This is attributed to savings in rest areas for Repairs and Maintenance for building and landscaping and water and sewer. The rest areas are below budget for utilities. This is largely attributable to costs of new rest areas running less than anticipated. This savings is offset by higher than anticipated costs for temporary help. Rest Area January wages were approximately \$28,000 over budget due to utilization of temporary help to cover staff holidays, vacations, sick time and ongoing special projects.

**Balance Sheet:** Drennan asked if Accrued PERS contribution was paid every month. Welter said it is paid every month. The total includes pension bond expense and the pension contribution for employees.

**Expense Reports:** Drennan congratulated staff on some of the larger savings over last year, for example those found in water/sewer.

**Rest Area Funds and Capital Commitments:** Welter corrected the title of Oak Grove Restroom Upgrades to Various Rest Area Restroom Upgrades. That category includes more than just the upgrade at Oak Grove.

**2019-21 Budget Review:** Welter said that even though the budget was approved to go before full Council in the last meeting, there have been some changes in operations she wanted to have reflected in the budget. Due to turnover in the Sign Department the budget has been revised to show a slight decrease in payroll expenses. The account for Repairs and Maintenance – Office Equipment has been deleted and the dollars moved to Office Supplies. Depreciation has increased to reflect the capital plan and anticipated asset purchases. One

rest area added parking lot sweeping at \$300 per month. This increased Landscaping Services- contractor, as compared to the original budget.

*Drennan moved to bring the 2019-21 Budget to Council for adoption as updated and corrected. Washington seconded the motion. The motion carried.*

Welter presented a more detailed rest area Capital Plan for all anticipated projects in the next biennium. Each project listed is supported by its impact on the rest areas' functionality analysis. The 2-year capital plan anticipates utilizing all allocated capital funds totaling \$7.3 million. Because most of the planned projects do not have dates yet, funds are allocated on a quarterly basis. The committee then discussed a few more of the planned projects in greater detail.

*Washington moved to bring the 2019-21 Capital Plan to Council for adoption. Steward seconded the motion. The motion carried.*

Marsh asked Welter to include the personnel costs at its FTE equivalent when it goes to Council.

**Adjournment:** The meeting adjourned at 3:10 p.m.

**Next Meeting:** Wednesday, March 27, 2019 at 2:30 p.m., telephonic at the TIC Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.

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