



Oregon Travel Information Council
1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

Oregon Travel Information Council Quarterly Meeting
December 10, 2018

TIC Offices, 1500 Liberty St. SE, Suite 150, Salem, Or 97302

Council Members:

Ed Washington, Chair

Mike Marsh, Secretary

Kenji Sugahara (by phone)

Susan Steward

Bob Garcia, Vice Chair

Mike Card

Katy Brooks (by phone)

Excused:

Tammy Baney, Ryan Snyder

TIC Staff:

Jim Denno, Executive Director; Daphnee Legarza, Rest Areas Operations Director; Heather Swanson, Rest Area Operations/ Contracts Manager; Jessica Carbone, Executive & HR Support; Diane Cheyne, Field Operations Division Manager; Annie von Domitz, Heritage and Community Assets Manager; Dee Hart, HR Manager; Diane Welter, Accounting Manager

Convening: The public meeting of the Travel Information Council was called to order by Chair Washington at 9:33 a.m. Self-introductions were made for the record.

Business Meeting:

Approval of the Minutes:

- **September 17, 2018 Quarterly Council Meeting:** Marsh suggested the following amendments: Under Committee Reports - Rest Area to change “rest area department” to “rest area division”; under Oak Grove rebuild to change “gal” to “legal” and remove “i” from after “Legarza said”; under Strategic Planning-Signs to change “plagues” to “plaques”. Marsh made a motion to approve the minutes as amended. Card seconded the motion. The motion was carried unanimously.
- **October 26, 2018 Special Email Meeting:** Marsh proposed amending the location of the next scheduled meeting from “Klamath Falls” to “Salem”. Marsh made a motion to approve the minutes as amended. Card seconded the motion. The motion was carried unanimously.

Public Comment: None.

Committee Reports:

- **Finance Committee:** Marsh said finances are sound. There was positive retention of \$322,000. Debit to Equity Ratio has improved. All major capital projects are on budget except one sign project being \$2,800 over. There are no past due accounts over 31 days. Personnel costs are higher than budgeted due to higher than estimated temporary labor and other components, but general administrative costs are down. Fuel and oil costs are over budget, but that is being offset by utility costs being less than budgeted. The Moss Adams financial audit has been completed with great results. There were no negative findings. The auditors commended the agency for its transparency, efficiency and effective budget and financial reporting. They stated that staff's efforts to facilitate a smooth and timely engagement allowed them to complete their work under budget. Marsh congratulated the financial team on a job well done. Staff is currently working on the 2019-21 budget. A draft budget is planned to go before the Finance committee in January and then before the Council at the March meeting.
- **Heritage Trees:** The committee is looking for nominations for the 2019 class of trees and Maynard Drawson award.
- **Historical Markers:** Garcia said the committee had its most recent meeting at the Oregon Historical Society. The final text for the Triple Nickels pedestal marker in Pendleton has been approved and has been sent to Sea Reach for the design phase. The marker was sponsored by Travel Pendleton, Pendleton Underground and Pendleton Air Museum. There are three markers from the priority replacement list undergoing text revisions: Broughton's Expedition, Beacon Rock and the Tsunami of 1700. The text for the Tsunami of 1700 has been approved and sent Sea Reach for the design phase. The plan for next year was to revise the Pre-Historic River, Cape San Sebastian and Brownsville markers. However, the Nez Perez marker in Enterprise needs extensive repair so its text review will take priority. The advisory committee meeting for the Oregon Trail Interpretive project has been set for February 1, 2019. The Salemtowne volunteers have completed work on two more markers since the last meeting: The Santiam Wagon Road and Philomath College. This year they have successfully repaired and restored 27 markers and given over 300 hours of volunteer time. Garcia invited the Council to come to the next volunteer lunch to show our appreciation for all their work.
- **Rest Area:** Marsh said Denno presented an update on Rest Area transfers at the Joint Committee on Transportation. The presentation went very well. The opinion of the legislature about the importance of that bill and its relationship to this agency was very strong. Senator Boquist said the face of the transportation package is rest areas.

(Sugahara joined the meeting by phone at 9:47 a.m.)

Denno also participated in the Governor's table top exercise of the OERS Council in October. The Opiniator program is in its testing phase and will be fully implemented soon. Planning work for the transition of three rest areas from Oregon State Parks is going well. The Oak Grove rebuild project is currently out to bid. Bids will be opened on January 8. Legarza and staff have done great work to increase the number of bids for the expanded project. Most of the Rest Area inspections were done in October. Legarza has done a great job putting together solid criteria in the new inspections that cover condition, functionality, and systems compliance. It is a good foundation to build performance measures from.

- **Executive Committee:** Washington said the Executive committee has not met since the last 12/10/2018 TIC Minutes (Approved 3-4-19)

meeting, but he will be scheduling a meeting after January 10 for the Executive Director's evaluation.

Chair's Update: Washington said that the Fair Housing Council would like to attend the Triple Nickle dedication in Pendleton. Washington shared that he was honored by the School of Urban Studies with the Urban Pioneer Award.

Executive Director/Staff Reports:

- **Executive Director Report:** Denno introduced Dee Hart, the agency's new Human Resource Manager to the Council. He gave a brief recap of the Governor's budget kick off. There is increased pressure to increase the State's revenue. The Governor's budget calls for increased spending in education, affordable housing and environmental issues. Many state agencies are looking to increase fees. DAS will be asking the Legislature for a 36% increase in their assessments. The increases are mostly driven by IT security, human resources, and replacement of legacy systems. State revenues are up 2.3 billion dollars, but the cost of State government is up 2.9 Billion. The CFO's office is assuming an inflation rate of 3.4% for the biennium. Denno, Legarza and Pickett had a recent meeting with the new owners of the Summit Ski Area to discuss possible future plans for the Government Camp Rest Area. They are working through transportation issues in the area and are looking at possible locations for a two-sided rest area location. The Forest Service's FLAP grant application for replacing the parking lot was successful and will be funded in 2020. The Antihuman trafficking initiative posters have been placed in the restroom stalls in all our rest areas. Because of a new opinion from DOJ, Denno advised email meetings to be discontinued. Staff will work to set up brief teleconference meetings when needed and will try to make them as convenient as possible out of respect for Council members' busy schedules. Denno expressed his pleasure in the accomplishments of the Council over the past year and commended staff for their outstanding work.

(Welter arrived at 10:23 a.m.)

Card asked about the agency's plan for the upcoming Legislative session. Denno said that the agency will not be actively seeking anything legislatively in this session. The agency will stay focused on delivering on the responsibilities it was given in the last session in HB 2017. Denno said he wants to make sure the agency delivers the outstanding services and successful outcomes the legislature is expecting. We will focus on taking on the new rest areas and successfully implementing capital projects.

- **2019-21 Budget Preparation-** Welter updated the Council on the new budget program we acquired. Staff have been uploading all the agency budget information into the new program. The agency grown to the point that it is inefficient and unwieldy to use Excel spreadsheets for budgeting. The new budget program will streamline the budgeting process with greater accuracy. We are planning to put a draft t budget before the Finance committee in January and the Council for approval at the March meeting. Card asked if the most current financials could be included in future Council meeting packets. Staff will include the most recent financial statements in future Council packets.
- **Sign Program Overview:** Cheyne said the Sign program received great customer feedback during the last quarter. The current customer service rating is 1.26 which is better than the goal

of 1.5. There were 30 new customers and 39 removals due to businesses closing and non-payment. New applications arrive every week. There was progress last quarter on the performance measure on the life of the steel supports. The life expectancy of a steel supports is 30 years. The average age of our steel supports is now at the target average of 15 years. Garcia asked for an update on signage for Cannabis stores. Cheyne said that ODOT has denied any road signs for Cannabis until it becomes federally legal. If it does become federally legal, Council will need to modify sign program rules to incorporate cannabis businesses. Like all businesses, they will have to prove they fall under one of the allowable categories.

▪ **Rest Areas:**

- **Oak Grove Rebuild:** Legarza said that the combined Oak Grove project is out for bid and staff will open bids January 8. The pre-bid meeting in November went very well, with a higher number of attendees than the previous one. Garcia asked what the schedule was for the project after the bid opening. Legarza said the goal is to have the project completed in June.
- **DEQ Permits:** Staff is working on transferring all rest area DEQ permits from ODOT. There are existing permits at Baker Valley, Deadman Pass, Boardman, Stanfield, Oak Grove, Gettings Creek, Beaver Marsh, Sunset and Cow Canyon. In most cases the process is a simple name transfer from ODOT to the TIC. The permit at Sunset expired before we took over operation of the rest area, so staff has begun the process of applying for a -new permit.
- **Inspections:** Most of the inspections have been completed. There are four more to finish. Inspections have all gone well. Each rest area's operational budget has been reviewed and sent to the finance team. The next focus is on creating a capital budget. Information from rest area staff will be combined with information from the Faithful + Gould study to develop a plan. The capital plan and inspection synopsis will be presented to the Rest Area committee for review in January. OPRD has said they plan to get a draft inter-agency agreement to us for our review in December.

- **Historical Programs:** Von Domitz said all the volunteers, committee members from both programs and Salemtowne, are busy. There is a lot of forward motion on making sure the markers have the right content. This was a major driver for the Oregon Trail Kiosk Project. She recently met with partners at State Parks and Travel Oregon about this project and will speak to the Oregon Heritage Commission in January. Garcia asked about the status of the Grove of the States. Two of the trees that were planted in the GOTS did not survive. Our partners, Friends of Trees, will be replacing those and adding a missing Hemlock this week. The three remaining trees are being nursed at a Heritage Tree committee member's house until they are big enough to be planted. Von Domitz continues to research the most cost-effective way to install pathways in the grove. She is currently talking with Coffee Creek Correctional Facilities to see if an inmate work crew is a possibility.

New Business:

Action/Voting Items:

Agency Rebranding: Denno presented staff's research into the costs, and legal or operational issues involved in discontinuing the use of Oregon Travel Experience dba. Von Domitz provided background on the original development of the DBA. There has been ongoing confusion ever since the dba was adopted.

Card made a motion to discontinue the use of the Oregon Travel Experience name and return to doing all business as Oregon Travel Information Council. Marsh seconded the motion.

Steward asked if the agency would retain the rights to oreognte.com, and other Oregon Travel Experience name branding. Denno said we would. Marsh asked if there would be a process to communicate the name change to our partners. Von Domitz confirmed we will develop a communication plan.

The motion carried unanimously.

Agency Contracts/ Agreements:

- **Agency contracts- Janitorial and Landscaping Contracts:** Swanson presented two new janitorial contracts for Gettings Creek and Manzanita, and renewal of 15 janitorial and landscape contracts. The contract renewals are for French Prairie, Santiam, Oak Grove, Cabin Creek, Manzanita, Suncrest, Tillamook, Memaloose, Boardman, Stanfield, Charles Reynolds, and Baker Valley.

Garcia made a motion to approve all presented contracts and renewals that surpass the \$25,000 threshold. Brookes seconded the motion. The motion carried unanimously.

- **Inter-Agency Agreement with ODOT for Sign Program:** Cheyne presented the new interagency agreement with ODOT for the sign program. Updates to the agreement include: going from a five-year to a 10-year agreement; updated Exhibit A (list of TIC General Service signs); updated applicable OAR numbering; changes to the approval/denial process; ODOT added agency contacts. Garcia asked if the agreement would become valid once Denno signed it, so agreement would be valid until 2029 with the new timeline. Cheyne confirmed.

Marsh moved to approve the Inter-Agency Agreement with ODOT for Sign Program. Card seconded. The motion carried unanimously.

Legislative Planning:

Marsh asked if the agency was aware any proposed legislation that may affect the agency in the coming session. Denno said not at this time.

Other Business:

Council invited agency staff to the meeting to thank them for their work. Chair Washington expressed the Council's appreciation and support for all the staff and their outstanding work.

Adjourn: 11:54 a.m.

Next Council Meeting:

- March 3-4, 2019 in Coos Bay, OR.