



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

MINUTES

Oregon Travel Information Council Quarterly Meeting
June 10, 2019

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

Council Members:

Ed Washington, Chair

Mike Marsh, Secretary

Susan Steward (phone)

Katy Brooks (by phone)

Bob Garcia, Vice-Chair

Mike Card (by phone)

Excused:

Kenji Sugahara, Ryan Snyder, Tammy Baney

TIC Staff:

Jim Denno, Executive Director

Tim Pickett, Director of Administration

Jessica Carbone, Executive Assistant

Diane Cheyne, Sign Program Administrator

Annie von Domitz, Heritage and Community Assets Manager

Diane Welter, Accounting Manager

Heather Swanson, Rest Area Program Manager

Dee Hart, HR Manager

Convening: The public meeting of the Travel Information Council was called to order by Chair Washington at 9:03 a.m. Self-introductions were made for the record.

Business Meeting:

Approval of the Minutes:

- **March 4, 2019 Quarterly Council Meeting and the April 2, 2019 Special Meeting:** Marsh proposed the following amendments to the March 4, 2019 minutes: correct Debit to Equity to Debt to Equity in the last line of page one; to remove the word agency after interagency in the third line of the last paragraph of page two; to correct DAS Budget and Management to Chief Financial Office, remove “to make a motion” after made a motion from fifth line and remove the second “gave them” from line 11 on page four; to correct “Sidewalk Project a Beaver Marsh” to “at Beaver Marsh” on page five.

Marsh moved to approve the March 4, 2019 minutes as amended and April 2, 2019 special meeting minutes as submitted. Garcia seconded the motion. The motion carried.

Public Comment: None.

Action/Voting Items:

▪ **2019-21 Biennial Budget:**

Marsh said that the Finance Committee worked through and thoroughly discussed assumptions and made minor edits. The committee presented a conservative draft budget to the Council for discussion at the March meeting. The Council approved the budget for public comment. There were no public comments.

Garcia made a motion to approve the 2019-21 biennial budget as presented. Card seconded the motion. The motion carried unanimously.

- **Oregon Trail Kiosk RFP:** Von Domitz summarized the Oregon Trail Kiosk project. There were five RFPs received. After a scoring process and candidate interviews staff recommends approval of a contract with Historical Research Associates (HRA) for research and interpretive writing. The contract would not exceed \$65,715. Marsh asked if there was a plan for the additional funds needed for the contract above the \$30,000 originally set aside. Pickett said that he was comfortable that with the existing cash flow the additional funds will be generated. It will be monitored to make sure a deficiency is not created. Marsh ask if the additional funds would be spread out over the four-year span of the project. Von Domitz made a point of clarification that this phase of the project would be a two-year period. The next two years of the project would be fundraising and the actual installation of the panels. Marsh asked that the new project be accounted for as an expenditure line in the budget. Pickett said that the expenditure raises to the level of a capital project and all the corresponding costs would be accumulated within the project.

Marsh made a motion to approve the not to exceed \$65,715 contract with Historical Research Associates (HRA) for research and interpretive writing for the Oregon Trail Interpretative Project. Garcia seconded the motion. The motion carried.

- **Investments for the 2019-21 Biennium:** Welter gave an overview of the proposal to invest available funds in a money market account (MMA) and certificates of deposit (CDs). Staff contacted multiple qualified Oregon-chartered depositories identified by the State Treasurer. After being provided with all the relevant information the Finance committee recommended investing a combination of both MMA and CDs. Marsh said this option has been fully researched and is a great opportunity to use the unspent funds in a fiscally responsible manner.

Brooks made a motion to approve investment in Money Market Account (MMA) and Certificates of Deposit (CDs) at qualified Oregon-chartered depositories identified by the State Treasurer. Garcia seconded the motion. The motion carried.

- **Coral Price Agreement:** Cheyne said that currently all major construction projects and work done in metropolitan areas are done by Coral Construction through a contract. Staff proposes

replacing the contract with a price agreement. Swanson, the agency's Contracts and Procurement Coordinator explained the way the current contract function, essentially as a price agreement. Instead of approving one large umbrella contract that has a large threshold for spending and is sometimes difficult to monitor, the price agreement would itemize projects costs. The individual workorders would become the contracts under the provisions of the price agreement. The price agreement is currently at DOJ for legal sufficiency review. Cheyne asked that Council approve the price agreement with Coral Construction pending the outcome of the legal sufficiency review.

Card made a motion to approve the price agreement with Coral Construction pending the outcome of the legal sufficiency review. Garcia seconded. The motion carried.

- **Sign Program Truck Expenditure:** Cheyne said that the 2014 sign crew truck has met the end of its useful life. The equipment on the truck is from 2008 and needs to be replaced. She asked the Council to approve the total truck and equipment expenditure of \$99,147.87.

Brooks moved to approve the not to exceed expenditure of \$99,147.87 for a 2019 Dodge Ram 5500 truck chassis with service box and electric crane. Marsh seconded. The motion carried.

- **Sign Program Excavator Expenditure:** The Sign program has been leasing a mini-excavator for \$2,500 a month to dig holes for signposts when needed. Staff proposes purchase of an excavator instead of leasing. The costs of the excavator will be recovered in one year. Staff is also able to rent out the excavator to ODOT and Coral Construction because of its unique and useful size. Rental fees will cover the cost of the specialty bit within three months.

Marsh moved to approve the not to exceed expenditure of \$32,800 to purchase a Bob Cat E35i Mini Excavator and three digging buckets. Garcia seconded. The motion carried.

- **Beaver Marsh Storage Building:** Swanson said that to store the snow removal equipment purchased for Beaver Marsh a new secure storage building is required. Because of the harsh winter weather, the building would require electricity for heat. The additional requirement of electricity increases the cost of the building to \$27,879.

Garcia moved to approve the not to exceed expenditure of \$27,879 to build an equipment storage building at Beaver Marsh. Steward seconded. The motion carried.

- **Election of Officers for 2019-21:**

Marsh made a motion to elect Bob Garcia as Chair. Card seconded. The motion carried unanimously.

Card made a motion to elect Mike Marsh as Vice-Chair. Garcia seconded. The motion carried unanimously.

*Marsh made a motion to elect Susan Steward as Secretary. Garcia seconded. The motion carried unanimously.
The at-large position will not be filled.*

Committee Reports:

- **Finance Committee:** Marsh said finances are solid. Cash Retention is \$295,000. The Debt to Equity Ratio is .36. There are no overdue accounts past 30 days. Two capital projects are over by small amounts. In the most recent report 1,000,001 travelers have visited the rest areas year-to-date. This is 4,000 travelers over this time last year. There have been some overages in Personnel, but those costs have been offset by savings in other categories. The sign program is steady and the initial process for investment of unspent funds has been completed.
- **Heritage Trees:** Chair Washington said the Statewide Heritage Tree Dedication and Maynard Drawson Award ceremony was held on Friday, April 26, National Arbor Day. The event took place at Memorial Park in Wilsonville. It was a success and very well attended. The Willamette Cable Trees were inducted into the program as the 75th heritage tree. Daryl and Darrvel Lloyd were the recipients of 2019 Maynard Drawson Award.
- **Historical Markers:** Garcia said that Pendleton Triple Nickles Marker design and content has been approved by all stakeholders. The goal is to have the marker installed mid-late August. The committee is currently working on nine marker projects in various stages. The Salemtowne Volunteer appreciation is scheduled for August 13. The committee has welcomed a new member, Nancy DeSouza.
- **Rest Area:** Marsh said expenditures have increased for capital construction. There are sufficient funds to complete all the Council approved projects. Discussions with OPRD about the transitions of three new rest area is moving expeditiously. Latest rest area inspections began in May. The Opiniator program continues to grow and gather data.
- **Executive Committee:** The Chair did not have an update at this time.
- **Chair's Update:** The Chair did not have an update at this time.

Executive Director/Staff Reports:

- **Overview/Updates:** Denno said it has been a very productive biennium and he is looking forward to the busy biennium to come. Three State Parks rest areas will be coming onboard July 1, 2019. OPRD and TIC continue to have a great and productive partnership and continue to work together toward transition. The agency has been busy recruiting. The HR Manager, Dee Hart, has really helped with the recruiting process and finding the best candidates. This legislative session has not produced any legislation that impacts the agency significantly. Thanks to the great work of Tim Pickett, the agency's Continuity of Operations Plan plan has been revised and entered into the BOLD planning system. It will be reviewed again later in the year. We will be welcoming a new Council member effective July 1, 2019, Eliza Canty-Jones who is currently an active member of the Historical Marker Committee. Denno notified the Council members that because of new state government rules, they are required to complete a respectful workplace training. Carbone will be sending out a google drive link to the video. The training needs to be completed by December 20, 2019. Members need to email Hart when they have completed the training.
- **Sign Program Overview:** Cheyne gave a brief overview of the Sign Program. The program continues to grow. Over the last month 28 customers left the program and 28 new customers

joined. Cheyne said there three customers removed due to nonpayment of fees. All of the customer comments received were positive. The average age of the boards is still the same as the last report. The wait list average has gone down a bit. Denno said that the program is currently meeting all its asset life targets, except for aluminum boards which is off by just three years.

- **Historical Programs:** Von Domitz gave an overview of both the Historical Marker (HM) Program and Heritage Tree programs (HT). The HM originated with ODOT and then was transferred to TIC in 1991. Most of the original markers were created by the Highway department in the 1950's and 60 to celebrate Oregon's centennial birthday. These original style boards are referred to as "Beaver Boards". To include photos, the committee uses a new marker design. The HT was idea of Maynard Drawson. The program recognizes trees that have a connection to significant people, places or events in Oregon's history. He brought the idea to many different state agencies before finding its place at TIC. The focus is to use the programs as an educational and community development tool. The HT does not offer any protections for the trees. The program distributes 25,000 Heritage Brochures every biennium.

The Salemtowne volunteers are the life blood of the HM program. They donate thousands of hours to repair, maintain and build the markers. The program would be impossible to continue with out them.

- **Accounting and Budget:** Welter gave a presentation of the core functions within the TIC Finance Division. TIC is a semi-independent agency. It receives most of its funding from ODOT to support and improve the rest areas. These are "highway funds." "Other funds" are the funds received from the permit fees in the Sign program. The agency's budget is created using the zero-based budget approach. Welter explained the difference between operation funds and capital funds and how the budget is constructed. She then explained what state highway funds can be used for. Highway funds are used exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas. The Finance Division produces multiple reports: Annual- Fiscal year-end agency financial report, Oregon Comprehensive Annual Financial Report (CAFR), Risk Management Report, Survey of Public Employment and Payroll; Quarterly- Statewide Accounts Receivable Management, Multiple Worksite Report; Monthly- PERS Wage and Contribution Report, Budget variance report.
- **Rest Areas:** Swanson presented the capital projects being done in the rest areas over the last year. She gave a brief history and current status update on the Oak Grove project. 13 rest areas have upgraded all or a majority of there lighting to LED. Sewer systems have been upgraded in seven of the rest areas as well as numerous other projects. Over the last two years the rest area program as implemented operational cost efficiencies that will result in over \$140,000 in cost savings per year.

2019 Meetings:

- September 9, 2019 in Baker City, OR.
- December 9, 2019 in Salem at the TIC offices.

Adjourn: 11:37 a.m.