



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

MINUTES

Oregon Travel Information Council Quarterly Meeting
September 9, 2019

Cannery Pier Hotel, 10 Basin St. Astoria, OR 97103

Council Members:

Bob Garcia, Chair

Susan Steward, Secretary

Eliza Canty-Jones

Katy Brooks (Phone)

Mike Marsh, Vice-Chair

Mike Card

Ed Washington

Excused:

Tammy Baney

TIC Staff:

Jim Denno, Executive Director

Tim Pickett, Director of Administration

Jessica Carbone, Executive Assistant

Daphnee Legarza, Rest Area Program Administrator

Diane Cheyne, Sign Program Administrator (Phone)

Annie von Domitz, Heritage and Community Assets Manager

Diane Welter, Accounting Manager (Phone)

Convening: The public meeting of the Travel Information Council was called to order by Chair Garcia at 9:30 a.m. Self-introductions were made for the record.

Business Meeting:

Approval of the Minutes:

- **June 10, 2019 Quarterly Council Meeting and the June 10, 2019 Public Meeting:** Card proposed correcting “though” to “through” in the first line under 2019-2021 Biennial Budget. Marsh proposed correcting “State Treasure” to “State Treasurer” in the third line under Investments for the 2019-2021 Biennium and to correct the statement under Finance Committee reports to reflect that the initial process for investment of unspent funds has been completed.

Steward moved to approve the June 10, 2019 minutes as amended and June 10, 2019 public meeting minutes as submitted. Washington seconded the motion. The motion carried.

Public Comment: None.

Committee Reports:

- **Finance Committee:** Marsh reported that the agency finished the 2019-21 biennium ahead of budget on revenue and under budget on expenditures. Last biennium Personnel costs tended to run over budget as the agency adjusted to the staffing demands of the new rest areas. Thus far in the 2019-21 biennium personnel costs are within budget. Cash Retention is \$583,000. The Debt to Equity Ratio went up due to the transfer of funds from ODOT that went into deferred income. There are no overdue accounts past 30 days. There were no new capital projects over budget. The Moss Adams financial audit will happen in October. The contract with Moss Adams for audit services has been renewed for five years. At the last meeting the Council approved investing available funds to CDs and Money Markets. In the first month of investing the agency earned \$35,000 in interest. The Finance Committee discussed the possibility of a future Investment subcommittee.
- **Heritage Trees:** Chair Washington reported that Kristin Rhamstad is the new committee Chair and Samantha Wolf is the new Vice-Chair. Molly McKnight and Charlotte Lehan will both be serving another three-year term. During the last meeting the committee visited the Dawn Redwood tree at the Hoyt Arboretum.
- **Historical Markers:** Garcia reported the last meeting took place at Salemtowne. While the committee was there, they toured the workshop space provided by Salemtowne and run by the volunteers. The meeting ended with a lunch to thank the volunteers for their invaluable work.

Staff Report

- **Sign Program Overview:** Cheyne reported that since the last Council report all of the feedback from the customer surveys has been positive. There is strong demand for mainline signs when they are available. Since the last Council meeting there was a decrease in the wait list. The program is in the process of installing the first nine space board. The system wide average age of sign boards is unchanged since the last report. The Council discussed the program's working relationship with cities, the necessary requirements for cities to place follow up signs for ramp or mainline signs and the program's policies for overdue payments and removal of signs.

Committee Report:

- **Executive:** Chair Garcia said that there has not been a meeting since the last Council meeting, but he plans to schedule one soon.

Chair's Update: Chair Garcia let Brooks inform the Council that she will be resigning at the end of the month in order to fill a board position on the Governor's Early Learning Council. The Council wished her the best in her next endeavor.

Staff Report

- Denno reported that as the agency moves into 2020, it is in a very good place. Staff morale is very healthy. Transition of the Parks Department rest areas took place seamlessly and conditions in those rest areas is significantly improved. He recently visited all the rest areas along I-84. The

rest areas looked great and he really enjoyed visiting with staff. Our relationship with the Parks Department (OPRD) is going well. The parks development administrator, our main point of contact, has moved to another agency. Denno will be checking with the Director about his replacement, but we have regional contacts at OPRD for each rest area. Agency finances are very solid. The Oregon Emergency Response System (OERS) Council will have a table-top exercise in December. TIC's Continuity of Operations Plan (COOP) is complete and has been submitted. Denno then gave a brief description of the agency's role in OERS supporting ODOT. The committee discussed possible ways rest areas could be used in a disaster event.

- **Historical Programs:** Von Domitz gave an overview of the Triple Nickles' story and the dedication of the marker in Pendleton. The dedication was a resounding success. It was great to see the community's support of the project. Tom Bonsi a contributor to OPB was at the event to do a story on the marker and the Triple Nickles. She then went over a list of the completed and current marker projects.

At the next Historical Marker meeting von Domitz will begin working with the committee to develop a statement of values for the program. She would like to have the program's values documented and institutionalized to provide direction and guidance for the committee into the future. She plans to work on forming values statements and translating them into processes for historical marker applications and selection of committee members.

Oregon Trail Interpretive Project: In July, the advisory committee had its first meeting with the contractor on the project, Historical Research Associates (HRA). It was a productive meeting at which they were able to distill a complex history, while reminding the committee that the interpretation is limited to 100 words per panel. Morgen Young of HRA has a background in best practices in interpretation. TIC controls 11 of the 50 kiosks in the state and von Domitz is hoping this project sets a precedent for any future updates to the kiosks. In a couple years when the research part of the project is completed von Domitz will begin raising the funds for the next part of the project.

- **Rest Areas:** Legarza gave a presentation of the priority work being done on the sewer systems. In order to reduce the risk of failure, staff is building in redundancy, upgrading substandard improvements and increasing maintainability of they systems. Sewer projects will be completed this summer and another five are planned to be completed this fall. She then gave an overview of 19 rest areas that have planned ADA rest area upgrades and the French Prairie Tree Removal and pavement reconstruction project.

Action/Voting Items:

- **Sign Rules-Permanent Buildings Requirement:**

Cheyne reviewed the proposed revisions to the sign program rules. The revisions are needed to clarify the meaning of what constitutes a "Building" and to clarify the meaning of "Indoor." Additional minor editorial changes are proposed as well as the addition of "B5 Diesel" and "Clear Premium" as approved supplemental messages.

Marsh made a motion to approve the proposed language and begin the OAR revision process. If no public comment is received opposing the new language, the rule changes will become effective November 1, 2019. Canty-Jones seconded the motion. The motion carried unanimously.

- **French Prairie Pavement Design Contract:**

Legarza reported that the truck parking lots at French Prairie Rest Area are experiencing deep rutting that is difficult to maintain with asphalt patching. Replacement of pavement in the truck lot is in the capital plan for this biennium. This is a major project and requires a pre-design contract to evaluate the existing conditions and options for replacement. In addition to pavement design, ADA accessibility and stormwater issues also need to be evaluated. She hopes to have the preliminary design work done in November.

Card made a motion to approve the not-to-exceed expenditure of \$35,000 with Geo Design for preliminary design work for pavement rehabilitation and/or reconstruction at the French Prairie Rest Area. Washington seconded. The motion carried.

- **Utility Vehicle Purchase:**

Legarza asked the Council to approve a not to exceed expenditure of \$70,000 to purchase a utility vehicle for the Rest Area Field Manager. A fully outfitted vehicle is needed to carry the tools and equipment necessary to respond in a timely manner to the varied problems encountered in rest areas, especially sewer system problems. This will help reduce overall utility project costs and enhance onsite staff's familiarity with the operation and maintenance of the existing utility systems.

Card made a motion to approve the not to exceed cost of \$70,000 to purchase a utility truck for the Rest Area Field Manager. Marsh seconded the motion. The motion carried.

2019 Meetings:

- December 9, 2019 in Salem at the TIC offices.

Adjourn: 11:37 a.m.