



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

MINUTES

Telephonic Finance
Committee

Wednesday, March 25, 2020

Members Participating:

Mike Marsh; Ed Washington; Eliza Canty-Jones; Bob Garcia; Mike Drennan;

Guest: Mike Card

TIC Staff Participating:

Jim Denno; Diane Welter; Vicki Vargas; Diane Cheyne

The meeting was called to order by Marsh at 11:00 a.m., at the TIC offices in Salem, OR.

Roll Call: Marsh; Washington, Canty-Jones, Card, Drennan and Garcia was present by phone. The staff was present in the office.

Approval of the Minutes: Marsh suggested correcting the meeting roll call to reflect Canty-Jones and Garcia were present by phone. He also suggested removing “with” from “Pickett suggested with that when” from the second line of the last paragraph on the first page. Drennan made a motion to approve the January 22, 2020 minutes as corrected. Canty-Jones seconded the motion. The motion carried.

New Business:

Update on preparations to address COVID-19: Denno said that for the safety of our employees during the pandemic the central office is closed to the public. Telework is being made available for those who need it. The rest areas will remain open as an essential service to the public. Denno has been in communication with ODOT about the status of rest areas and the extra precautions staff are taking. Staff has doubled its cleaning efforts and posted reminders to the public to continue social distancing. Denno takes part in daily coordination calls with the Office of Emergency Management. Twice a week the DAS director has a call with agency directors. The agency hasn't seen any significant absences due to the pandemic. Drennan asked if there was any significant drop in attendance to the rest areas and if any considerations had been made for sign customers affected by this pandemic. Denno said that we don't have official data yet, but anecdotally staff report that while truck traffic seems constant, auto traffic is down by half. In response to Drennan's question Cheyne said that late fees are being waived and payment plans will be offered to any sign customer who needs one. However, most sign customers are still making payments. Only one sign customer is being removed in February, but Cheyne believes the customer closed even before the mandated closures. Marsh asked if there was any tracking required for the expenses that occurred due to COVID-19. Denno responded that any expenses in direct response to COVID-19, such as administrative leave due to mandated isolation, will be tracked.

January Financials: Welter said the month of January was \$57,380 better than budget. January's year-to-date retention was \$608,997 better than budget. There is approximately \$194,000 in unbudgeted interest earnings. The TIC Finance Committee Minutes 1-22-2020 (approved 5-27-2020)

committee then discussed how investment interest is recorded in the budget and staff's plans to improve the accuracy of counting visitors to the rest areas. Drennan asked if the transferring of the Oak Grove building asset to ODOT had been confirmed. Welter said that DAS stated it was not necessary to transfer the asset, but we are waiting for ODOT to confirm.

Drennan asked why the credit card rebates are being recorded as a negative expense instead of earned income. Welter responded that by following the standards of the Governmental Accounting Standards Board it isn't earned income and is a reduction of expense. The rebate is received quarterly to offset the operating expenses.

February Financials: Welter said February was \$82,408 better than budget for the month. Year-to-Date retention is \$691,405 better than budget. There was \$218,000 in interest earnings. Drennan asked if \$61,327 year-to-date losses on asset disposals are normal. Welter explained as capital projects are completed, either to replace or enlarge a sign, if the older sign had any remaining book value the remaining value would be taken off the books. That shows as a loss. Cheyne said that due to road construction ODOT removed five sign locations. Those signs could not be replaced and show as a loss.

Drennan asked why wages for non-rest area were higher than normal. Cheyne responded that there was so much work last fall that the temporary staff person was hired on as full time. However, she lost a fulltime staff person so it should balance out. Marsh asked if there was any further information on why Outside Services-Network services was under budget. Welter said that in January they accrued for a bill, but the bill ended up being much less. The credit adjustment was made in February.

Marsh asked Denno if there was any indication that layoffs would be a possibility for the agency. Denno said that layoffs are not on the table right now. For the short term, if State Government mandates a temporary closure, employees will receive paid administrative leave.

Other Business:

Denno said that gathering the sign program statistics for the monthly Finance Committee report is labor-intensive. He asked if the committee would be satisfied to see the information provided at the quarterly Council meeting. Marsh asked that the quarterly report be included with the financial information when completed. Cheyne will attend the finance meetings to address any questions.

Adjournment: The meeting adjourned at 12:07 p.m.

Next Meeting: Wednesday, May 27, 2020, at 11:00 a.m., telephonic at the TIC Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.
