



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

MINUTES

Telephonic Finance  
Committee

Tue., November 24, 2020

**Members Participating:**

Mike Marsh; Mike Drennan; Eliza Canty-Jones

**Excused:**

Ed Washington; Bob Garcia

**TIC Staff Participating:**

Jim Denno; Diane Welter; Daphnee Legarza; Jessica Carbone

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The meeting was called to order by Marsh at 11:03 a.m., at the TIC offices in Salem, OR.

**Roll Call:** Marsh; Canty-Jones and Drennan were present by phone. The staff were present in the office.

**Approval of the Minutes:** Drennan made a motion to approve the September 23, 2020 minutes as presented. Canty-Jones seconded the motion. The motion carried.

**New Business**

**September Financials:** Welter reported that September had a positive retention of \$248,318 which is \$190,803 better than budget for the month. This is due mainly to savings in General and Administrative. Particularly in the areas of Building and Maintenance: Landscaping, and Water and Sewer. Some of these savings may be due to expenses budgeted for September but not incurred until later months.

**Investment Update:** On September 30 there was approximately \$8.8 million invested in Money Market accounts with Umpqua Bank and \$7.5 million invested in CDs at Summit Bank. There is downward pressure on interest rates so the new interest rate on the MM accounts is .15%. The CDs are still locked in at higher rates.

Marsh asked Legarza for an update on the fire impact at Suncrest and The Maples rest areas. Legarza said that there was a necessary water line and fencing repair at Suncrest, but that was the extent of the damage.

Marsh confirmed with staff that even though there was a significant reduction in professional development expenses that staff is still to get the necessary training and certifications they need.

Marsh asked if the suspensions of late fees in the Sign Program will still be in effect through at least December. Denno confirmed. Denno also said that all payment plans have been paid in full.

**October Financials:** Welter said that October had positive retention of \$225,129, which is \$132,899 better than budget for the month. This stems from lower personnel costs and General and Administrative expenses. The lower personnel costs were due to less use of temporary employees than anticipated, combined with savings generated from the retirement of the Director of Administration. During this month, a one-million-dollar CD matured and was

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re-invested.

**Balance Sheet:** Drennan asked for clarification on how the account for rest area small equipment is managed. Welter said that the rest area staff at each location perform a quarterly inventory on all small equipment to verify or remove what equipment they still have. Drennan asked how Deferred Income for Signs is documented. Welter said that those customers with annual renewals are invoiced the month they are due and pay in advance for a whole year. We are not allowed to recognize the revenue when the payment is received – it is recognized on a monthly basis. Meanwhile, there are new renewals occurring while we recognize the monthly revenue.

Marsh clarified that the higher than expected Revenue from Other Sources account is due to vending revenues being higher than expected and a reimbursement from ODOT for the installation of human trafficking posters in the rest areas.

### **Other Business**

**Update on COVID-19 financial impact:** Welter said that the agency has been approved for reimbursement from the Coronavirus Relief Fund for \$11,416.71. There was about \$4,000 of expenses that were not eligible.

**Budget Assumptions:** Welter presented the budget assumptions for the biennial budget FY 2021-23. Marsh said the budget is being created using the zero-based budgeting approach, which is not a governmental zero-based budgeting style, but business based. Staff is estimating the costs of the first year of the budget, then a 3% increase over that amount is applied the second year. Sign Program revenues are expected to remain flat. There is zero growth forecasted due to the limited nature of the program and no fee increase is planned. There is a 2% COLA and a merit pool of 3% total wages. Denno suggested adopting the 2% COLA at this time, but considering coming back to amend the budget to match the 3% COLA given by other state agencies once the union negotiations are complete.

Drennan left the meeting at 11:38 a.m.

*The finance committee recommended approval of these assumption for the biennial budget FY 2021-23 to the Council.*

**Adjournment:** The meeting adjourned at 11:44 p.m.

**Next Meeting:** There is a meeting scheduled for Wednesday, January 27, 2021, at 11:00 a.m., telephonic at the TIC Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.

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