



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

MINUTES

Telephonic Finance
Committee

Wed. September 22, 2021

Members Participating: Eliza Canty-Jones; Mike Drennan; Ed Washington

Excused: Bob Garcia

TIC Staff Participating: Jim Denno; Diane Welter; Jessica Carbone; Diane Cheyne; Daphnee Legarza

The meeting was called to order by Canty-Jones at 11:05 a.m., at the TIC offices in Salem, OR.

Roll Call: Canty-Jones, Washington, and Drennan were present by phone. Staff were present in the office.

Approval of the Minutes: Drennan made the recommendation to clarify that interest earned from investments are posted into GL Account 1055 along with some grammatical corrections. Drennan made a motion to approve the minutes as amended. Canty-Jones seconded. The motion carried.

New Business

Year-End Summary: Welter said the agency ended the year strong, and in a really good position in both profit and loss and cash. Drennan asked for clarification on Repairs and maintenance: Sign and Display. He asked how the category was \$6,138 less than budget due to the timing of repairs at the end of June, but YTD is \$21,713 over budget due to the timing of June projects. Welter corrected the statement, to state that it was not just June projects that caused the overage YTD. Drennan congratulated staff on their work to at facing such a very challenging year and still coming in under budget.

July Financials: Canty-Jones informed the committee of a typo on the July financial report. It should state July 31 instead of August 31. The committee then discussed a new accounting requirement that requires certain leases previously recorded as operating leases to be recorded as capitalized leases. All TIC leases were examined to see if they were subject to the statement and identified as lease components versus the non-lease components. She thanked Michelle Roth for all her hard work and long hours making sure the July finances were ready. Drennan asked since there are a couple of larger account items that are significantly different than budgeted if the budget would be amended. Welter said that the Council approved the budget at a very high level of total G and A. In August, Welter was able to reallocate the budget dollars within the G and A. The committee then discussed the allocated capital funding from ODOT for the next year. The percentage of administration support charged to the rest areas went from 14% to 12%. Drennan asked what led to the PERS expenses to be over budget. Welter said that when the budget was prepared the correct numbers were used, but actual expenses differ. There were some promotions, a couple of positions are being paid out of class as well as additional per case anomalies. Drennan asked if late payment fees had been reinstated. Cheyne said that they had as of July 1. Drennan then asked if the \$1.4 million in capital funds for pavement improvements was set aside for work needed at all rest areas or one specific rest area. Legarza said that money is to be used throughout the rest areas. A large portion could go to the pavement project at Sunset Springs. A portion of the funds could spread around to various line ADA

improvement projects happening around the state. She then clarified that the separate line item already dedicated to the Sunset Springs project is just for design costs.

Other Business:

Discussion of January Employee COLA: Welter said that there was some good news. The agency's liability insurance premium was \$260,000 less than budgeted. Through the collective bargaining process, the state has set higher COLAS than currently offered by the agency. While TIC offers a 2% COLA every January 1. The State will offer a 2.5% COLA on December 1, 2021, and a 3.1% COLA on December 1, 2022. Welter said that TIC has no obligation to match these numbers, but the agency does try to stay in line with other state agencies. In the first year, the budgetary impact would be \$22,400 and in the second year, the impact would be \$54,700 for just over \$77,000. The committee discussed the current economic environment and its impact on staff. Welter will prepare a formal memo along with a suggested proposal for the committee's recommendation to Council.

Discussion of Front-Line Worker's Hazard Pay: Welter said that the state has also decided to pay a one-time pandemic recognition payment for frontline workers who worked March 2020 – June 2021. The payment is dependent on how many hours worked. If 1,040 hours or more were worked the employee will receive a one-time payment of \$1,550. As with the increased COLA, TIC is not obligated to do this payment, but management supports this proposal. The budgetary impact is estimated at \$70,000. The committee is in favor of this payment. Welter will prepare a formal memo along with a suggested proposal for the committee's recommendation to Council.

Welter informed the Council that the state has approved a new paid holiday, June 19th, that was not included in the budget. The budgetary impact is estimated at \$14,000.

Adjournment: The meeting adjourned at noon.

Next Meeting: There is a meeting scheduled for Wednesday, December 1, 2021, at 11:00 a.m., telephonic at the TIC Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.
