



Travel Information Council
1500 Liberty St. SE, Suite 150
Salem, OR 97302

MINUTES
Finance Committee
Meeting
Wednesday, March 22, 2023
Virtual Meeting

Members Participating: Eliza Canty-Jones; Bob Garcia; Mike Drennan; Valerie Wilson

TIC Staff Participating: Elizabeth Boxall; Jessica Carbone; Diane Cheyne; Heather Peck; Michelle Roth

The meeting was called to order by Canty-Jones at 11:03 a.m.

Roll Call: Introductions were made for the record. Committee members and staff were present.

Approval of the Minutes:

In the February 22, 2023 minutes Canty-Jones proposed adding “may become necessary” to the end of “Boxall said that her understanding is that the \$9.16 million received annually was intended to create reserves in the earlier years knowing that at a future point, accessing those”, to complete the intended idea of the statement. Drennan proposed a grammatical correction to the November 20, 2022 minutes. Wilson made a motion to approve the November 30, 2022 minutes and the February 22, 2023 minutes as amended. Drennan seconded. 4-0 Vote.

Accounting Department Update: Roth provided the committee an update on the accounting team activities. Roth said that in addition to the development of the 2023-25 budget, year-end 1099 and payroll reporting and risk management reports were completed. Roth stated that there were some issues with ADP processing employee W2 and ADP had challenges e-filing with the state of Oregon's new platform for the the third and fourth quarterly reports which was time-consuming to resolve.

Garcia joined the meeting at 11:08 a.m.

Roth said that training has also been occurring with the new accountant and Rest Area Program Administrator. The committee then discussed some of the issues that the new state payroll system has been facing and the TIC transition to DAS Payroll and Workday.

Peck joined the meeting at 11:12 a.m.

Boxall recognized Roth for all her hard work over the last several months, stating that Roth continues to work hard while maintaining high quality of work. Boxall said the entire finance team, but particularly Roth had been going above and beyond, working extended hours to fill gaps in staffing and address backlogs. Boxall said that the idea of bringing on a temp to assist was explored, but it posed more challenges and temporary increases in work to train that were not feasible.

Drennan asked which month of financials were currently being worked on. Roth said staff is currently working on November 2022. Roth said the biggest priority is getting the financials caught up to date. Roth shared a tentative timeline of how staff plans to get back up to date, allotting for two weeks for each financial statement to get done, and being completely caught up by the end of June. Drennan suggested making the completion goal for the June Council meeting.

The committee then discussed past operating procedures and the responsibilities of the committee in approving different reports. Canty-Jones asked that as staff catches up on the monthly financials, they make the committee aware of any trends or outliers they discover. Drennan suggested the committee focus on YTD trends at the meetings instead of investigating each month line by line, and that committee members should come to the finance team with any questions if trends become evident, until financials are caught up. Drennan then suggested adding Finance Committee approval of the end-of-fiscal year statements to the agency operating procedure and then providing that to the full Council. Canty-Jones agreed. Boxall said she would include that in a future proposal to update the operating procedures.

Roth then informed the Council how TIC monies are collateralized. All of the depositories that TIC uses, Bank of the West, Summit Bank, and US Bank, are approved depositories participating in the public funds collateralization program through the Oregon State Treasury. These participating depositories are required to report to the Treasury and based on that reporting the Treasury determines their frequency of reporting and then collateral thresholds. Roth said Summit Bank collateralized TIC funds using Intrafi products Insurance Cash Sweep (ICS) and Certificate of Deposit Account Registry Service (CDARS). Roth said that Bank of the West follows the rules set by the State of Oregon for the amount and type of collateral. Currently, they required 40% collateral of any FDIC uninsured funds. Bank of the West collateralizes their deposits with a federal home loan bank (FHLB) San Francisco letter of credit. There is currently \$31 million in excess collateral over the required amount for Bank of the West. Drennan asked Roth to double-check with Treasury that Bank of the West's merger with BMO, a Canadian bank, does not affect their eligibility as a qualified depository.

Review of October Financials: Drennan asked about the \$20,000 that was recorded for the Oregon Trail Kiosk Project. Roth responded that the revenue portion of the funds were spent and recorded in the profit and loss statement under Other Revenue and Expenses, and that the expense portion is recorded in construction in progress because it is a multiyear project being conducted in phases.

Garcia left the meeting at 11:41 a.m.

Roth introduced a new report to give the committee better visibility to rest area operating funds, specifically changes net position. The report currently shows positive retention. Canty-Jones thanked Roth for the addition of estimated completion dates to the capital projects report.

CD Investment Opportunity: Roth said that two rest area fund CD's had recently matured, one for \$3 million and the other for \$4 million. After a cash flow analysis was done to make sure there was enough cash on hand for current projects, it was decided that the \$7 million could be reinvested. Also soon, there will be another \$5 million CD maturing. Part of those funds will need to be used so the entire \$5 million will likely not be reinvested. The committee then discussed different opportunities for investing the \$7 million.

Peck left the meeting at 11:44 a.m.

Roth reminded the committee that TIC will be receiving \$9.16 million from ODOT for operating funds and \$1.3 million in capital funds on July 1. The committee discussed the timing of the investments and possible interest earned. Drennan suggested that until it becomes clear that interest rates are done rising, investments should remain short. Drennan said that a three-month investment at 4.75% with Bank of the West will even up the investments between Summit Bank and Bank of the West and the investment will earn a little higher rate. The committee supported this recommendation to reinvest \$7 million with Bank of the West for three months at a rate of 4.75%. Roth will continue to monitor interest rates and reach back out to the committee with future investment opportunities.

Other Business: None.

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

Next Meeting: May 24, 2023, at 11:00 a.m.