



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

MINUTES
Finance Committee
Meeting
Wednesday, May 24, 2023
Virtual Meeting

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

Members Excused: Bob Garcia

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

The meeting was called to order by Canty-Jones at 11:02 a.m.

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

Approval of the Minutes:

Drennan proposed grammatical corrections and word revisions to the March 22, 2023 minutes. Canty-Jones proposed defining all abbreviations used. Drennan made a motion to approve the March 22, 2023 minutes as amended. Wilson seconded. 3-0 Vote.

Accounting Department Update: Roth said the Finance department is focused on bringing the financial reports current and noted that November 2022 through February 2023 were completed. Staff is currently one week behind the originally planned timeline which was impacted due to additional work created from a report issue resulting from the recent payroll transition. Staff still have a goal of being caught up by the end of June.

Two new accounting standards go into effect for fiscal year 2022-23. Training for these standards will roll out next week. One relates to public/public and public/private partnerships and the other relates to subscription-based information technology arrangements. Drennan asked if the agency has implemented the new payroll amounts for Paid Leave Oregon. Roth said that TIC started contributing .4% and employees started contributing .6% starting January 1, 2023 and it is reported on a new line in the financial statements. Employees can begin applying for benefits in September. Roth said it was not budgeted in the current budget but has been included in the 2023-25 budget.

Drennan commented on the visitor counts being missing from financials. Roth said that at a few of the rest areas some counters have been vandalized repeatedly, leaving counts absent in some cases. Boxall said staff is working to resolve the issue and the Santiam grouping of rest areas are testing new industrial strength cases to protect the devices from vandals. Currently, staff is using estimates based on the history of the rest area.

Roth clarified the new accounting process for small equipment and tools under \$100. These items had previously been coded to operating supplies and are now going into a new line of the income statement labeled small equipment and tools.

Canty-Jones asked Boxall if she had any concerns about FTE being lower than budgeted. Boxall said that she

did not have any concerns and demand for recruitment has stabilized. Currently, there is one full-time specialist and a few technician positions open.

Review of the November 2022- February 2023 Monthly Financials: Drennan commented that during November the agency earned \$22,000 more in interest than we had the whole previous year. Drennan asked why there were 3 payable accounts over 30 days. Roth said that it was due to the timing of when the bill was received. For example, a bill for an Enterprise car rental that occurred in February was sent to us in April. Because February was still open it was placed there for accuracy but paid in April. Drennan asked for clarification on why the pavement project at Beaver Marsh is on hold. Roth said that some preliminary design work had been done, and currently, staff is trying to prioritize the completion of other ongoing projects such as The Maples, Memaloose, and the pavement work at Sunset.

Wilson asked if extra care was being taken with our investments based on what is currently happening in the banking sector. Roth said yes and we also have the benefit of the Oregon State Treasury. TIC is only allowed to use Treasury qualified depositories. So Treasury monitors our banks as well. Drennan asked Roth if Treasury was still categorizing the Bank of the West as a qualified depository since it was bought out by a Canadian bank. Roth said that Treasury said Bank of Montreal has not made any structural changes to Bank of the West yet. Treasury expects these changes to come in September and they will be actively monitoring to ensure that state funds are protected. Roth said that the September time frame should be considered when considering Bank of the West in the CD investment discussion later.

Rest Area Interest Allocation Discussion: Roth informed the committee that currently all interest earnings from rest area funds are reinvested in Capital Funds. It was discussed that this be changed so that interest earnings would go to operating funds which would help reserves last longer. Drennan asked if there were any legal considerations needed about using interest from capital funds for operations. Roth said that staff will double-check with DOJ that the change is allowable.

CD Investment Opportunity: Roth said that a recent \$5 million CD matured and after a cash flow analysis, \$3.5 million of that can be reinvested. The other funds are needed for the ongoing capital project at The Maples and some payroll costs. Current approximate cash balances are \$13.5 million at Summit Bank and \$7 million at Bank of the West. Bank of the West is offering exception pricing again with a three-month CD at 4.75% APY, a four-month CD at 4.80% APY, and a six-month CD at 4.85% APY. Summit is also offering exception pricing for TIC, but it is not as competitive. A three- or four-month CD was offered at 4.36% with a 4.45% APY and a six-month CD at 4.46% with a 4.55% APY.

After committee discussion, the committee directed staff to invest \$3.5 million for three months for 4.75% APY at Bank of the West. Roth also asked the committee to start considering potential investments for the \$10.46 million to be received from ODOT on July 1st. Roth will conduct a cash flow analysis before the next meeting to prepare for the discussion.

Drennan asked Cheyne how the price increase notification letters were received by the sign customers. Cheyne said that she had received feedback from eight customers. Seven responses were negative and, one was positive.

Other Business: None.

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

Next Meeting: August 2, 2023, at 11:00 a.m.