



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

MINUTES

Third Quarterly Council Meeting
Monday, December 8, 2025
Salem, OR
Hybrid Meeting

Members Participating: Eliza Canty-Jones, Chair; Rich Riggs, Vice-Chair; John Hamilton, Secretary; Diane DeAutremont (virtual); Kristine McConnell (virtual).

Excused: Jeff Baker, OTC; Matt Preston.

TIC Staff members Participating are Mac Lynde; Jessica Carbone; Diane Cheyne; Michelle Roth; Heather Swanson; Beth Dehn; and Carmen Carver, DAS CHRO.

Call to Order/Introductions: The quarterly public meeting of the Travel Information Council was called to order by Chair Canty-Jones at 9:32 a.m. Introductions were made for the record.

Approval of the Agenda and Order of Business: Canty-Jones reviewed the agenda with the Council. The meeting proceeded with the agenda and order of business as presented.

Executive Session:

Canty-Jones states that the Council will now meet in Executive Session pursuant to ORS 192.60(2)(i) to review and evaluate the employment-related performance of the Executive Director. Only individuals authorized or invited by the Council are permitted in the Executive Session. News media are directed not to report on or otherwise disclose any of the deliberations, or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. Canty-Jones invites Mac Lynde, Executive Director, and Carmen Carver, DAS CHRO, to attend the Executive Session.

At 9:34 a.m. the Council entered Executive Session.

At 11:10 a.m. The Council exited Executive Session.

At 11:12 a.m. Cheyne, Roth, Swanson, Dehn, and Carbone joined the meeting.

At 11:14 a.m. Canty-Jones brought the Council into Public Session. No formal action or votes were taken on matters discussed in Executive Session.

Return to Public Session

Public Comment: There are no public comments at this time.

Director's Update: Lynde welcomed attending members of the Council and thanked them for their attendance. Lynde said the construction project at Memaloose continues to take up a large amount of his time. Lynde made multiple visits to the rest areas to monitor the progress on the ongoing construction project. Lynde said he met with the Council of the Confederated Tribes of Warm Springs to continue conversations around the Government Camp Rest Area relocation project. Lynde gave kudos to the organization's team and to the new CEO of Warm Springs for engaging in the discussion after the transition. The Tribal Council did not show any interest in owning or operating a rest area but did provide input and support for a new rest area in the corridor. During this trip, Lynde was also able to visit the Peter Skene Ogden and Government Camp Rest Areas. Lynde next updated the Council on the current state of the Transportation Funding Package. HB3991 passed on September 29 and was signed into law by the Governor on November 7. This bill would increase operational funding for the rest areas by \$3 million starting July 2026. Currently, there is a great effort underway to refer the new taxes created to fund the bill to the voters, likely for the November election. The signatures have not yet been submitted to the Secretary of State for verification. If the new taxes do go before voters, all of the new revenues would be put on hold and would not take effect in January. Lynde said it is not clear if this would keep TIC from receiving additional funding or not. Canty-Jones asked how this affects staff's ability to make operational decisions in the next three to six months. Lynde said he has been working with Swanson and other staff to plan for both outcomes. One outcome of receiving the additional \$3 million would keep TIC's level of service at the level it is currently, and the second outcome of reductions and/or restructuring that would be required, and when to implement them. Lynde then described the different possible ways reductions could be implemented in the rest area program. Lynde celebrated Sue VanHandel, Sign Program Assistant's 15-year anniversary, John Williams, Rest Area Specialist Oak Grove's 10-year anniversary, and Julie Johnston, Rest Area Specialist Van Duzer's 5-year anniversary. The Rest Area program had two new hires into the program; Doug Lowe joined as the new Supervisor of the Tillamook- Sunset, and Rorrie Willard as a Specialist at our Ontario location. Swanson said that interviews have just been completed to fill an open Specialist position at the Midland location and is excited about the potential candidate to fill the position. Lynde then presented a summary of the completed Memaloose Construction project.

Chair Update: Canty-Jones shared her appreciation for everyone's involvement in the Executive Director review process. Canty-Jones said the feedback was valuable. Canty-Jones shared that the staff participation in the hiring process and sharing with Council what the agency needed from the Executive Director position was crucial in that process and thanked everybody for being so engaged through the different kinds of uncertainties over the past couple of years, the most recent one being financial uncertainty. Canty-Jones thanked Carver for her management of the review process.

Action/Voting Items:

Executive Director Compensation: Canty-Jones said that during the executive session, the Council discussed all the feedback received and the goals Lynde had for the upcoming year. The Council also discussed a couple of different options for aligning Lynde's compensation with the rest of TIC's staff by approving a 2.5% COLA increase effective February 1, 2026, or the other possibility of aligning Lynde's compensation with both approved COLA increases of 2.5% in

February and 4% on January 1, 2027. Council would discuss and review the Executive Director's compensation again in December of 2026. Riggs shared that the conversation during the executive session showed a lot of confidence in Lynde's leadership over the last year and in his vision going forward.

Riggs made a motion to align the Executive Director's salary compensation with TIC's approved staff COLAs of 2.5% February 1, 2026, and 4% on January 1, 2027, with the proviso that the Executive Director's compensation will be revisited in December of 2026. Hamilton seconded. 5-0 Vote. Canty-Jones- yes; Hamilton-yes; DeAutremont- yes; McConnell- yes; Riggs-yes.

McConnell congratulated Lynde on his first year at TIC.

Approval of September 8, 2025, Council Meeting Minutes:

Hamilton made a motion to approve the September 8, 2025 Council Meeting minutes as submitted. Riggs seconded. 5-0 Vote. Canty-Jones- yes; Hamilton-yes; DeAutremont- yes; McConnell- yes; Riggs – yes.

Approval of the Year-End Financials: Canty-Jones said that the FY 2024-25 year-end financials have been recommended for approval by the Finance Committee. Roth reminded the Council that they had seen the FY 2024-25 year-end financial information at the September meeting, but it could not be approved at that time because it had not yet been approved by the Finance Committee. Roth presented an informational report with a summary of the FY 2024-25 year-end financial results. The change in the agency's net position showed positive retention of \$2.9 million, which was \$1.6 million more than budgeted. Interest income was \$1.15 million greater than planned. Payroll and general administrative expenses were lower than planned. Roth said that other funds ended the fiscal year with a fund balance of \$4.3 million, an increase of \$248,000. This was driven by greater than planned interest income and lower than planned sign repairs and maintenance expenses and bank fees. Rest area operating funds ended the fiscal year with a \$3.4 million fund balance. This was an increase of \$217,000, primarily from interest income. This was the third year in a row that rest area operating expenses (excluding depreciation and amortization) have exceeded the annual \$9.16 million received for rest area operations. As interest rates start to decrease and capital funds are spent, TIC will no longer be able to count on interest income to offset the gap between operational expenses and the current funding of \$9.16 million. During FY 2024-25, TIC received \$3.3 million in capital funds and spent \$3.6 million, ending the fiscal year with a fund balance of \$7.3 million. The funds were spent on pavement at Sunset and Oak Grove, the Memaloose restroom expansion and pavement, the new restroom building at Peter Skene Ogden, and septic work at the Boardman, Cabin Creek, and Charles Reynolds rest areas. Roth said that in FY 2024-25, TIC earned \$1.18 million in interest income. In November 2024, TIC began investing funds in the Local Government Investment Pool (LGIP) and has been earning an average return of 4.71%. Interest rates were cut three times during the fiscal year, resulting in a decrease in the interest rate TIC earned on its investments. The LGIP started with a high of 4.99% and ended the fiscal year at 4.60%. The Summit Bank ICS started the fiscal year at 4.53% and ended at 4.08%. The LGIP is currently at 4.4% and the Summit Bank ICS is 3.62%.

Riggs made a motion to approve the FY 2024-2025 Year-End Financials as submitted. McConnell

seconded. 5-0 Vote. Canty-Jones- yes; Hamilton-yes; DeAutremont- yes; McConnell- yes; Riggs – yes.

Sign Program Oregon Administrative Rule (OAR) Revisions: Cheyne said that a TIC held a public hearing for the sign program OAR revisions approved at the September meeting on October 15, 2025. There were no attendees and no comments submitted. The Manual of Uniform Traffic Control Devices (MUTCD) was updated by the Federal Government in 2023. The Federal government notified all the states that they had until January 1, 2026, to make sure their rules substantially comply with the MUTCD. The rules presented have been amended in order to meet this requirement. Canty-Jones asked Cheyne if there were any additional changes or new information from what the Council had reviewed and approved for public comment in September. Cheyne said there were not. Cheyne said there had been no public comment submitted.

Hamilton made a motion to approve the sign program OAR rule revisions as presented. McConnell seconded. 5-0 Vote. Canty-Jones- yes; Hamilton-yes; DeAutremont- yes; McConnell- yes; Riggs- yes.

Annual Sign Fee Discussion: Cheyne directed the Council's attention to the external Annual Sign Fee Discussion memo that was provided after the packet had been sent out. ODOT posted the Average Daily Traffic Counts for 2024 in mid-September 2025. 300 space records were adjusted for a decrease of \$212. After a significant increase in 2023 of 8,877 space records changes for an increase of \$66,994, traffic counts appear to be leveling out. Cheyne said that at the November 19 Finance Committee meeting, the committee reviewed the provided information and made a recommendation to Council to approve a 3% sign fee increase. This increase was also included in the 2025-27 budget. The current revenue of \$2,681,836, a 3% increase, would bring in an additional \$81,850 dollars to the program. Cheyne said that if the Council approves the 3% increase, staff will send letters about the 3% increase with the proposed Fee Schedule to all active customers. The responses will be gathered and presented to Council at the March 2026 meeting. At that meeting, Council will then vote on any changes to the Fee Schedule, effective July 1, 2026. Lynde asked Cheyne how many comments on the proposed sign fee increase were received during the comment period. Cheyne said the most that have ever been received were during the major restructuring in 2012, but currently it averages about 2-3 comments. Canty-Jones asked Cheyne to speak to the relationship between the revenue and expenses of the sign program with the 3% increase, the program's surplus funds, and the agency's approach to keeping the program revenue neutral. Cheyne gave the Council a summary of how the program is budgeted for capital and maintenance repairs, along with overall program expense increases, such as personnel. Lynde said the program's goal is to operate revenue-neutral. If the Council does not approve the sign fee increase, that means less of the maintenance and capital projects will be able to be completed. The sign program does currently have an Other Funds reserve that staff is working to draw down from \$4 million to \$2 million, even with a 3% sign fee increase. Canty-Jones said that this 3% increase will keep the program able to meet expenses, while also responsibly drawing down reserves.

Riggs made a motion to approve sending the 3% increase notice to customers. McConnell seconded. 5-0 Vote. Canty-Jones- yes; Hamilton-yes; DeAutremont- yes; McConnell- yes; Riggs- yes.

Carver left the meeting at 12:14 p.m.

Rest Area Capital Funds Budget Revisions: Lynde said that HB 2017 allocated 19.5 million for rest area capital improvements. TIC has been spending that money over time, for example, on the Memaloose parking and building renovations. Currently, there is \$6.8 million in capital funds left. Lynde said he and staff have been taking the time to rethink the current capital plan based on the status and need in the rest area, and that there will be no additional funding in the near future. Lynde brought a recommended revision to the rest area capital funds budget. The recommendations include: The procurement of a Condition Assessment & Maintenance and Improvement Plan for a maximum of \$600,00, with a final report anticipated in Fall 2026. This plan will assess the current condition of each rest area, including buildings, pavement, systems, parking, ADA compliance, and utilization capacity. The plan will provide recommendations on operational guidelines for pavement and building maintenance, cost estimates for needed improvements, and a prioritization matrix for tracking the improvements based on available funds; Increase funding for Unplanned Operational Improvements for both fiscal years to further minimize the risk of critical system failures; Decrease the available funding for the Building Improvements Program; Stop any further work on the Baker Valley and Charles Reynolds renovation projects; Allocate the remaining capital funds balance into the approved budget for planning purposes. Riggs shared his support for the facilities condition assessment. Lynde said that once the condition assessment is complete and the contractors have finished their job in the field, it will be a good time for the Council to discuss what projects should be prioritized from their findings. Worst-case scenario, if additional funding is not received, this information informs decisions about which rest areas should remain open to the public. Riggs asked how long the assessment was estimated to take. Lynde said he would like to see a preliminary report in less than nine months and fully completed within a year. This will line up with budget development and the legislative cycle.

Riggs made a motion to approve the Rest Area Capital Funds Budget Revisions as presented. Hamilton seconded. *5-0 Vote. Canty-Jones- yes; Hamilton-yes; DeAutremont- yes; McConnell-yes; Riggs – yes.*

Council break 12:24 p.m.

Council returned at 12:39 p.m.

Informational

Staff Reports

Finance: Roth presented an informational finance staff report beginning with highlights from the October financial reports. Total agency net position showed negative retention of \$150,000 through October 2025, which is \$611,000 better than the budget. Interest income was \$300,000 greater than planned. Overall expenses are running lower than planned, particularly payroll, general and administrative, and depreciation and amortization. Roth said rest area operating funds saw a negative \$147,000 change in net position year to date through October 2025 which would have been a larger net loss of \$460,000 if not for interest income. Roth then spoke to the Council about the results of the FY 2024-25 agreed upon procedures financial review. It is an annual review required in statute of the money TIC collected, borrowed, or received and

expenditure of that money. The Secretary of State (SOS) has opted to have an independent certified public accountant, Baker Tilly (formally Moss Adams) perform the review. Baker Tilly only performs specific procedures agreed upon by TIC management, the SOS and the Legislative Fiscal Office. These procedures are focused on reviewing and testing the internal controls TIC has in place related to revenues, disbursements, the cash reconciliation process, and the budget. There were no exceptions noted in the final report. Roth said that she had an exit interview with Scott Simpson, who is the Baker Tilly partner assigned to TIC's engagement, who was very complimentary and said that it was not a given that you will get a clean report with no exceptions. At this time Baker Tilly did have any recommendations. Hamilton asked if there was a cost associated who performs the review, whether it is the SOS or a third party. Roth said that in the 13 years she has worked at TIC, the review has always been completed by a third-party accountant. Baker Tilly's contract for the engagement this year was \$17,000. Lynde said that SOS would also charge a fee, but he was unsure of what that total would be. Hamilton asked if the contract for a firm to perform the review is something that goes out for bid. Roth said it had been a few years since the contract had gone out for bid. Lynde said that a lot of the semi-independent boards and agencies came together to form one contract that they could all use. TIC is different enough that we had to have our own contract since the procedures performed are different.

Rest Area Program: Swanson said that staffing levels are stable. Rest Area Supervisors will be attending a meeting hosted at the administration offices in Salem, on Wednesday and Thursday of next week. Swanson said she really looks forward to these meetings, not only to share information with all of them, but for them to share challenges and best practices amongst themselves. Swanson said that the average cost per visitor was \$.75 per visitor per average. Next, Swanson shared pictures of some of the projects completed in the rest areas. These projects include a fence replacement at Tillamook, a sewer line replacement at Charles Reynolds, pavement maintenance and crack sealing at Deadman Pass, Charles Reynolds, Baker Valley, and Weatherby, and tree pruning at Ontario and an ODOT-led tree removal project at Manzanita.

Heritage Programs: Dehn said that the dedication of the Oregon Nisei Veterans WWII Memorial Highway marker was a successful event on Veterans' Day. There was an hour-long dedication that took place before guests were invited to the marker's location for the ribbon-cutting ceremony. Dehn gave kudos to Eric Ballinger, Linda Tamura, and Carl Casey for the success of the event. Casey, the Commander of American Legion Post 22, hosted the dedication, combining it with the post's annual Veterans' Day ceremony. The dedication honored all veterans, but at the same time confronted the history of Post 22's removal of 16 WWII Nisei veterans' names from the Wall of Honor. Canty-Jones spoke at the event on behalf of TIC and the Historical Marker Committee. Dehn thanks McConnell for attending the event.

Dehn shared a picture of the newly revised and installed Yaquina Bay Marker. This marker was a high-priority text revision. The committee worked with the Oregon Parks and Recreation Department (OPRD) and the Confederated Tribes of the Siletz to bring a new story to the location. Dehn said that, since the last meeting, TIC has precontracted with Historical Research Associates (HRA) and Brian Potter Design Team to continue the third phase of the project. Staff had an in-person meeting with the Burns Paiute Tribe. Dehn said it was very exciting to engage with them in person on tribal grounds. Out of the seven total kiosks, five of them are located in the homeland of the Confederated Tribes of the Umatilla. Those five are nearly complete and receiving final edits from the Tamástlikt Cultural Center staff. There has been renewed engagement with the Confederated Tribes of Warm Springs, and the plans have been shared internally with their

culture committee. Staff is still working towards receiving feedback from Burns Paiute for the Ontario kiosk and Warm Springs for the Memaloose kiosk, but if that does not happen, really good content has been developed to use regardless. Lynde asked Dehn if the goal was to have the new content installed in 2026. Dehn said for the middle five, certainly. Canty-Jones said that there would be a great opportunity to connect the dedications for this project with the America 250 Oregon Commission as a 250 project. Canty-Jones said she was excited for it to be a media opportunity to showcase the program and how content is created and revised.

Dehn said the Heritage Tree Program is experiencing an increase in nominations, but is still experiencing a gap between communities nominating cool trees and them being able to identify any historical significance associated with the tree. The committee has developed additional resources to help with nominations, such as a value statement and sample stories. A Heritage Tree subcommittee is also in the process of creating an In Memoriam Guide for trees that leave the program. This guide would help a community think through ways to continue the life of the tree in other aspects. Dehn informed the Council that PSU's heritage tree, the Copper Beach, was featured on KGW's countdown to 250th.

Sign Program: Cheyne presented the Sign Program staff report. Cheyne said that in the third quarter of 2025, five new customers responded to the New Customer Survey (NCS), four from the Logo program and one TOD. These customers provided a rating of 4.8 out of 5. From October 1, 2014, through September 30, 2025, 396 of 918 new customers have responded to the NCS, providing an overall rating of 4.64 out of 5. Food sign customers continue to have the highest turnaround. There were 26 customers removed. 15 of those customers were food sign customers. 10 of the overall 26 customers were removed because the business closed. There are seven fewer customers overall since the September meeting. Currently, there are 81 customers on the waitlist. A serviceable customer is one that a board could be installed or enlarged to make space. This is down from 140 customers in 2017. Cheyne said she is balancing her capital projects budget between replacing signs that are damaged or aged out with expanding existing signs to reduce the waitlist. Cheyne shared photos of 24 capital sign projects completed in the last quarter.

New Business

Other Announcements: None.

2026 Meeting Calendar

- March 9, 2026
- June 8, 2026
- September 14, 2026
- December 14, 2026

Adjourn: 1:33 p.m.

Next Quarterly Meeting:

March 9, 2026 – Salem, OR Hybrid
