Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES
Special Council Meeting

July 19, 2024
10:00 am

Members Participating: Eliza Canty-Jones, Chair; Jeff Baker, OTC; Matt Preston; Richard Riggs; Ed Washington.

Members Excused: Mike Card, Bob Garica; Valerie Wilson.

Guest: Kylen Stevens, DAS.

Staff Participating: Interim Executive Director Mike Auman; Heather Peck; Michelle Roth; Jessica Carbone.

Call to Order: Canty-Jones called the meeting to order at 10:02 a.m. and established that quorum was present.

Approval of the Agenda and Order of Business: Canty-Jones asked if there were any questions or comments about the agenda of the meeting. There were none.

Business Meeting

Public Comment: There was no public comments presented.

2025 Legislative Concept: Auman presented the proposed 2025 Legislative Concept to Council. Amunan said that in this concept the annual funding for operations has been increased to $15.5 million from $9.16 million. When staff considered what it would take to bring our facilities in line with the American Disabilities Act and repair and replace dramatically aging infrastructure and continual maintenance, they have forecasted capital project funding needs over the next eight years and built in stable capital funding after the final year specified in the bill. The Council discussed how staff reached at their amount for continued capital funding and different agency partners and the governor's office awareness of TIC's potential legislative concept.

Riggs made a motion to approve the 2025 TIC legislative concept with the amendment that capital funding in the periods begin July 1, 2034, and after, would be $4.5 million. Baker seconded. 5-0 Vote.

Sunset Paving Project: Peck gave the Council a summary of the history of the Sunset Paving project. The project was instigated by former Rest Area Administrator Daphnee Legarza and was brough before Council in March of 2022 and the entire project was approved for $937,000. The Council approved an additional $33,000 for design work in December of 2022. Peck is requesting the Council approve additional project funding of $183,714.00 for the pavement rehabilitation work as stated in the memo provide. This includes the minimum bid received for the project of $1,053,714.00 and $30,000.00 of project contingency costs. There are sufficient capital improvements funds available for the requested increase. Canty-Jones asked Peck why this project has taken so long to complete. Peck replied that when she stated with TIC this project was on hold. Peck has investigated with the consultant as to where the project was in development. There was not a lot of information that she could not find in Steve Duvall's records.

There was some question on scope and maybe adding some additional GeoTech work on this project, but Peck determined that work wasn't necessary.

Baker made a motion to approve the additional funding of $183,714.00 for the Sunset Paving Project for a total of $1,183,714.00 to contract with the lowest bidder. Riggs seconded. 5-0 Vote.

Peck thanked Council for taking the time to address this voting time today and that she hopes to have project completed by the end of August.

Peck left at 10:40 a.m.

Executive Director Job Posting, Job Description, and Hiring Plan: Auman presented the revised TIC Executive Director Recruitment plan materials including revised job posting, job description and hiring plan. He clarified the revisions made to the job posting and job description. Auman then explained the time for the whole recruitment process. The committee discussed potential members of the hiring committee.

Baker made a motion to approve the announcement, position description, process and timeline as presented, to delegate Minimum Qualifications Review to the Executive Recruiter, to delegate requested Attributes Review, and if needed Vidcruiter Interview review, to the Interim Executive Director, to appoint Chair Canty-Jones as Chair of the Hiring Committee, to delegate decisions on who will make up the Hring committee to the Interim Executive Director, and delegate any unforeseen decisions to the Interim Executive Director and/or the Chair of the Hiring Committee. Riggs seconded. 5-0 Vote.

Adjourn: The meeting adjourned at 10:59 a.m.

Next Scheduled Meeting: September 9, 2024, Salem, Oregon