OR Travel Information Council

# MINUTES

## Finance Committee Meeting

Wednesday, February 25, 2026
Virtual Meeting

**Committee Members Participating:** Eliza Canty-Jones, Chair; Mike Drennan; John Hamilton

**TIC Staff Participating:** Mac Lynde; Michelle Roth; Heather Swanson; Diane Cheyne; Jessica Carbone

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Canty-Jones called the meeting to order at 11:02 a.m.

**Roll Call**: Canty-Jones called roll for the record. Committee members Canty-Jones and Hamilton were present. Drennan joined the meeting later.

**Business Meeting**

**Approval of November 19, 2025, Minutes**:

*Hamilton made a motion to approve the November 19, 2025, meeting minutes as presented. Canty-Jones seconded. 2-0 Vote, Canty-Jones- yes; Hamilton- yes.*

**Public Comment:** None.

**Director's Update:** Lynde updated the committee that the legislature's short session must be completed by midnight on Sunday, March 8, and provided an update on their current work at this time. The $3 million in approved additional Rest Area operating funds is scheduled to begin on July 1, 2026, and currently, the gas tax referral and anticipated budget bill are not expected to impact this. With the uncertainty of Oregon Department of Transportation (ODOT) funding, leadership is doing quite a bit of work on what the impacts would be if additional funds do not come, and how to talk to staff about it if it becomes necessary. Lynde then provided clarifying information on the circumstances around which parts of the 2025 transportation funding package are being sent to a vote and when that vote may occur.

Lynde informed the committee that there had been some reorganization within the agency. Two positions were eliminated: the in-house IT position and the rest area field operations position. Heather Swanson, who has been the interim rest area administrator for just over a year, has been made the permanent rest area administrator. Two new rest area regional manager positions were created. Phil Dempsey and Mark Baker were promoted from rest area supervisors to fill these positions. The Salem administrative office was consolidated from two floors to one, with plans to sub-lease the vacant second-floor space to further reduce costs.

Drennan joined the meeting at 11:20 a.m.

Lynde informed the committee that the agency was getting ready to begin some process improvement work, specifically within the sign and finance programs. Consultants will be brought in to conduct a training workshop with staff, and possibly at a future date, work with the Council on strategic planning. Drennan asked Lynde to confirm that the additional rest area funds do not include any capital project funding. Lynde confirmed this and that capital funding will be part of the larger 2027 legislative discussion.

**Review of June 30, 2025, Agreed Upon Procedures Report:** Roth said that the agency's annual agreed-upon procedures report, completed by Baker Tilly (formerly Moss Adams) was issued in early December 2025. There were no issues identified. Roth then discussed the procedures performed by the accountants.

**Review of January 2026 Financial Reports:** Roth said that the January 2026 financials show a continuation of previous trends. There was higher interest income than planned year-to-date through January of $459,000, and lower than budgeted overall expenses including payroll and general administrative expenses. Roth summarized some of the operational effectiveness changes made that have led to some of the lower than budgeted expenses. It has included the agency restructuring, leaving positions temporarily vacant while awaiting clarity of rest area funding, returning leased mobile office buildings, consolidating the administrative staff from two floors to one and plans to sublease the newly vacant second floor space. Other Funds are running about even at $23,000 in income, which is $200,000 better than the budget. Rest Area operations are running at a net loss of $200,000, but that is about $1 million better than budgeted. Rest areas expenses are continuing to exceed $9.16 million in operations funding.

Drennan asked Roth to clarify the comment made in the January financial reports memo for the Repairs and Maintenance – Building and Landscaping variance. Roth said that after the rest area capital project plan was reviewed, there were five projects that will not be moving forward. These projects totaling $343,619 were written off, causing a negative $140,320 variance. If these projects had not been written off there would have been a positive $203,299 variance. Drennan asked why there was still $170,000 left for truck replacements on the rest area restricted capital funds report. Swanson said that she has the trucks on order, and when those trucks come in, the remaining funds will be spent. Hamilton asked how the money that is waiting to be spent on trucks is being held. Roth said that those funds are invested in the Local Government Investment Pool (LGIP). TIC can access this money quickly when needed and still earn interest. Canty-Jones asked if staff think they will see continued savings in repairs and maintenance due to the mild winter. Swanson said that staff is already planning on where best to use the savings from the mild winter, such as $2,000 in snow removal savings being used for sewer system improvements.

**Voting Items**

**Annual Chair Selection:**

*Drennan made a motion to re-elect Eliza Canty-Jones as Chair of the Finance Committee. Hamilton seconded. 3-0 Vote. Canty- Jones – yes; Hamilton – yes; Drennan – yes.*

**Adjournment:** The meeting adjourned at 12:03 p.m.

**Next Meeting:** May 27, 2026, at 11:00 a.m.