

**Travel Information Council
Oregon Travel Experience – Salem, OR
Thursday, December 11, 2014**

Council Participating:

Gwenn Baldwin, Chair, 3rd Congressional District
David Lohman, OTC Representative (Telephoinic)
Ed Washington

Charlotte Lehan, 5th Congressional District
Bob Russell, Vice Chair
Kathy Watson, 2nd Congressional District

Council Absent:

Mike Drennan, Member-at-Large

OTE Staff Participating:

Troy Costales, Interim CEO
Jenn Smith, Executive Assistant
Annie von Domitz, Community Assets Officer
Madeline MacGregor, Communications Officer
Angelique Goldschmidt, Human Resources Director

Tim Pickett, COO
Diane Cheyne, Sign Operations Manager
Jason Nash, Rest Area Operations Manager
Heather Wyland, Policy & Rules Advisor

The meeting was called to order by Chair Baldwin at 9:05 am.

A) Introductions: Council and staff introduced themselves.

B) November 5, 2014 & November 18, 2014 minutes: Russell made a motion to accept the minutes for November 5 & November 18, 2014 as presented. Lohman 2nd; motion passed unanimously.

C) Public Comment: There was none.

D) Sign Fee schedule & Stakeholder Feedback: Cheyne gave a review of the Sign Fee update to-date, including the presented schedule developed with the Sign Fee sub-committee. Russell commented that the schedule makes sense based on an objective standard of traffic count. The new structure will be revenue neutral, but the hope is the new double boards will bring new revenue to the agency. Additionally, in the future, increases to the schedule can be done fairly across the board. Russell made a motion to approve the new sign fee rate schedule as presented effective January 1, 2015. Watson 2nd; motion passed unanimously.

E) Finance Committee:

a) **Monthly Financial Review:** Pickett reviewed the October financial report. Pickett said the A/R & A/P are current. Additionally long-term debt has been reduced. Revenues are close to forecast and the personnel costs are within budget.

Baldwin thanked and recognized Tim Pickett, Michelle Roth & Yolanda Ruiz-Simon for their hard work in the accounting department.

It was requested that staff collapse the accounts under utilities and add an account for communications.

b) **Budget Update:** Pickett reviewed the process for the upcoming 2015-17 budget. He said the Finance Committee has discussed some assumptions. It was agreed that the full Council would have a work session at the next meeting to discuss and guide staff on budget assumptions.

c) **Moss Adams Report:** Pickett noted there were no discrepancies in the latest report and it has been forwarded on the Legislative Fiscal Office and Secretary of State Audits Division. He said that although not completed, staff is making major progress on the systems being transparent and accountable. However, the challenges in previous years are now behind, with clear and accurate financial statements.

- F) Officer Elections:** Baldwin announced the slate of Officers for 2015 as: Gwenn Baldwin, Chair; Bob Russell, Vice Chair and Kathy Watson, Secretary. Lohman made a motion to accept the slate as presented. Washington 2nd; motion passed unanimously.

Baldwin announced that Drennan has agreed to continue his position on the Executive Committee as Member-at-Large.

- G) Memorandum of Understanding with ODOT:** Baldwin explained that the Memorandum of Understanding (MOU) signed by ODOT Director Matt Garrett and herself was identical to the one presented at the November 18th meeting. Russell made a motion to accept the MOU in its executed form. Watson 2nd; motion passed unanimously.

- H) CEO Recruitment Update:** Russell updated the Council on the process – a first round of interviews is scheduled for the afternoon of Thursday, December 11th and the top candidates will be forwarded on to the full Council for consideration. Lehan expressed she felt it was very important that more than one candidate be moved forward for full Council consideration.

Council tentatively set a meeting for CEO candidate interviews for December 19th, 2014 at 2:30 pm.

- I) RFQ's:** Nash reviewed the necessity for the new RFQ's for rest area maintenance and janitorial services. Russell made a motion to accept Patriot Building & Grounds Maintenance from Hermiston, OR; contract #Memaloose 2015-J dated January 1, 2015 in the amount of \$59,700.00 and CE&M Janitorial Services-Medford, OR; Contract #Suncrest 2015-J dated January 1, 2015 in the amount of \$43,200.00. Washington 2nd; motion passed unanimously.

- J) CEO Update:** Costales briefly updated Council on the Strategic Plan and that the Leadership Team has met and is tracking their efforts on the concepts. All 15 priority concepts are in progress.

Additionally, the Oak Grove project contract is signed and in place. Staff and the contractor are looking for alternatives to dumping the old gravel on-site, which could save money.

Finally, Costales updated Council on a few staff changes at 3 of the rest areas.

- K) Council Binder Update:** Smith reviewed the presented binder updates and encouraged Council to use the binders and bring them to the meetings.

- L) 2015 Meeting Schedule & Locations:** Council agreed to the meeting schedule for 2015: January 22, 2015 (Tillamook) with a community reception the evening before and a coalition meeting the morning of the meeting; May 8th (telephonic) to review the budget before it is sent out for public comment; June 24th (Salem); September 23rd (Ashland); and December 16th (Salem).

- M) Sign Customer Service Report:** Cheyne reviewed the quarterly report. Russell asked about some of the comments made that it took quite a bit of time to get the signs up. Cheyne said there are various reasons; from the customer's replying slowly to review by ODOT. Council requested staff develop a timeline for the next meeting for Council to review.

N) Committee Reports

- a) **Heritage Committees:** Lehan mentioned she was recently appointed to the Oregon Commission on Historic Cemeteries. She commented she thought it is important for the Historical Marker and Heritage Tree Committees to be involved in other state-wide similar committees as well as intricately involved with OTE. Additionally Lehan suggested that the committees need a stronger relationship with Travel Oregon and State Parks. She requested staff be sure the Heritage Committee events show up on the Council calendar.

Lehan encouraged the Council to stop by the French Prairie rest area and see the new kiosk with the electronic, hands-on display that was recently built in partnership with Clackamas County.

Washington updated the Council on the Maynard Drawson award the Heritage Tree Committee had developed in honor of the founder of the Committee. He also announced several new inductees for the 2015 Class including the Coquille Myrtle Grove and the TJ Howell Brewer spruce.

- b) **Executive Committees:** Baldwin stated the Committee had not met since the last Council meeting and had nothing new to report.

- O) **Other Announcements:** Baldwin reported the Danuta Pfeiffer has resigned from the Council to focus on her volunteer work in her local area. She said the Governor's office is looking for people to fill the vacant positions.

Staff was requested to send an email to Council about some dates that would work in July or August for a Council retreat.

Adjournment: Meeting was adjourned at 11:22 am.

Respectfully Submitted,

Kathy Watson
Secretary