



Oregon Travel Information Council
1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

Quarterly Travel Information Council Meeting
Wednesday June 24, 2015
Oregon Travel Experience Offices
Salem, Oregon

Council Members Participating:

Gwenn Baldwin, Chair, 3rd Congressional District
Charlotte Lehan, 5th Congressional District
Ryan Snyder, 1st Congressional District (telephonic)
Kathy Watson, Secretary, 2nd Congressional District

Mike Drennan, 4th Congressional District
Bob Russell, Vice Chair
Ed Washington

Council Members Absent:

David Lohman, OTC Representative

Mike Marsh

OTE Staff Participating:

Nancy DeSouza, Executive Director
Jenn Smith, Executive Assistant

Tim Pickett, Operations Director
Annie von Domitz, Community Assets

Guests:

Arne Nyberg, Heritage Tree Committee

Craig Campbell, Victory Group

The meeting was called to order by Chair Baldwin at 9:06 a.m.

A) Introductions: Von Domitz introduced Arne Nyberg representing the Oregon Heritage Committee. Nyberg gave a brief history of the Barlow Tollgate maple. He presented Chair Baldwin and the Council with a gavel he handcrafted from the wood of the maple. He was thanked by the Council and he and von Domitz exited the meeting.

Self-introductions were made.

B) Approval May 8, 2015 and May 21, 2015 Minutes: Council noted some corrections to the minutes, including clarifying the lack of detail regarding who made motions at the January 22, 2015 Council meeting because of the agency computer server failure, clarifying cost references for the Oak Grove Sewer Project and a typo correction from “contact” to “contract.” Russell made a motion to accept both minutes with the noted corrections; Drennan 2nd; motion passed unanimously.

C) **Public Comment:** None.

D) **Public Testimony on budget:** Baldwin opened the public hearing at 9:17 a.m. A roll call of the Council took place. There were no submitted comments and no attendees in person or on the telephone to provide comments at the hearing. Baldwin closed the public hearing.

E) **Adoption of July 1, 2015 - December 31, 2015 Continuing Resolution Budget:** Russell moved the July 1, 2015-December 31, 2015 continuing resolution budget be adopted as presented at the May 21, 2015 Council meeting. Watson 2nd; motion passed unanimously.

F) **Committee Reports:**

a) **Executive Committee:** No report.

b) **Heritage Committees**

i. **Historical Marker Committee:** Lehan reported the committee had a successful dedication of the View Master Marker in Cave Junction. The committee will hold a half-day strategic planning retreat. The Committee will host a BBQ for the volunteers at SalemTowne who repair and maintain the Markers.

ii. **Heritage Tree Committee:** Washington reported the committee had dedicated two new trees and awarded the first Maynard Drawson award. Baldwin discussed the importance of the connection of historical events, people and places. Watson suggested MacGregor might be able to develop stories about the Trees and Markers. Washington encouraged Council members to attend a dedication.

c) **Finance Committee:** Drennan noted the minutes from the previous meeting were in the Council packets. He reported that the committee reviewed the April financials and the agency has a current ratio of 1:28; accounts receivables have few accounts past 60 days and revenues are slightly ahead of budget due to an increase in sign revenues. He said there would be changes in names of some accounts on the reports beginning the new fiscal year.

d) **Rest Area Committee:** No report.

G) **Contracts and agreements requiring Council approval:** Pickett reported there are no current contracts or proposals requiring Council approval.

H) **Administrative Rule Changes:** DeSouza asked the Council to authorize or empanel Ad Hoc committees to update certain Oregon Administrative Rules. Statute changes require the Free Coffee Program rules to be updated, there and there are minor OTIC housekeeping items for an ad hoc committee to approve. The Historical Marker rules are outdated, and the committee would like them updated. The Heritage Tree program does not have rules, and developing new rules for the program is under consideration by that committee.

Russell made a motion that an ad hoc committee be empanelled to address the rule changes for the Free Coffee Program and any housekeeping items, and that the Historical Marker and Heritage Tree committees serve as the rule committees for their respective programs. Washington 2nd; motion passed unanimously.

Russell, Watson and Marsh were assigned to the ad hoc committee for the coffee program and OTIC housekeeping issues.

I) **Government Camp use permit with USFS:** DeSouza told the Council that staff has been meeting with the interested parties about the parking lot and the use of the permits governing the US Forest 6/24/15 TIC Minutes (Approved 10/19/15)

Service lands including the Rest Area at Government Camp. The parking lot adjacent to the Rest Area operated by Summit Ski Area provides access and egress to the rest area, and is in serious disrepair. The lot is operated as a SNO-PARK in the winter, which means it is plowed as needed by ODOT crews. Without repairs before winter, the condition of the lot will prevent ODOT from plowing, risking disruption in use of the OTE rest area during snowy weather. She said they are continuing conversations to come up with plans for both immediate and long-term maintenance and access.

- J) Legislative Update:** Campbell gave an update on the current Legislative Session. The two major issues currently being addressed are marijuana implementation and a transportation package. He told the Council that as of the day before, the transportation package was likely to fail.

Baldwin announced that the Governor's Office had appointed a new member to the Travel Information Council. Mike Marsh was appointed on June 19, 2015 to complete an unfinished term. Baldwin gave a brief overview of Marsh's qualifications, including his current status with Willamette University and his former tenure in senior administration at ODOT.

K) Executive Director's Report:

- DeSouza updated the Council on the catastrophic failure of the agency's computer server. A new server is in place, and agency staff is working diligently to recreate lost files. She and Pickett are working with DOJ to explore options for financial remedy under the contract with Center Logic, and will explore the best long-term provider for IT services while continuing with the current vendor on a month-by-month continuation of the contract terms.
- Depositions in the Walker case are being scheduled. DeSouza invited members of the Council who may have questions regarding their depositions to contact her individually.
- Annual performance evaluations have been finalized for each agency employee, and a score-based formula will allocate the 3 percent merit pool to those whose performance was rated as above average.
- Drennan asked about the status of a dismissed staff member's filed BOLI claim. DeSouza said the agency's response has been submitted and we await a response from BOLI. A tort claim notice from another dismissed employee had been settled by DAS Risk Management.
- The sign program is going well. The crew has been trained by ODOT for larger installations, reducing contracting costs. The agency received its first request for a highway sign from a medical marijuana dispensary, which was denied because it did not meet the requirements. However, the agency expects to receive requests from recreational marijuana operations under agricultural product provisions. Conversations will continue with ODOT, OLCC and others regarding the agency's response to such requests.
- Kiosks should be discussed at a future Council meeting for both role in the agency's mission and financial viability of some locations. The D River Wayside kiosk in Lincoln City is past its useful lifespan, and electricity has been cut off because of danger of electrical shock. Because the building inherited from ODOT is built primarily of metal and seriously rusted, it would take an estimated \$20,000 investment to bring it up to useful condition, but even then would not be financially viable. The Kiosk at the Woodburn Premium Outlet stores is losing money because the new corporate owners has increased the lease cost for the space beyond revenues that can be generated from sales. The lease is up September 30, and the agency is working with the local managers on a plan to either reduce the lease costs or potentially remove the kiosk.

- Planning work on the Grove of the States restoration is advancing, and interest is growing among potential partners. Sponsorships will be a key component of funding the project, and this will need to be worked through with ODOT as part of a larger discussion.
 - Rest areas are operating well, with Oak Grove septic system repairs underway. Staff are prepping for hot, dry summer, with traveler counts generally up across the system.
 - DeSouza and Pickett met with ODOT leadership to discuss the joint meeting of the Council and the Transportation Commission on July 16 in Hillsboro, as well as projects including the Grove of the States and sponsorships. Watson suggested a joint meeting with the Tourism Commission, as well.
 - Drennan asked for an explanation regarding the agency's use of the DAS motor pool. Pickett said the rest areas have used the motor pool to supply vehicles. However, DAS recently announced that rental rates are increasing significantly for the next biennium, even for existing contracts. This will be reflected in the biennial budget, and the agency will consider the cost effectiveness of other options as contracts expire.
 - Snyder thanked DeSouza for the updates she sends out.
- L) **Preview of Council Retreat July 15 & 16:** Baldwin reviewed the proposed agenda for the upcoming Council retreat and meeting with the Oregon Transportation Commission.

M) **Other Announcements:** The next regular meeting of the Council will be in Ashland on October 19.

Adjournment: Meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

Kathy Watson,
Secretary