

**Travel Information Council  
Meeting with Public Hearing  
Wednesday, October 11, 2012  
Oregon Travel Experience Office  
Salem, OR**

**Council Participating:**

Gwenn Baldwin, Chair, 3<sup>rd</sup> Congressional District  
Maria Ponzi, 1<sup>st</sup> Congressional District  
Bob Russell, Vice Chair

Mike Drennan, Member-at-Large  
David Porter  
Ed Washington

**Council Absent:**

Charlotte Lehan, 5<sup>th</sup> Congressional District  
Mary Olson, Secretary, OTC Appointed

Tom Loun  
Danuta Pfeiffer, 4<sup>th</sup> Congressional District

**Guests Present:**

Luke Mazziotte, Step Forward Activities  
Bonnie Heitsch, DOJ  
Jennifer Rogers, DAS

Victoria Pruitt, Forward Vision  
Twyla Lawson, DAS

**OTE Staff Participating:**

Tim Pickett, Interim CEO	Jim Renner, Chief Rules & Policy Advisor	Jenn Smith, Exec. Assistant
Ed Bengtson, Dir. Of Finance & Administration	Madeline MacGregor, Chief Creative Strategist	
Jason Nash, Rest Area Operations Manager	Diane Cheyne, Sign Operations Director	

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Chair Baldwin called the meeting to order at 9:02 AM. She stated the meeting location of 1500 Liberty St. SE, Suite 150, Salem, OR.

**Roll call**

Baldwin verbally read the Council membership. Present were Baldwin, Porter, Russell, Drennan, Ponzi and Washington.

**Overview**

Baldwin stated the purpose of the Public Hearing was for the purpose of taking public testimony regarding free coffee OAR amendments.

**Public Comment**

Baldwin opened the public hearing, asked for comments and hearing none, closed the public comment portion of the meeting at 9:04 am

**Self-introductions** were made.

**New Business**

- A. **August 22, 2012 minutes:** Drennan made a motion to accept the minutes as presented. Russell seconded; motion passed unanimously.
- B. **Free Coffee OAR Amendments:** Renner reviewed that the purpose for the amendments to the OAR is to allow coffee service at all OTE managed rest areas, rather than naming specific locations. Russell made a motion to approve OAR Amendments to the Free Coffee program as presented. Porter seconded; motion passed unanimously.
- C. **Elections:** Baldwin clarified the reason for having elections again in October after just having them in July was due to the fact that the Council bylaws (Operating Procedures) required elections during the 4<sup>th</sup> quarter meeting of the year prior to the commencement of the calendar year to be served (ORS 377.835(4)). Russell made a motion

for the current slate – Baldwin, Chair; Russell, Vice Chair; Olson, Secretary; Drennan, Member-at-large – to be reelected. Porter seconded the motion; motion passed unanimously.

- D. Financial Overview:** Drennan gave an overview of the August 2012 financial report. Noting specifically that the general checking account is in much better shape due to slowly adding to it and paying down the payables. He also reported the accounts receivable are in good shape due to staff being on top of the collections.

The fixed assets have been reduced due to an evaluation of the Kiosk program.

Accounts payable are flat and staff has made good progress on bringing down the past due accounts.

The other change noted by Drennan was the accrued incentives. The change took place because employees will no longer receive incentives and bonuses; this line item is now at zero.

Income for the year was up about \$100,000 over last year. Some of this is due to the increase in sign revenue, but the majority is from the Highway funds received to manage the rest areas.

Drennan noted OTE has decreased its payroll expenses mostly due to the vacancy of the Director position.

Drennan told the Council we are positive for the year as compared to last year being negative at this point.

Drennan reviewed the upcoming fiscal year projection (plan). Specifically he pointed out that the plan for ending fiscal year 2013 will end in a positive rather than a loss. Drennan thanked the staff for their hard work at getting OTE in a positive cash flow.

Ponzi asked if the sales position will be filled. Pickett said the plan incorporates a sales position in January. In addition Ponzi wanted to know how staff would be compensated without having bonuses and incentives. Drennan said when staff was determining salaries for the upcoming year, they took into consideration they would no longer be getting the bonuses and appropriate individual salary adjustments will be made.

- E. Bylaw/Operating Procedures revisions:** Baldwin explained the change in name from bylaw to operating procedure a matter of a non-profit and/or business versus a government agency. She said that basically the document was the same; it was just pared down and more succinct. The new document does not change how the Council will function. Porter made a motion to accept the Operating Procedures as presented. Ponzi seconded; motion passed unanimously.
- F. Inter-agency agreement with ODOT:** Baldwin said that due to the fact there were still some questions about some details in the agreement, the decision would be tabled until the Executive Committee could get them worked out.
- G. Ontario Rest Room Addition Contract:** Nash informed the Council that the bids received for the addition to the rest area were significantly higher than expected. Because of that, staff recommended not approving any of the bids and reevaluating and prioritizing the dollars spent at the rest areas.
- a. 2013 I-84 Rest Area Contracts:** Nash told the Council that staff is working on the invitations to bid to get the process underway. Staff expects to get back to Council with recommendations by December.
  - b. Contract Extensions for Rest Areas:** Nash reviewed the current contracts and said that per the approval of the original contracts by the previous Council, staff was executing an extension of the contracts.
- H. 2012-14 Sign Contractors Bid:** Cheyne gave an overview of the RFP, stating this was needed to help the sign crews install and repair signs that are in difficult highways and environments. One company responded to the RFP and Cheyne requested approval for their contract. Porter asked how the company's, Coral Construction, performance had been in the past. Pickett responded they had been fine and were in line with ODOT prices.

Drennan made a motion to accept approval of the contract to Coral Construction. Ponzi seconded; motion passed unanimously.

- I. **Lobby and Public Relations RFP:** Renner reviewed the RFP process that staff undertook for the contract. Staff received four proposals and after evaluation and interviews, is recommending the approval of a contract with Victory Group. Porter made a motion to accept staff recommendation to enter into a contract with Victory Group. Drennan seconded the motion; motion passed unanimously.

**Old Business**

- A. **2013 Meeting Locations:** Baldwin suggested the July 12, 2013 meeting be held in Ontario and the November 9, 2013 be held in The Dalles. She said this would give Council a good opportunity to look at the new rest areas. All agreed.
- B. **CEO Recruitment Update:** Larson gave the Council the survey results from the staff. She told them that the posting for the position had gone up and then closed on time and that 59 people applied for the position. Larson recommended the Council interview between 3 and 5 applications. The Council agreed that 3 would be a good amount. Larson explained the next steps would be for the screening committee to decide who they wanted to interview and have the 3 finalists then meet with Interested Parties and Staff forums. She said Council could plan on interviewing the finalists the week of November 12<sup>th</sup>.

**Other Business:** Ponzi recommended that OTE try to have good communication with ODOT in regard to traffic re-direction and the bad weather coming up. Pickett said OTE has good relationships with both ODOT and the State Police and when OTE staff finds out about that kind of issue, they are really good about informing the correct people.

Ponzi thanked MacGregor for her good work and the report presented in writing to Council.

Porter thanked Annie von Domitz for her work and written report to the Council. He encouraged everyone to read it.

Baldwin gave kudos to MacGregor and Pickett for their thoughtful and sensible response to the media reaction to the audit.

**Adjournment:** Meeting was adjourned at 10:10 am.

Respectfully Submitted,



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Mike Drennan  
Council Member-At-Large

