

Travel Information Council
Oregon Travel Experience – Salem, OR
Tuesday, November 5, 2014

Council Participating:

Gwenn Baldwin, Chair, 3rd Congressional District
Charlotte Lehan, 5th Congressional District
Danuta Pfeiffer, 4th Congressional District
Kathy Watson, 2nd Congressional District

Mike Drennan, Member-at-Large
David Lohman, OTC Representative
Bob Russell, Vice Chair
Ed Washington

OTE Staff Participating:

Tim Pickett, COO
Angelique Goldschmidt
Heather Wyland
Madeline MacGregor
Sue VanHandel

Jenn Smith, Executive Assistant
Annie von Domitz
Jason Nash
Melissa Auman
Yolanda Ruiz-Simon

Diane Cheyne, Sign Operations Manager
Heather Swanson
Luc Rizzo
Michelle Roth

Guests:

Troy Costales

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

A) Introductions: Council, staff and guest introduced themselves.

B) October 22, 2014 minutes: Lohman made a motion to accept the minutes with change. Russell 2nd the motion. The motion passed unanimously.

C) Public Comment: There was none.

D) CEO Recruitment Plan: Baldwin reviewed the proposed recruitment plan. It was developed by Enrique Sama from Department of Administrative Services. Drennan made a motion to approve the plan as presented; Washington 2nd. Motion passed unanimously.

Baldwin presented the job bulletin for the CEO position. She noted that a correction on the salary needed to be made to read \$95,000 - \$125,000. Russell made a motion for Council to approve the job bulletin with the correction of the salary range. Lohman 2nd; motion passed unanimously.

E) Council Screening Panel: Drennan declined to be on the panel this time. Washington, Heather Swanson and Russell volunteered to be on the panel. Lehan suggested including a representative from Travel Oregon and Oregon Department of Transportation (ODOT).

Russell made a motion to establish a screening panel consistent with the CEO recruitment plan. The panel would include Washington, Russell, Swanson and a delegate from Travel Oregon (submitted by Travel Oregon Director, Todd Davidson). Lohman 2nd; motion passed unanimously.

F) Interim CEO: Baldwin told the Council that the Governor's office reached out to ODOT for an interim CEO. Baldwin presented Costales' bio and the Memorandum of Understanding (MOU) allowing OTE to Costales' services for a period of time. Watson asked how Costales was identified. Baldwin said the Governor's office selected him. Russell made a motion to approve the draft MOU to have Costales as the interim CEO and give Baldwin authority to execute the MOU. Drennan 2nd; motion passed unanimously.

G) Deck over-run at Memaloose Rest Area: Pickett requested Council approval in the amount of \$26,141.38 retroactively for the placement of the office and construction of the deck at the Memaloose rest area. Due to unforeseen expenses, the project went over the \$25,000 threshold that requires Council approval. Drennan made a motion to approve the expenditure as presented. Washington 2nd; motion passed unanimously.

H) Paving Project at French Prairie Rest Area: Pickett reviewed the paving project noting that it was managed as phases and instead should have been one whole project. He said steps have been put in place to help prevent this from happening in the future. Pickett said staff is requesting retroactive approval.

Russell made a motion for Council to retroactively approve \$100,000 for the French Prairie parking lot resealing by Affordable Asphalt Maintenance. Lohman 2nd; motion passed unanimously.

I) Dead Man Pass Rest Area Well Project: Pickett reviewed the processes that lead the expense of \$26,165 for the Deadman Pass well reopening. The work was done in phases and the success of the first phase led to the second and then the third. He reassured Council that staff is putting safe-guards into place to prevent a situation like this happening in the future. Russell made a motion for Council to approve \$26,165 for engineering and on-site work needed to establish the feasibility of re-opening the existing well at the Deadman Pass Rest Area. Pfeiffer 2nd; motion passed unanimously.

J) Sign Fee Schedule: Cheyne told the Council that the Sign Fee committee had met 3 separate times and are now proposing a schedule that will result in an increase in revenues of \$1,562 (or 0%) per calendar year. Russell felt the newly proposed structure will be defendable to customers. Russell thanked staff for all their hard work to develop a rational structure across the board. Russell also mentioned that it is possible that the new double-boards could increase revenues by approximately \$30,000 next year. Drennan made a motion that Council direct staff to send notice of permit fee changes to each business with a sign permit. Watson 2nd; motion passed unanimously.

K) Other Business: Watson told the group that her husband was doing well and on the mend.

L) Next Meeting: Smith reminded the Council that the next scheduled meeting will be December 11, 2014 at the OTE office. Times to be determined.

Adjournment: Meeting was adjourned at 10:24 am.

Respectfully Submitted,

Kathy Watson
Secretary