



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

Finance Committee

Thursday, February 23, 2017

Members Participating:

Mike Marsh; Mike Drennan (telephonically);

Members Excused:

Bob Russell; Gwenn Baldwin

OTE Staff Participating:

Nancy DeSouza, Executive Director; Tim Pickett, Operations Director

The meeting was called to order by Marsh at 2:33 p.m., at the OTE offices in Salem, OR.

Roll Call: Drennan was present by phone. Marsh and Staff were present in the office.

Approval of the Minutes: The committee proposed the following amendments to the January 25, 2017 minutes; changing “it was be treated” to “it should be treated as such”; correcting line two of New Business from “there was a good chance of passing” and removing the second “to” from line two of the second paragraph. Quorum was not met for this meeting. The approval of minutes will be tabled until the next meeting.

Business:

December Financials: Pickett reported that the agency continues to have retention in Operations. Rest Area retention is down due to severe winter weather costs, but Operations is still showing positive results. Sign activity for the month of January that was not ready at the time of the financial report shows; 12 new signs installed; 113 plaques either installed/removed/replaced; 37 wood boards replaced; 16 supports replaced; 205 signs maintained. At the end of January there were 2589 active customers and 4887 active signs in place.

With the receipt of the ODOT transfer the Current Ratio is at 1.42 to 1. Operations continues to be stable.

Balance Sheet: Marsh noted unexpected charges from Wilsonville Water and Sewer, but Pickett does not see these charges as ongoing. There was noted a one-time expense in Communications due to installation of a switch supporting the new phone system. There were no expenses from Victory Group this month due to a prior period adjustment correcting the total amount for the year.

Accounts Receivable: Marsh noted there were more than normal removed signs. Four of the seven were removed due to customer response instead of late payment. He wanted to make sure this wasn't due to increased fees or uncomfortable feelings by customers and staff did not feel this to be a continuing trend. Pickett responded that, generally, signs were removed due to a customer's business decision.

Past Due Accounts: There were none over 60 days.

New Business: The committee reviewed newly received ADA information. Marsh summarized the potential cost review to update the rest areas to Federal 2010 ADA requirements. \$361,500 is the relatively conservative estimate of cost for these components. With the broad assumption of work covered by the report and staff's confidence of limited future risk, Marsh felt that this estimate would still allow for planned capital investment. Drennan asked what "parking accessible" meant in the assessment. Pickett explained that it includes existence of the ramp, slope and the landings before and after the ramp. This is a very conservative view of these requirements. It is not certain that all of the ramps in our rest areas require replacement. The price estimated for ramp retrofit includes every ramp with our staff performing the labor. But over all this is a more achievable estimate than previously thought.

When looking at the proposed capital projects it shows the various expenditures coming out of a \$1.7 million total, including ADA and other major projects, conserving \$1.3 million. \$400,000 is left towards additional projects. Marsh believes that this list, that includes upgrading the southbound side of Oak Grove, makes sense and should move ahead. Drennan asked if this was going forward to the Council Meeting in March. DeSouza said what would come before the Council would be the approval to move forward with ADA expenditures and approval to move forward with the planning of the Oak Grove project, with any item exceeding the \$25,000 threshold to come before the Council for individual approval.

Marsh asked for more information on the agency's work with the legislature. DeSouza said the agency presented to the House Transportation Policy Committee. They will not deal directly with the Transportation package, but some of the members do cross over. The agency will speak with the Senate committee on March 6. Staff expects Senator Boquist to introduce his bill to transfer all the remaining rest areas into our control over a five-year period. Funding for his bill is still uncertain. At the House meeting, Rep. Evans inquired where we were with rest areas serving as emergency preparedness staging areas. DeSouza responded that we have no plans independent of ODOT's at this point, but are willing to offer our assistance in any way feasible. She feels it is important to be a part of that discussion.

DeSouza has contacted HR consultant Laurie Grenya about performing a complete job analysis and description for each position in the agency. The current descriptions do not accurately describe current duties. There have been job expansions and responsibility shifts that need to be documented. Grenya's company, HR Answers, Inc., is experienced and can complete this job on a short turnaround schedule for an estimated \$10,000. Funding for this will be covered by vacancy savings in the HR Manager position.

Drennan asked if there had been any activity on the budget. Pickett responded that it is in a holding pattern awaiting Council discussion on March 17. Legislative proposals may affect the budget in costs such as for PERS, PEBB, and the number of rest areas managed by TIC. Any changes would likely require budget amendments by the TIC after initial adoption.

Marsh said he would be unavailable for the meeting on April 26 and wanted to ensure the others would be available. But after a brief discussion the meeting was moved to May 3, 2017.

Adjournment: The meeting adjourned at 3:18 p.m.

Next Meeting: Thursday, March 22, 2017 at 2:30 p.m., telephonic at the OTE Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.