



# Oregon Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

## MINUTES

### Finance Committee

Wednesday, March 28, 2018

#### Members Participating:

Mike Marsh; Mike Drennan; Ed Washington

Members Excused: Bob Garcia

#### OTE Staff Participating:

Jim Denno; Tim Pickett; Jessica Carbone

The meeting was called to order by Marsh at 2:30p.m., at the OTE offices in Salem, OR.

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

**Approval of the Minutes:** Marsh moved to approve the minutes with the removal of the word “formal” from the motion to approve the budget. Washington seconded the motion. The motion was approved.

#### **Business:**

**February Financials:** Pickett said Cash remains strong. There were two major capital projects in February. One was the purchase of a tractor and trailer for staff to take over the landscaping duties at Oak Grove. The major expense project was the cost to rebuild the gravel road needed to access the Memaloose septic tank. He also stated that beginning in March statements will reflect the Council approved planned revised budget. Pickett discussed that after analysis adjusting the overhead for the rest area programs to 14% would bring the rest areas positive through fiscal year end. Washington asked what schedule was in place for vehicle maintenance. Pickett responded that there is a regular schedule completed by the motor pool, but any other maintenance is done when required. Drennan requested that traveler counts presented in the reports reflect the current month’s count over the previous year. Pickett then discussed the investigation into Manzanita’s septic system.

**Financial Statement Analysis:** Marsh explained the additional revenue due to services performed by ODOT. Pickett then explained the overages in expenditures are due to the timing of a revised investment schedule, but should be accurate by the end of the fiscal year. Pickett then recommended addressing the committee’s questions by replacing the current report given to the committee for capital expenditures with the total capital plan of the agency. Drennan asked that the report only include those expenditures incurred by the end of the fiscal year in the case where projects take longer to complete.

**Statement of Revenue and Expenses:** Drennan asked what locations the agency pays rent for. Pickett explained that the agency pays rent for the administration offices, the rest area offices and for storage facilities in Turner. Drennan then asked why our network fees were significantly over budget. Pickett explained that

Microsoft's requirement to switch from office to Microsoft 365 lead to unexpected per-workstation and server fees. Janitorial and Landscaping fees will continue to be low until the budget is revised.

Drennan asked for an update on the Grove of the States. Pickett stated that Annie von Domitz continues to work toward finding sponsorships or in kind donations to complete the pathways.

**New Business:**

Denno reported a positive meeting with Travel Oregon. They began the discussion of developing economic measures for the rest areas and developing the kiosks.

Marsh asked if the Oak Grove rebuild would stay at \$1.6 million or would be closer to \$2 million. Pickett said that with the adjustment needed to the site plan to add things such as HVAC, electrical and ADA requirements forces the cost closer to \$2 million. Marsh then asked if there were any updates about the agency's risk responsibility in the rest areas. Denno and Pickett will be meeting with a representative from DAS Risk Management to find out additional information.

**Adjournment:** The meeting adjourned at 3:30 p.m.

**Next Meeting:** Wednesday, April 25, 2018 at 2:30 p.m., telephonic at the OTE Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.

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