



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

**MINUTES**  
**Oregon Travel Information**  
**Council Quarterly Meeting – March 17, 2017**

**OTE Administration Offices, 1500 Liberty St. SE, Suite 150, Salem, OR 97302**

**Council Members:**

Gwenn Baldwin, Chair

Kathy Watson, Secretary (by phone)

Ed Washington

David Lohman

Bob Russell, Vice Chair

Mike Drennan

Mike Marsh

**Excused:**

Ryan Snyder

**OTE Staff:**

Nancy DeSouza, Executive Director

Jason Nash, Rest Area Division Administrator

Heather Swanson, Rest Area Operations Manager

Diane Cheyne, Field Operations Division Administrator

Annie von Domitz, Heritage and Community Assets Manager

Tim Pickett, Operations Director

Jessica Carbone, Office Assistant

**Guests:**

Craig Campbell, Victory Group

Kenji Sugahara

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**Convening:** The public meeting of the Travel Information Council was called to order by Chair Baldwin at 11:10 a.m. Baldwin noted attendance for the record.

**Executive Session:** *The Council adjourned to Executive Session at 11:11 a.m., pursuant to ORS 190.660 (2)(i) regarding review and evaluation of the employment-related performance of the Executive Director. The Council returned to public session at 11:24 a.m.*

**Business Meeting:**

Russell made a motion to approve the annual performance rating of Executive Director Nancy DeSouza as “Outstanding,” based on the Executive Committee’s recommendation. The recommendation was based on feedback from staff, stakeholders and Council members, and includes recognition of exceptional legal-related work. Marsh seconded the motion. The motion was unanimously approved.

**Approval of Minutes:** The following corrections were proposed for the December 6, 2016 minutes; correcting “Nickel” to “Nickle” in the first line under the Historical Marker Committee; correcting “feature” to “features” in line six under Rest Area Committee; adding the “to” to “require change our service” in line five of paragraph two under 2107-19 Biennial Budget Preparation. Marsh moved to accept the minutes as amended. Drennan seconded. The motion passed unanimously.

**Public Comment:** None.

**Committee Reports:**

**Finance:** Marsh commented that the agency’s finances are sound. The Assets to Liability are 1.42 to 1. Debt to Equity is 1.071 to 1. January and February continue to show positive cash flow. There are no accounts over 60 days. Operations continue to be positive. There were some additional costs due to severe weather, but with the additional savings in other areas, we remain on budget.

**Heritage Trees:** Washington reported three nominees were approved for this year’s class of Heritage Trees. Number 69 is the Drake Homestead Grove in downtown Bend. Drake was responsible for the founding of Bend. Number 70 is the Huntington Wagon Road Trail of Trees. It follows the line of a very old Native American Indian trail. It was developed into a wagon trail by J.W. Huntington, who marked the trail by cutting blazes in to nearby juniper trees. The trail later developed into highway 97. Number 71 is the Grove of the States, located at the southbound side of the French Prairie Rest Area. Its dedication will be August 28, 2017 and will celebrate the Grove’s 50<sup>th</sup> anniversary.

The 2017 Maynard Drawson award recipient is Paul Ries, nominated by Jim Renner. Paul was a founding member of the Heritage Tree Committee, and has been outstanding in his service to the committee. The presentation will be made on April 12, 2107 at the Drawson tree on the Oregon Department of Forestry campus.

**Historical Marker Committee:** Washington distributed the design of the Triple Nickle marker. The dedication will be June 3, 2017, at the Smoke Jumpers Museum in Cave Junction. The Triple Nickle’s Association, the Smoke Jumpers Association and the Oregon Black Pioneers will be represented. Baldwin asked if there were plans for another Triple Nickle marker in Pendleton. Von Domitz replied that the committee would love to put a sister marker in Pendleton, but there is no funding at this time.

Von Domitz said we just received a grant that covers the full funding for a new large interpretive panel to replace the outdated and decaying routed Cannon Beach Marker in Arch Cape. The

committee is finishing the 2017 edition of the *Deep Roots* newsletter, as well as edits for the biennial update of the Heritage Brochure. Washington informed the Council of Senate Resolution 21 to erect a permanent memorial to the former city of Vanport. He thanked von Domitz for her amazing work for the Marker and Tree committees.

**Rest Area Committee:** Russell reported on performance measures and reporting the results. Discussing the impact of the ODOT- ADA lawsuit settlement, we estimate it will take an overall expenditure of \$358,000 to make the necessary upgrades and repairs over a five-year period. In the short term, it is estimated to be an \$80,000 outlay, which will not delay any planned capital investments.

**Executive Committee:** Baldwin reported the Executive Committee met twice in January and once in March by phone for the Executive Director's evaluation process. She expects they will meet in coming weeks relating to legislative session.

**Chair's Update:** Baldwin welcomed Kenji Sugahara to the table as a guest of the Council.

*The Council broke for lunch at 11:58 a.m.; Council returned to session at 12:44 p.m.  
Campbell joined the meeting at 12:46 p.m.*

### **Executive Directors/Staff Reports:**

#### **Overview/ Updates:**

- DeSouza reported high workload analyzing bills and completing numerous fiscal impact statement requests from the Legislature and DAS, some with very short turnaround times. Governor's Executive Order 16-13 changes requirements for information security in a way that could have a large future fiscal impact, but is now indeterminate until requirements are adopted by the Legislature.
- Pickett and DeSouza are working with ODOT on ADA compliance, pending legislation, and other ongoing topics. There likely will need to be an ADA-related addendum to the IAA for rest areas once more information is available on the status of rest area funding and other factors. The two agencies agreed to seek DOJ advice regarding the legal issues surrounding request for marijuana business signage on highways.
- Work continues on performance measures for the Heritage programs and the Sign Program. Regarding development of safety measures, OSP Lt. Steve Duvall provided training to rest area supervisors on situational awareness and evaluating rest areas to identify and reduce high-risk areas. He has trained 250 troopers in the exclusion program and is eager to expand the program to local law enforcement and Oregon State Parks as appropriate.
- The Cooper Spur land swap remains incomplete in Congress. Discussions of the Government Camp Rest Area will depend on action by the federal government, the US Forest Service, and potential partners in finding both short-term and long-range solutions.
- Work should recommence this spring on the agency's public re-imaging with Travel Oregon to focus less on an outward-facing brand and more on providing practical information to

customers and other users.

- We continue to contract with DAS HR and an outside vendor for HR support, including for a review of agency positions that will include job analysis and appropriate job descriptions.
- DeSouza was asked to represent small agencies and semi-independents on the steering committee to implement EO 16-13, which she accepted in an effort to ensure representation of those agencies with limited resources for additional information security costs.

**Heritage Programs:** Von Domitz updated on the Grove of the States. The tree planting event with Friends of Trees on February 11 was a success. She thanked Baldwin and Marsh for their participation. 22 state trees were planted. Five trees that still need to be planted, four of which we have, but are still too small. The project has received contributions of \$6,700 in tree sponsorships with another \$1,800 expected soon, and contributions of in-kind services total \$17,365 to date. Project costs have reached \$29,935. The total value of the project so far is \$47,310. The project received a \$2,000 grant from ODF to provide interpretive panels. A class from OSU will donate the irrigation plan and installation as part of a practicum project. A project team meeting on April 5 will cover signs and path options. Von Domitz asked the Council for help identifying and reaching out to parties potentially interested in sponsorship opportunities.

**Sign Program:** Cheyne reported she finished the first milepoint review, which includes all the signs and their milepoints followed by the ODOT review of the traffic counts of each milepoint. Once that information was updated, the sign fees were appropriately adjusted. She also completed an extensive review of the exact age of all supports and boards. All assets are within an acceptable age, except for the extruded aluminum. Following the current plan, those boards will be brought within age by 2027. The capital and maintenance plans are completed through 2065. This work has led to a sustainable program, as currently funded.

**Rest Area Program:** Nash updated on the impacts of severe winter conditions. He completed the second round of rest area inspections, finding overall improvement. Swanson said the Rest Area Supervisors' meeting went well, and they were able to share best practices. She said that rest areas are more stable than ever before: staffing is stable, and incidents and exclusions are down. They have begun a large job hazard analysis (JHA) project, which involves identifying and documenting risks and operating procedures at each rest area.

#### **New Business:**

#### **Action/Voting Items:**

- **Proposed 2017-19 Biennial Budget Draft Approval:** Staff requested that Council review, amend and approve the Draft 2017-19 Biennial Budget in preparation for posting for public comment, and amendments/approval at the June 12, 2017 Council Meeting. This budget assumes stability in funding and continuation of current operations with inflation. Baldwin asked how the 3% merit pool and a 2% COLA connect to a forecasted inflation of 3.5%-4% and how they relate to any issues with PERS. Pickett said that all PERS impacts that are

known at this point are included in the personnel structure. The 2% is predicated upon the same assumptions that were used in the 2015-17 Budget.

*Marsh made a motion to publish the 2017-19 Biennial Budget for public comment and that its adoption be included as a voting item at the June Council meeting. Drennan seconded the motion. Chair Baldwin called for any discussion. Watson asked if there had been hypothetical budgets created if a large amount of rest areas were transferred to the agency. Pickett said that there had been discussions with OPRD and ODOT, but there is not enough information to determine the potential impact. The motion was passed unanimously.*

*Lohman joined the meeting at 1:49 p.m.*

- **Approval to Advance the Planning for Capital Projects:** Staff asked Council to provide concept approval of proposed work to meet ADA standards in rest areas and resulting changes in the rest areas' capital projects. Nash, along with ODOT Facilities, has worked to identify deficiencies in ADA accessibility in the rest areas. The ramps and the parking lots generally meet requirements, but future resurfacing may lead to additional improvements for an estimated \$360,000 aggregate cost. Short-term improvements are estimated at \$85,000 over the next year. There are sufficient non-committed funds to cover this expense, and projects that exceed \$25,000 will be brought to Council for approval.

The Council discussed possible investment in rest areas that could be affected by the addition or removal of locations from our management, Oak Grove Northbound replacement, and seeking additional savings on paving projects.

*Russell made the motion to move forward with concept approval of proposed work totaling \$1.3 million to meet ADA standards in Rest Areas and resulting changes in rest area Capital Projects. Any projects totaling more than \$25,000 will come back to the Council for final approval. Drennan seconded the motion. The motion was unanimously approved.*

- **Proposed Transfer of Heritage Program Reserved Funds:** Von Domitz presented a request to Council to transfer the unused funds from the Interpretive Wayside Fund to an Oregon Trail Kiosk Fund. The Oregon Trail Kiosk Fund would be used to restore the 11 Oregon Trail Kiosks located in our rest areas, including updating the information that they present to the traveling public. This would allow grant matching funds where required; promote well-researched and historically accurate panels; support ADA access, and assist with deferred maintenance.

*Drennan made the motion to move the \$30,000 currently under General Ledger Account 1017- Interpretive Wayside Fund to General Ledger Account 1017- Oregon Trail Kiosk Fund. Marsh seconded the motion. The motion was unanimously approved.*

- **Empanel 2017 Ad-Hoc Sign Fee & Rules Committee:** Staff asked Council to empanel the 2017 Ad-Hoc Committee to complete the annual sign fee review, develop recommendations for Council action at the regular June meeting, oversee any revisions to the programs OARs, and refine program performance measures.

*Russell made a motion to set up the Sign Program ad hoc committee and charge them as discussed. The ad hoc committee members will be Mike Marsh, Mike Drennan and Bob Russell. Drennan seconded the motion. The motion was passed unanimously.*

*The Council took a five-minute break at 2:32 p.m.*

### **Information/Policy Discussion:**

**Legislative Update:** Campbell said that HB 2325 passed the House with a vote of 57 to 0 and moved to the Senate. It will need a small amendment since the OTC representative is not appointed by the Governor and does not need to be included in the staggering of terms. HB 2215 (Right to Rest) is in committee and has not moved. Senate Bill 61 appoints state agency liaisons to the Office of Emergency Management; we requested an amendment to include TIC. Several bills that would change requirements for public meetings may have fiscal impacts. Significant amendments are being developed with ODOT and OPRD to SB 989 which, as introduced, would transfer all the remaining rest areas to TIC management, including ones that would not be manageable in our current model. Funding will be a key issue.

**Other Business:** None.

**Other Announcements:** None.

### **2017 TIC Quarterly Meeting Schedule and Locations:**

- June 12, 2017 – 9 a.m. Public Hearing, 10 a.m. Council Meeting OTE offices, Salem,
- September 25, 2017 – Pendleton, Oregon
- December 11, 2017 – Portland Area

**Other Business:**

None.

**Adjourn: 3:33 p.m.**

**Next Meeting:** Monday, June 12, 2017 – OTE Offices, 1500 Liberty St. SE, Salem, OR 97302.