



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
OTE Offices, Salem
Thursday, April 5, 2018

Members Participating:

Ed Washington, Mike Marsh, Kenji Sugahara, Katy Brooks (by phone), Mike Card (by phone)

Members Excused:

Ryan Snyder

OTE Staff Participating:

Jim Denno, Executive Director; Tim Pickett, Director of Administration; Daphnee Legarza, Rest Area Operations Director; Heather Swanson, Rest Area Operations Manager; Jessica Carbone, Executive & HR Support.

The meeting of the Travel Information Council Rest Area Committee was called to order by Marsh at 10:00 a.m.

Business Meeting:

- **Minutes:** Washington moved to approve the March 1, 2018 minutes as submitted. Sugahara seconded the motion. The motion was passed.
- **2017-19 Biennial Budget Revisions & Planning Post-HB 2017:** The revised budget has been approved for public review and comment by Council and is pending formal adoption in June. Pickett then discussed the informational findings from the state budget instruction meeting and the current state of PERS.
- **SB 61 Emergency Management Training:** Pickett said that the Continuity of Operation Plan (COOP) is in its first draft and has been sent to the State Resilience Officer for review. At first review the plan seemed complete, but new standards have been issued from Homeland Security and may require additional information. The plan's due date has moved to July 1.
- **Rest Area Capital Projects & Other Projects**
 - a) **Current Available Funding & Commitments** –Pickett presented a new format for tracking available funding for planned capital projects through the remainder of this and the next fiscal year for committee review. There are sufficient funds to run the program and complete the planned capital projects. Any of the projects listed above \$25,000 will go before Council for approval.

Brooks joined the meeting at 10:18 a.m.

- b) **Systemwide Engineering Assessment** – Legarza said contractor Faithful Gould is on schedule and has completed phase one and phase two of the rest area assessments. Phase one’s assessment report is due by the end of the week. Once the assessment is complete any projects required from its findings will need to be added to the capital projects list. Legarza went into greater detail about individual capital projects, including the vehicle pilot project.
- c) **Oak Grove Rebuild** – Legarza said that a goal of this project is to develop an adaptable model for future rest area construction projects. Staff is working on finalizing the construction bid documents.

Sugahara left the meeting at 10:45 a.m.

The site plan is slightly behind schedule, but the goal of having the southbound rest area fully completed by September 1, 2108 has not been affected.

- d) **Manzanita Project:** Legarza reported that the Manzanita water line project is 100% complete. The Manzanita sewer system assessment is at the end of the information gathering stage. Once all the information is gathered, talks will begin with the Three Rivers School District.
 - e) **ADA Mitigation Status** – Legarza said that while most ADA planning will be completed after the engineering assessment, rest areas continue to make the smaller upgrades, such as hand dryers, that were not completed in 2017.
 - f) **Government Camp Update** – Denno said that the Forest Service has approached OTE to discuss a Federal Land Access Program (FLAP) grant for Government Camp. If awarded the grant, funds would not become available until 2022.
- **Performance Measures:**
 - a) **Status of Rest Area Inspections** – Legarza said inspections have been going well. I-5 has been completed. Inspections for rest areas on I-84 will be completed next week.
 - b) **Update on Safety and Economic Development Measures Status** – Denno said he had a positive meeting with Travel Oregon and hopes to get some examples of economic development measures from them. He will be following up with Lt. Duvall of Oregon State Police next week to discuss developing safety measures.
 - c) **Counts/Comment Card Responses/Scores** – Swanson gave a brief overview of the comment card program and the information collected on those cards for the new members of the committee. Brooks discussed potential technology that could be used to increase customer responses. The committee then discussed different technological upgrades that could be used in the rest areas.

Other Business:

Peter Skene Ogden: Pickett reported that the work committee members saw being done at Peter Skene was not a remodel, but scheduled maintenance on the restroom building’s plumbing.

Adjournment: Meeting adjourned: 11:35 a.m.

Next Meeting: Thursday, May 3, 2018 at the OTE offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.