



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
OTE Offices, Salem
Thursday, September 6, 2018

Members Participating:

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

Members Excused:

Ryan Snyder, Kenji Sugahara

OTE Staff Participating:

Tim Pickett, Director of Administration; Daphnee Legarza, Rest Area Operations Director; Heather Swanson, Rest Area Operations Manager; Diane Welter, Accounting Manager (by phone); 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:** Card made a motion to approve the June 7, 2018 minutes. Washington seconded the motion. The motion was unanimously carried.

Card made a motion to approve the July 5, 2018 minutes. Washington seconded the motion. The motion was unanimously carried.

Marsh proposed removing the words “million dollars” after \$10,805,000, “dollars” after \$300,000 and the e from “Permanente Rest Area Office Options”. Denno proposed changing the phrasing of, “Denno said that the funding for a Triple Nickels marker in Pendleton has been approved”. The money for the marker has been raised, but no approval was necessary or given. Washington made a motion to approve the minutes with the proposed corrections. Card seconded the motion. The motion was unanimously carried.
- **SB 61 Emergency Management Training:** Pickett said the Continuity of Operation Plan (COOP) draft was expected at the end of August, but is still under review. Denno will attend a Governor’s table top exercise in October. The exercise will focus on a health event. TIC will be working with ODOT in the event of an emergency to provide staging locations on demand. Pickett said that the process mapping for administrative and sign functions are moving forward. The rest area effort will take longer, but will be completed by June 30, 2019.
- **Rest Area Capital Projects & Other Projects**

- a) **Current Available Funding & Commitments** – Pickett said rest area funding continues to be positive. The rest areas are operating inside the cash budget for the fiscal year. Currently, the \$2.8 million committed to capital projects is intact. There remains slightly over a million dollars of the 2017-18 carry forward. Legarza has committed 3.5 million to future projects. There is around \$600,000 for unforeseen projects. Card asked if it was an agency practice to maintain a contingency fund. Marsh said that through experience of the transferred properties, the agency has found it is necessary to have budgeted funds for unforeseen needs. Pickett expanded that both Signs and Rest Area programs have reserve funds. Pickett added that part of the need for reserve funds is due to the requirements relating to DAS Risk Management claims settlement.
- b) **Systemwide Engineering Evaluation** – Legarza said that we have received the final comprehensive report for all the rest areas including the three OPRD rest areas we will take over July 1. The study makes recommendations to extend maximize their life over a 10 year period. It categorizes all of the projects in five categories. Some of these categorizes are; deferred maintenance, capital improvement and functional repairs. The two largest categories are deferred maintenance, and capital improvement. The projects that fall into functional repairs need immediate attention, but that category is only 1% of the total budget. The evaluation also prioritizes listed projects into 1-critical, 2-potential critical and 3-not critical. The dollar value of the critical projects is .07% of the budget. The project cost estimates in the study will help staff prepare budgets. That and the information provided will be used to develop a maintenance and capital plan. Marsh asked how staff is going to communicate the key information to Council. Legarza said that she would consolidate the information into comprehensive graphs. Marsh asked that the information include how staff will gear up for the work and a timeline for when these projects will be scheduled.
- c) **Oak Grove Rebuild** – Legarza said that ODOT has reviewed the project plans and have no concerns. The combined project plan for both sides has been submitted to Linn county building department and is under review by DOJ for legal sufficiency. Staff is waiting for the time line for the auxiliary restroom project’s timeline to finalize before they put this project out through an Invitation To Bid.
- d) **Opiniator Update:** Swanson presented proposed survey questions and the flow process allowing the system to present questions based on the application of “skip Logic”. The questions were developed by staff with improved performance measurement in mind and with input by Opiniator for maximum effectiveness.. The committee discussed how the information gathered by Opiniator would be available and shared with the Council.
- e) **Santiam Manhole Repairs Project Update:** Legarza presented an update of the work being done to repair the degradation to five manholes at Santiam. The project should be completed within the next two weeks. The project is running on time and within budget.
- f) **Memaloose Sewer System Briefing:** Legarza said that the recent fire at Memaloose burned a large patch of blackberry bushes. Inspection following the fire revealed wet areas in the drain field. Upon further inspection the wet patches were found to be from broken pipes, some clogged pipes and some damaged siphons. Staff has repaired the broken pipes and the system is operational. They are still searching for an expert to help repair the siphon system to ensure it operates at 100%. The cost is estimated at \$10,000 – \$15,000. This project has also revealed that the piping that was originally placed in the system, “orange burg” is deteriorating and will need to be replaced.
- g) **Oak Grove Auxiliary Remodel:** Legarza said the design plans are 70% completed. Staff is currently looking at potential contractor compatibility and availability. Because the timing of

this project impacts the larger Oak Grove rebuild finding an available contractor within the timeline is critical.

h) **Gettings Tree Trimming Project Briefing:** This project started today and should last about four days. The Arborist report completed a year ago prioritized trees needing maintenance. The trees labeled as “severe” are the ones the contractor is currently working on. French Prairie is the next rest area to be evaluated.

▪ **Performance Measures:**

a) Status of Rest Area Inspections – Legarza said the current inspection is more about surface and esthetics, she would like to include more infrastructure. She will look at and in equipment and systems to assess operating performance. Inspections will continue twice a year in October and March.

New Business:

▪ **Legislative Report:** Denno is currently working on writing the report required by Legislature in HB 2017. The written report to the Joint Committee on Transportation will cover the transition of the five new rest areas from ODOT this year, transition of three rest areas from OPRD next year and summary of capital projects completed or in design. .

Adjournment: Meeting adjourned: 11:13 a.m.

Next Meeting: Thursday, October 4, 2018 at the OTE offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.