



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

MINUTES

Oregon Travel Information Council Quarterly Meeting
June 11, 2018

TIC Offices, 1500 Liberty St. SE, Suite 150, Salem, OR 97302

Council Members:

Ed Washington, Chair

Gwenn Baldwin, Secretary

Ryan Snyder

Katy Brooks

Bob Garcia, Vice Chair

Mike Card

Mike Marsh

Tammy Baney (by phone)

Excused:

Kenji Sugahara

TIC Staff:

Jim Denno, Executive Director

Tim Pickett, Director of Administration

Daphnee Legarza, Rest Areas Operations Director

Nancy DeSouza, Senior Policy Advisor

Jessica Carbone, Executive & HR Support

Diane Cheyne, Field Operations Division Manager

Annie von Domitz, Heritage and Community Assets Manager

Diane Welter, Accounting Manager

Opening of Public Hearing: Chair Washington opened up the Public Hearing to receive public comment on the Agency's 2017-19 Revised Biennial Budget at 9:00 a.m. There was no public comment received either written or in person. There is no public comment to move forward to the Council.

The Public Hearing was adjourned at 9:02 a.m.

Convening: The public meeting of the Travel Information Council was called to order by Chair Washington at 9:03 a.m. Self-introductions were made for the record.

Business Meeting:

Approval of the Minutes:

- **March 19, 2018 Quarterly Council Meeting, April 20, 2018 Special Email Meeting and the June 1, 2018 Special Email Meeting:** Marsh moved to approve the March 19, 2018 meeting, the April 20, 2018 and the June 1, 2018 special email meeting minutes package as submitted. Brooks seconded the motion. The motion carried unanimously.

Public Comment: None.

Committee Reports:

- **Finance Committee:** Marsh said finances are good. Cash Retention is good. The Debt to Equity Ratio has gone down. All capital projects are on budget except one with an overage of \$143. There is no variance from budget and no past due accounts over 31 days. The Ad Hoc Sign Fee Review Committee has recommended no fee increase for the upcoming year. Legal and Professional expenses have gone down. Risk charges will rise significantly in the 2019-2021 biennium due to legal costs incurred in 2016 and the agency taking over the risk responsibilities from ODOT for the rest areas.
- **Heritage Trees:** The Statewide Heritage Tree Dedication was held on Friday, April 6 at the McCall House Bed & Breakfast in Ashland. It was a well-attended event that received a good front-page story in the local paper. The next quarterly meeting will be in Corvallis before the Yang Madrone dedication on Friday, July 13. Invitations will be sent out soon. The Geer Crest Orchard dedication will be October 12. The committee is looking for nominations for the 2019 class of trees.
- **Historical Markers:** Baldwin said The Cannons on the Beach marker dedication in Arch Cape is June 15. It was sponsored by the Arch Cape-Falcon Cove Community Club and made possible by a grant from Clatsop County. The committee is working on a large number of existing markers in need of repair or revised text. They are currently revising the text of three markers: Broughton's Expedition, Beacon Rock and the Tsunami of 1700. Next year the committee will be revising Pre-Historic River, Cape San Sebastian and Brownsville. The text of the Fort Stevens marker is being reviewed by State Parks. The Dallas-to-Canyon City Wagon Road marker is still in progress. The committee had a meeting with the Confederated Tribes of Warm Springs to build relationships and lines of communication about current and future marker content. The City of Pendleton has suggested making the Triple Nickles marker a pedestal marker in a downtown location where they feel the marker will be more visible. The committee held a workshop on the Oregon Trail Kiosk Interpretive Project at the Oregon Heritage Conference. There was a lot of interest and a great conversation was started. The Salem town volunteers were able to repair and maintain 12 markers on their most recent trip along I-84.
- **Rest Area:** Marsh said a draft of the Continuity of Operation Plan (COOP) was available and encouraged members to review it. The rest area engineering assessment is going well and is providing very useful information. The Council approved the original plan for the Oak Grove southbound rest area project, but only one bid was received and it was much higher than anticipated. Staff recommends that the Oak Grove North and Southbound projects be combined into a single project and put back out to bid later in the year. The sewer filter curtains at Gettings Creek must be replaced to stay in compliance with the DEQ permit over the long term. Staff will prepare a project report for funding approval in the near future. Legarza has been attending trainings provided by ODOT on the updated requirements for ADA accessible curb ramps. The trainings will certify Legarza to design and inspect curb ramps in the rest areas to make sure they comply with ADA standards. Preparations for the transfer of the five new rest areas is moving

forward. All the new staff needed for these locations have been hired. These new staff members will be ready to start in the rest areas when we take them over July 1.

- **Executive Committee:** Washington said the Executive committee has not met since the last meeting, but may have a meeting in the near future.

Chair's Update: The Chair did not have an update at this time.

Executive Director/Staff Reports:

- **Overview/Updates:** Denno said things are very busy in the agency. There is a great group of new employees coming on to staff the new rest area locations. Annual employee evaluations are nearly complete. The process of negotiating the interagency agreement with ODOT went very well. The language in the documents themselves is more streamlined and direct. He attended the Oregon Heritage Conference and the Oregon Tourism Conference. During these conferences he was able to have some very productive conversations with representatives from Travel Oregon, including possible collaboration on the information kiosks. Denno attended his first Oregon Emergency Response System (OERS) meeting since the agency was added to the OERS Council. He gave a basic description of the agency's COOP. Denno then informed the Council of his meeting with the Governor's office on Council reappointments and applicants.
- **Sign Program Overview:** Cheyne gave a brief overview of the Sign Program. The program continues to grow. Over the last month 20 customers left the program and 25 new customers joined. Cheyne said that the average age of the boards is still the same as the last report, but expects the age gap to decrease after some capital projects are completed this summer. The program is nearly at capacity on the interstate highways due to FHWA sign density restrictions. Pickett shared the potential need to re-evaluate the program's performance measures. Cheyne continues to work on developing this year's capital and maintenance program.
- **Rest Areas:** Legarza informed the Council of the outcome from Oak Grove southbound's invitation to bid process. Due to the outcome, staff recommends combining both the north and southbound restroom projects into one larger project. This combination hopefully will result in more bids on the project and other benefits such as economies of scale. She then said that condition assessments have been received for every rest area. They are very well done, clear and comprehensive. The overall summary report will be used to produce five and ten year maintenance and capital plans. The only fixed assets that are not being assessed are trees, which will be done in-house. Final reports are expected by the end of July.
- **Historical Programs:** Von Domitz spoke to the amazing volunteers that staff these committees. She is working on finding the most economical plan to create extended pathways in the Grove of the States. A couple of trees did not make it through the winter so she is working with Friends of Trees to find replacements. She then spoke to the work being done on the Oregon Trail Kiosk project and the workshop held during the Oregon Heritage Conference. Two more workshops are planned, one in the Pendleton area and one in the Portland area.

*Tammy Baney joined the meeting at 10:12 a.m.
The council recessed 10:15 a.m. to 10:23 a.m.*

Agency Contracts/Agreements:

- **IAA with ODOT for Rest Area Operations:** Pickett said that HB 2017 established Legislative intent regarding the number of rest areas that the agency would manage and the funding for operations and capital work needed. But the mechanism by which that is accomplished is the Inter Agency Agreement (IAA) between ODOT and TIC. Writing the new draft agreement has been a lengthy process. It has defined funding and requirements of both ODOT and TIC. It has also clearly defined terms used in the agreement. It has added ADA and risk responsibilities to TIC, while ODOT has retained water-right certificates. Baldwin asked if there would be a separate IAA with the Oregon Parks and Recreation Department. Pickett said there would have to be a separate agreement before TIC takes on the three parks locations July 1, 2019. The Council then discussed how the IAA covers responsibilities for occurrences with root causes based before TIC took responsibility.

Card made a motion to direct Executive Director Denno to sign the IAA on behalf of the Travel Information Council. Marsh seconded the motion. The motion carried unanimously.

- **IAA with ODOT for Sign Program:**

We have not received the agreement back from ODOT yet, so this voting item has been tabled until a later date.

Action/Voting Items:

- **Deliberate and adopt Revised 2017-19 Biennial Budget:**

Marsh made a motion to approve the revised 2017-19 biennial budget as presented. Baldwin seconded the motion. The motion carried unanimously.

- **Sign Fee Review Period :** Cheyne informed the Council the that Ad Hoc committee recommended there be no fee increase this year since program finances are adequate. Staff recommended the committee reset the review process from June to January so any fee changes can be adopted by the beginning of the fiscal year .

Baldwin made a motion to approve the movement of the sign fee review period to January. Brooks seconded the motion. The motion carried unanimously.

- **Review and discussion of Sign Program OAR revision:** Cheyne said that the Sign Program rules have been revised because ODOT has allowed an increase in board size from six to nine panels. They have also been changed to clarify that ODOT is the final authority in sign permit approvals and denials, Some general clean up in the text of the document has been done as well.

Garcia made a motion to approve the OAR revisions. Baldwin seconded the motion. The motion carried unanimously.

- **Gettings Creek Sewer Filtration Replacement:**

Baldwin made a motion to approve the replacement of filter curtains and to direct the staff to execute a contract with Oregon Water Services for the replacement. Marsh seconded. The motion carried unanimously.

- **Approval of Funds for Leasing of New Rest Area Offices:** Legarza began by thanking DeSouza for all her hard work completing the staffing of the new rest areas. DeSouza said that

all full-time positions have been hired. We are recruiting for multiple temporary positions. Legarza said that while staff continues researching options for permanent offices for the rest areas, a two-year contract for temporary trailers is recommended.

Brooks moved to approve the funds for leasing the new temporary rest area offices. Marsh seconded. The motion carried unanimously.

▪ **Election of Officers for 2018-19:**

Marsh made a motion to approve the following officers for the 2018-19 Executive Committee:

Vice Chair: Bob Garcia

Secretary: Mike Marsh

At-Large: Katy Brooks

Baldwin second. The motion carried unanimously.

Brooks made a motion to approve Ed Washington as Chair. Card seconded. The motion carried unanimously.

New Business:

Rest Area Names Posted in Rest Areas: Card suggested displaying the names of the rest areas for the traveling public to see from the highway. Currently there are signs posted on the rest room buildings with the name and a contact phone number. Garcia suggested seeing what is done in other states as well. Rest Area Committee will further the discussion.

Council Webpage: Denno said updates to the website are being made and asked if the Council is satisfied with how they are presented on the Council information webpage, or would like to make changes. DeSouza asked that members review their information and send any updates to her by July 1.

2018 Meetings:

- September 17, 2018 in Klamath Falls, OR.
- December 10, 2018 in Salem at the TIC offices.

Adjourn: 11:37 a.m.