



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
OTE Offices, Salem
Thursday, October 11, 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:** Marsh proposed correcting the header “Legislative Repot” to “Legislative Report” and correcting “Transportation Commission” to “Transportation Committee” under new business. Card made a motion to approve the minutes as corrected. Washington seconded the motion. The motion was carried.
- **SB 61 Emergency Management Training:** Pickett said the Continuity of Operation Plan (COOP) draft is still under review. Denno will attend a Governor’s table top exercise October 17. The exercise will focus on a health event. TIC will be working with ODOT in the event of an emergency.
- **Rest Area Capital Projects & Other Projects**
 - a) **Current Available Funding & Commitments** – Pickett said rest area funding continues to remain within the budget plan. The rest area program is currently accumulating unused funding of about \$60,000 a month to add to available funds. There were capital expenditures in the month of September, the largest being the purchase of vehicles for the new rest areas. There is between \$450,000 and \$500,000 of uncommitted funds in the capital funding plan for any unforeseen issues. Pickett said that with the growing complexity of agency’s projects he feels that the agency may need to improve its method for anticipating costs of capital projects. The program will institute projects that impact multiple locations. Those projects may individually be lower than the statutory Council approval threshold. When considered in total, however, they will exceed the approval threshold. Agency management has established project approval

procedures to ensure that a group of projects at diverse locations initiated to improve the entire program are reported through the appropriate committee for approval. Marsh said that it may also be a time to discuss if \$25,000 should continue to be the threshold for Council approval.

- b) **Oak Grove Rebuild** – Legarza said the project is being finalized for bid. She also looked at the bidding process. The documents are substantial enough to make a mandatory pre-bid unnecessary and may restrict possible bidders in a competitive market.
- c) **Opiniator Update:** Swanson presented images of the rest area signs and a list of the codes assigned to each rest area. She encouraged the committee members to call and test out the service while it is being tested. When the system goes live, it will reset and begin to collect data from that date.
- d) **Memaloose Sewer System Briefing:** Legarza said an expert to help repair the siphon system has been found. Since both siphons are old and there is an additional pumping cost to replacing the one broken siphon, both siphons will be replaced in about week. The project cost is estimated at about \$10,000. Once the siphons are repaired, the second side of the drain field and its plumbing will be tested for functionality.
- e) **Cow Canyon Sewer System Briefing:** The supervisor at Cow Canyon has found the effluent coming from its system is not in compliance with its DEQ permit. The system was not operating the way it was designed. Since the system was inspected the Supervisor has adjusted the controls and made all necessary repairs to the system. The system will operate for a certain amount of time and then be retested to make sure it is operating within the DEQ permit.

▪ **Performance Measures:**

- a) **Status of Rest Area Inspections** – Legarza said the inspection form has been revamped. She will be starting inspections this month. The new inspection approach is to answer the questions: How well is the rest area operating? How well kept is the rest area? How good is the condition of the rest area? Is the rest area in compliance? This will give a detailed picture of the rest area at that point in time. This should show the condition of the rest areas over time. The updated inspection will leave more time to investigate systems and operations and spend less time on detailed inspections of individual parts, like dryer handles. Once Opiniator is running fully and these inspections have been completed staff will begin forming possible performance measures for committee discussion.

New Business:

Legislative Presentation: Marsh commented that he had watched Denno's presentation to the Transportation Committee and said it went well. Senator Bouqist said the face of transportation and the transportation package is rest areas. As a follow up from the presentation, Marsh asked how staff is staying aware of any grants that may be available. Pickett responded that Annie von Domitz stays very current on any possible grants for the heritage programs and has just received one for the Oregon Trail kiosk project. The agency is not aware of any grants available for its other programs. It may be possible to utilize contacts made at the rest area conference to find more information.

Gettings Creek Filter Replacement Update: The system has been up and running for about 4 months and all tests show that the system is working as it should. All results are within permitted limits.

Manzanita Update: Staff had a successful meeting with the Three Rivers School District. They are happy with the quality of the effluent coming from the rest area and the new meter that was put in. There was acknowledgement of the one-year MOU and wanting to continue the partnership, but the details of a

future agreement were not discussed, except for the possible long-term impact to the clay liner of the lagoon.

Human Trafficking Awareness Posters Update: Staff is compiling information on locations and labor to build a rough cost estimate. This information will be shared with ODOT to begin working together to implement this innovative approach.

Traffic and People Counters: Rest Area staff is currently working on installing traffic and people counters in all the rest areas. The new people counters require more time to install. The most vandal resistant people counters are installed into the structure of the building instead of just hung on the outside. The total cost of this project will rise to Council approval level.

Marsh asked if there had been any progress to the tree care at French Prairie. Legarza said that staff continues to monitor, and trim up trees as needed. A larger comprehensive project is on a future capital projects list.

Adjournment: Meeting adjourned: 10:59 a.m.

Next Meeting: Thursday, November 1, 2018 at the OTE offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.