



Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
TIC Offices, Salem
Thursday, November 1, 2018

Members Participating:

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

Members Excused:

Ryan Snyder, Kenji Sugahara, Katy Brooks

OTE Staff Participating:

Jim Denno, Executive Director; Daphnee Legarza, Rest Area Operations Director; Heather Swanson, Rest Area Operations Manager; Diane Welter, Accounting Manager (by phone); Jessica Carbone, Executive & HR Support; Vicki Vargas, Support Specialist.

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 “induvial” to “individual” in the seventh line under performance measures, removing the quotes from Senator Bouquist’s statement, adding “approach” after “implement this innovative”, and under Traffic and People Counters, adding “level” after “rise to Council approval”. *Due to the lack of quorum, approval of the October 11, 2018 minutes was tabled until the next meeting.*
- **SB 61 Emergency Management Training:** Denno attended the Governor’s table top exercise on October 17. The Governor’s Disaster Cabinet has 33 agencies represented. The group was given a health-based scenario to work on operational coordination and communications. The Cabinet’s goals were to talk about the decision-making process and identify the operations and tempo of outcomes that need to happen. They discussed the communication processes to establish situation awareness of the workforce and the procedure for sharing personnel. The Cabinet will be conducting exercises at least annually. The cabinet is part of the Governor’s action plan to support earthquake and disaster preparedness. Her resiliency plan includes grants for seismic upgrades for schools and hospital buildings, the consolidated energy infrastructure on the Willamette river on Portland’s northwest side, and an early warning system for earthquakes by 2023.

Rest Area Capital Projects & Other Projects

- **Current Available Funding & Commitments** – Welter presented the Rest Area Funds and Capital Commitments worksheet. The *planned* column shows the remaining amount of funds budgeted for a project. The next two columns show the amount of money paid toward a certain project and if that money came from carry forward funds or funds from HB 2017. There are uncommitted funds of \$713,401.

- a) **Oak Grove Rebuild** – Legarza said the project is out for bid. The contractors have until January 8.
- b) **Memaloose Sewer System Briefing:** Legarza said a contractor has been out to work with John Garmon on the system. They replaced one siphon and were able to get the other one working. Effluent is now being sent to both sides of the drain field. Staff will monitor the second side of the field to see if any problems arise or trouble shooting is needed. There is a future capital project to update the plumbing in the drain fields, but no set date has been established.

Marsh asked that staff send out the maps showing the locations of the rest areas, that he had been provided, to the entire Council.

- c) **Cow Canyon Sewer System Briefing:** Legarza said there has been progress on this system. New pumps and bio filters have been installed. There is test over a six-month period that they have to do. A new control system will be installed in order to be able to program the system to rest instead of just alternating as it is currently doing. The inspection approach taken at Cow Canyon is the same approach that will be taken at all the rest areas. The system was inspected, and the old filters were found to be hard to maintain. The filters needed to be cleaned at least quarterly and they could not be cleaned without pulling out the entire pump. The newly installed bio filters can be pulled out, cleaned and replaced by one person.

- **Performance Measures:**

- a) Status of Rest Area Inspections – Legarza and Shawn White are completing all the inspections together. All but four rest area inspections have been completed. They can accomplish two and a half inspections in a day. They are looking at things like the feasibility of the people counters, if the level of LED lighting is adequate, the functionality and dependability of the sewer and water system and the overall rest area operations.
- b) DEQ permits: Marsh asked if the agency had all the required permits for the new rest areas and if we are prepared for any permit requirements in the three rest areas we will acquire next year. Legarza said the only new permitted sites are Cow Canyon, Sunset and Beaver Marsh and we have everything we need for those sites. She does not think any of the 2019 locations are permitted. The permits along the I-5 corridor are a little more complicated. The only location with test results that are being monitored closely is Oak Grove.

The overall cleanliness and operations of the rest areas is excellent.

New Business:

Janitorial RFQs: Swanson informed the committee that the Council will see two janitorial RFQs and a slate of renewals for approval at the December Council meeting.

Legislative Presentation: Marsh asked if staff knew of any possible grants the agency may be able to apply for. Legarza said that she will looking into possibility for seismic upgrade grants. Card said he would look into possible grants for communicating available parking places.

Adjournment: Meeting adjourned: 10:50 a.m.

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