



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

**MINUTES**

**Oregon Travel Information Council Quarterly Meeting**  
**March 4, 2019**

**The Mill Casino, 3201 Tremont Ave, North Bend, OR 97459**

**Council Members:**

Ed Washington, Chair

Mike Marsh, Secretary

Kenji Sugahara (by phone)

Susan Steward (by phone)

Bob Garcia, Vice Chair

Katy Brooks (by phone)

Ryan Snyder (by phone)

**Excused:**

Tammy Baney, Mike Card

**TIC Staff:**

Jim Denno, Executive Director; Daphnee Legarza, Rest Areas Program Administrator; Tim Pickett, Director of Administration; Jessica Carbone, Executive Assistant; Diane Cheyne, Sign Program Administrator (by phone); Diane Welter, Accounting Manager (by phone)

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**Convening:** The public meeting of the Travel Information Council was called to order by Chair Washington at 9:33 a.m. Self-introductions were made for the record.

**Business Meeting:**

**Approval of the Minutes:**

- **December 10, 2018 Quarterly Council Meeting:** Marsh suggested the following amendments: Under Rest Area on page two, change “The Governor’s” to “the Governor’s”; on page three, correct “Executive Director Repot” to “Executive Director Report”; on page four under Historical Programs capitalize facilities. Marsh made a motion to approve the December 10, 2019 minutes as amended. Sugahara seconded the motion. The motion was carried unanimously.
- **January 24, 2019 Special Telephonic Meeting:** Marsh proposed approving the minutes as submitted. Garcia seconded the motion. The motion was carried unanimously.

**Public Comment:** None.

**Committee Reports:**

- **Finance Committee:** Marsh said finances are good. There was positive retention of \$334,000 in February which is \$60,000 over budget. Debt to Equity Ratio has gone down from .72 to .61.

Accounts Receivable only has one account over 60 days. The customer is on a payment plan. The new rest area locations have resulted in about 93,000 additional visitors. Personnel costs are \$132,000 higher than budgeted due to higher than estimated temporary labor. In the 2019-21 budget personnel costs have been adjusted to recognize the increased need. There are savings in general administration costs that will offset the additional costs. The Sign program is stable and late payment fees have been implemented. Three new rest area locations will be joining the program July 1, this will lead to seven new staffing positions. Snyder asked how visitor use is tracked in the rest area. Pickett said that visitor counters are positioned in the doorways of the rest rooms. Five locations have vehicle counters as well.

- **Heritage Trees:** Chair Washington said the committee approved the Willamette River Cable Trees as the 75<sup>th</sup> Oregon Heritage Trees. The trees will be honored at the Annual Oregon Heritage Tree Dedication on Friday, April 26<sup>th</sup> at 2:00pm at Memorial Park in Wilsonville. Once enormous log rafts were a common sight on the Willamette River. These rafts were secured by cables to large bank trees. Although the rafts are no longer part of the modern landscape, the deep scars- and sometimes pieces of the cable- are still found on trees along the river. The Douglas-fir and black cottonwood at Memorial Park in Wilsonville, are perfect examples. The committee also accepted the nomination of Darryl and Darvel Lloyd as the 2019 recipients of the Maynard Dawson Memorial Award.
- **Historical Markers:** Garcia said the committee last met on February 12. At this meeting the Beacon Rock marker text was approved. We will be coordinating with Salemtowne to have the new marker built and routed. The committee reviewed the nine marker projects currently being worked on. Nancy DeSouza joined the committee as a new member. The Advisory Committee for the Oregon Trail Interpretive Project met on Friday, February 1 in Hood River. The next steps are to put out an RFP for a research/ writing contractor who will develop the content under the advisement of the committee. The committee is hoping to have the RFP processed closed by the end of April and ready for Council approval at the June quarterly meeting.
- **Rest Area:** Marsh said that out of six bids, a \$2.2 million-dollar bid has been accepted for the Oak Grove Project and site work has begun. The new customer satisfaction tracking system “Opiniator” is operational and available to the public. Conversations with Oregon State Parks about the transfer of three of their rest areas July 1 are going well.
- **Executive Committee:** Washington said the Executive committee is currently preparing for the annual appraisal of the Executive Director.
- **Chair’s Update:** Washington had nothing to report.

#### **Executive Director/Staff Reports:**

- **Executive Director Report:** Denno said things in the agency are busy and going well. Recruitment for positions at the three new rest areas will begin soon. Staff is currently working on an interagency agreement with Parks. Denno is staying informed about the current Legislative session and for any bills that could affect the agency. He presented a progress report on the agency’s discontinuing the use of its DBA, Oregon Travel Experience, and only using Travel Information Council. The name change is being well received by partners. The new owners of Government Camp are continuing their public outreach.

- **Sign Program Overview:** Cheyenne presented her documents covering the sign program overview, customer service report and program performance measures. Marsh asked if there were any new ways to decrease the wait list. Cheyenne responded that the program is facing a decrease in signs as ODOT directional signage displaces some of our signs in the Portland metro area. She said that she is always looking to expand the program. Just recently, she worked to change the program rules to allow nine space boards. Coral construction has agreed to a two-year Price Agreement replacing the existing Personal Service Contract beginning July 1, 2019. Current pricing will be maintained for the next two years. Coral is on ODOT's approved contractor's list.

- **Rest Areas:**

- **Oak Grove Rebuild:** Legarza said the project has begun. Demo has been completed. There have been a couple of delays due to inclement weather. The work is currently in the excavation phase. She then presented the public information sheet staff plan to use to keep the public informed on project. Garcia asked if the rest area would remain open through the project. Legarza said that there are alternate facilities available to keep the rest area open.

- **Rest Area Capital Plan:** Legarza presented the capital project plan for fiscal year 2019/20 and 2020/21. Staff used information from the Faithful & Gould study, rest area inspections and staff feedback to create a project list. Once all the projects were compiled, the plan consumed all the capital funding through year seven, totaling about \$13 million. The projects were divided into two categories, building improvements and land improvements. Each project was evaluated on several parameters: functionality, capacity, ADA accessibility, security, safety, condition, aesthetic, operational effectiveness, environmental sustainability, odor control. The more parameters that a project covered made the project more of a priority. The Council then discussed further details of the individual projects and potable water availability and testing in the rest areas.

Legarza then said the Opiniator program is operational and accessible to the public. She presented the first three months' worth of data. Staff continues to work with the program designers to make it as efficient as possible. Rest area supervisors will discuss the program in detail at their upcoming meeting to see how things are going and if there any improvements needed.

- **Historical Programs:** Carbone said that the Grove of the States project is nearly complete. After the first attempt to complete the extension pathways as a service project with the Landscape Contractors Association did not work out as planned the following bids to complete the work were too far out of the budget to consider. This year, bids are much more reasonable. A bid has been accepted. This cost brings the total project to \$101,493, which is 1% over budget. The 2019 edition of the Historical Marker and Heritage Tree Brochure has been completed. We should receive the printed copies by April. The 2019 edition of the Deep Roots newsletter is in production and should be completed by April as well.

## **New Business:**

### **Action/Voting Items:**

- **Proposed 2019-21 Biennial Budget:** Welter presented the proposed budget and reviewed the budget. TIC will assume management of three new properties on July 1, 2019. The budget is

zero based. It continues with a 2% COLA and a merit pool planned at 3% of base wages. PERS increases are included as forecasted by Chief Financial Office. Snyder asked what the cost per visitor in the rest areas is. Pickett said that range differs per rest area, but the average across the program is about 35 cents per visitor. Marsh said that the staff went through a very analytical process of listing the budget assumptions to be considered against all the budget line items.

*Marsh made a motion to move the proposed 2019-20 Biennial budget to public comment as presented. Garcia seconded the motion. Snyder asked if there was planning for unexpected issues. Pickett said there are restricted funds in both the sign and rest area program. Those funds cannot be accessed without council approval. The motion carried unanimously.*

- **Proposed 2% Sign Fee Increase:** Cheyne presented that after a review of the sign fees done by Council in January 2019 a 2% increase was proposed. Cheyne sent out informational letters to all 1,738 sign customers and gave them the opportunity to comment. There was one positive comment, one request for more information, and eight negative responses received. The additional 2% would mean about \$50,000 additional revenue which is included in the 2019-21 budget. Sugahara asked if staff responds to the comments received. Cheyne said that it is not general practice to respond to the comments but will expand the next letter to include more details on why the fees were increased. Denno commented that staff does respond to letters that include direct questions.

*Garcia made a motion to approve the 2% Sign Fee increase. Snyder seconded the motion. The motion carried unanimously.*

- **RA Equipment Expenditure:** Legarza presented a summary of equipment the rest area program would like to purchase. This equipment includes a tractor for snow removal at Beaver Marsh, a tractor to properly maintain the sloped terrain at Santiam and Oak Grove, six mowers for various reasons and rest areas, an I-5 and I-84 based tree chipper to accomplish any tree work in-house and a sweeper to be shared between French Prairie, Santiam and Oak Grove. Marsh commented that ODOT has also commented that it would be prudent to purchase additional equipment. Garcia asked if in the cases where equipment was being purchased to eliminate outside services contracts, the cost of the equipment would be balanced out by the money saved. Legarza that in most cases it would take one or two years to recoup the cost of the equipment.

*Brooks made a motion to approve the not to exceed expenditure of \$266,000 for landscape and other equipment for rest areas. Marsh seconded the motion. The motion carried unanimously.*

- **Rest Area Vehicles Expenditure:** Legarza explained that the program currently has three rest area trucks that have come to the end of their useful life and needs three new trucks for the new OPRD rest areas joining the program in July. After analyzing the cost and benefits between agency-owned and DAS fleet-leased vehicles there is estimated operational savings of approximately \$4,000/ year per vehicle. We are also able to make modifications to vehicles we own, like attaching snow plows, that we wouldn't be able to do to vehicles leased from DAS.

*Garcia made a motion to approve the not to exceed expenditure of \$180,000 for six new trucks for the rest area program. Steward seconded the motion. The motion carried unanimously.*

- **Storage Expenditure:** Legarza presented a request to approve the funds to purchase and install three metal storage facilities at French Prairie, Santiam and Oak Grove. The current Conex boxes being used are too small. These buildings would provide the security, size, function and more pleasing aesthetic to store the newly purchased equipment at these rest areas.

*Snyder made a motion to approve the not to exceed expenditure of \$60,000 dollars for three onsite facilities. Marsh seconded the motion. The motion carried unanimously.*

- **Sidewalk Project a Beaver Marsh:** Legarza said that the sidewalk and curbing at Beaver Marsh southbound has deteriorated to the extent that it has become a hazard and needs to be replaced. The extent of the deterioration has left staff unable to use the usual methods to correct the issues. Replacing the sidewalk will also be an opportunity to upgrade the ADA sidewalk ramps. At the Rest Area committee's request, she researched a way to keep the rest area open during the project. Due to the size and lay out of the rest area there is not adequate space to locate portable rest rooms outside of the work zone but inside the rest area. Therefore, the rest area will need to be closed. However, staff proposes placing advance notification signage of the rest room closure at the southbound nine miles to rest area sign and leaving the parking accessible. The project would take three to four weeks to complete.

*Marsh moved to approve the not to exceed expenditure of \$60,000 to repair existing concrete sidewalk, curbing and ADA sidewalk ramps in the southbound Beaver Marsh Rest Area. Garcia seconded the motion. The motion carried unanimously.*

- **Midland Concrete Repair:** Legarza said that original seal coat on the restroom floors is failing, especially around toilets and urinal fixtures. This has led to penetration of fluids into the concrete, making them impossible to clean and creating very unpleasant odors. The proposed flooring is the same specifications used for the Oak Grove restroom project. It will result in a uniform, slip resistant floor that will greatly reduce the potential for bad odors to linger. The project will take 10 days and alternate restroom facilities will be provided so that the rest area may remain open and available to travelers.

*Brooks made a motion to approve the not to exceed expenditure of \$50,000 to install resinous flooring in all the restrooms at Midland Rest Area. Garcia seconded the motion. The motion carried unanimously.*

- **French Prairie Tree Project:** Legarza said after a meeting with the foresters at ODOT she has a much better understanding of tree management in the rest areas. An ODOT forester agreed that the trees in the northbound rest area needed to be removed and had little or no timber value. He also agreed the trees on the southbound side needed to be removed, but believed they have timber value and has offered to coordinate the timber sale. While ODOT works on completing the southbound timber sale, staff requests Council approve a not to exceed expenditure of \$30,000 to complete the tree removal on the northbound side. Garcia asked what happens to the funds generated by the timber sale. Pickett said that the funds generated by the sale would revert to the Highway Fund, alternatively, the contractor can offset the cost of the contract by including the value of the timber. He believes ODOT would opt for the second approach.

*Snyder made a motion to approve the not to exceed expenditure of \$30,000 to remove 25 +/- standing dead/or decaying trees from the French Prairie Northbound Rest Area.*

*Brooks seconded the motion. The motion carried unanimously.*

**Other Business: None.**

**Adjourn:** 11:54 a.m.

**Next Quarterly Council Meeting:**

- June 10, 2019 at the TIC offices, Salem, Or.