



Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

TIC Council Meeting

Monday, March 16, 2020

Hilton Garden Inn, 1000 Welcome Way, Medford, OR 97504

Members Participating:

Bob Garcia, Chair; Mike Marsh, Vice-Chair (phone); Ed Washington; Eliza Canty-Jones (phone); Julie Brown (phone); Mike Card (phone);

Members Excused: Susan Steward, Secretary; Valerie Warren

TIC Staff Participating:

Jim Denno; Daphnee Legarza; Diane Welter; Diane Cheyne; Annie von Domitz; Jessica Carbone

Convening: The quarterly public meeting of the Travel Information Council was called to order by Chair Garcia at 9:30 a.m. Introductions were made for the record.

Executive Director Report: Denno requested an adjustment to the agenda in order complete a requested response from the Governor's office. The Governor's office is inquiring which agencies would be able to shut down for two weeks in response to COVID-19 pandemic. The agency staff believes that the only way to accomplish this would be to close the rest areas, but it is a greater benefit to the public to keep the rest areas open and clean. Garcia expressed his support that the rest areas remain open. Denno then explained the multiple moving parts and future planning being done by the state to combat the pandemic. Card said that as a representative of a trucking company that will still need to function, the open, operating and clean rest areas are an important part of their infrastructure and ability to do that.

Card made a motion to recommend that the rest areas remain open during this time in order to provide safe, clean rest areas to the traveling public and as part of the vital trucking and supply infrastructure. Washington seconded. The motion carried.

Denno said that spring is bringing the start of the many projects the rest area staff have been planning. The aging infrastructure of the rest areas has led to numerous water leaks and sewer issues. The capital funds provided in HB 2017 are being used to repair and rebuild these systems. Beyond the agency's goal to continue working on its capital plan another goal for 2020 is to complete the design study for ADA improvements. The current Specialist at Santiam has been promoted to Rest Area Supervisor after an internal recruitment. The network server will be replaced soon, which will bring all the computer systems up to date. Denno and von Domitz reached out to Mitch Sparks the Director of the Legislative Commission on Indian Services. They met with him, briefed him on the mission and activities of the agency, and discussed the best methods of communication and collaboration with the tribes when working in the rest areas and during the facilitation of Historical Marker projects.

Business Meeting:

Approval of the Minutes:

- **December 9, 2019, Quarterly Council, December 30, 2020, Special Council and the February 13, 2020, Special Council Meeting:** Canty-Jones suggested correcting the "Confederated tribes of the Umatilla Reservation"

to the “Confederated Tribes of the Umatilla Indian Reservation” in the December 9, 2019 minutes.

Marsh moved approval of the December 9, 2019, December 30, 202 and the February 13, 2020 minutes as amended. Card seconded. The motion carried.

Public Comment: None.

Committee Reports:

- **Finance Committee:** Marsh reported that finances are looking good. Cash Retention is over \$550,000. This is due in part to investment earnings of almost \$200,000. There have also been some reductions in payroll and general administrative expenses. The Debt to Equity Ratio has decreased. There are two Accounts Receivable past 90 days, both customers are on payment plans. There were three capital projects slightly over budget; total overages were just over \$1,000. The Council then discussed possible considerations for sign customers who may be affected by the pandemic.
- **Heritage Trees Committee:** Washington reported that the Stien-Boozier Walnut Orchard has been accepted into the 2020 class of trees. Walnut trees were heavily promoted early in the twentieth century as the best cash crop in Oregon. The dedication for the orchard is scheduled for April 10, 2020. He encouraged all the Council members to attend. Lige Weedman with the City of Philomath was awarded the 2020 Maynard Drawson Memorial Award. Lige was nominated the Philomath’s mayor, Eric Niemann.
- **Historical Markers:** Garcia reported the committee met in February and had an insightful conversation about program values. They are working to refine the ideas over the next several meetings, into a formal value statement for the program. The revised and re-designed interpretive panel for the Great Tsunami of 1700 was installed by the TIC sign crew on Tuesday. The panel had been identified as a priority replacement. The committee worked well with Robert Kentta with the Confederated Tribes of Siletz Indians on the project. ODOT is currently routing the new First Transcontinental Auto Race marker with the revised text. It should be ready to install this summer. Garcia commented on Denno and von Domitz’s meeting with Mitch Sparks last month. It was a great conversation about how TIC interacts with tribes in Oregon. Mitch Sparks invited us to present at the June commission meeting about the historical marker and heritage tree programs.
- **Rest Area Committee:** Card reported that there is a lot of great work being done in the rest areas. Rest areas we can be proud of for years to come are being upgraded and improved. Staff plan to coordinate rest area inspections along with the ADA design study.
- **Executive/ Chair’s Update:** Chair Garcia said that the Executive Committee has not met since the last meeting. They will be meeting shortly to finalize the evaluation of the Executive Director.

Staff Reports

- **Finance:** Welter reported that the agency's investments will be impacted by the recent Feds Funds rate drop. There is \$5 million invested in CDs. The CDs are locked into rates varying from 1.2% to 2%. The operating account has been successfully transferred from US Bank to Summit Bank. There is \$6.2 million in available Capital funds and approximately \$175,000 of that is unplanned at this point. Rest area projects are consistently evolving and changing, so there is enough funding to accommodate what needs to be done.
- **Sign Program:** Cheyne updated the Council on the current process for those customers who are struggling to pay their invoices for signs. There were 19 new customers in the last quarter. 14 of the new customers responded to the customer survey. They all responded with great feedback. Some customers are having trouble working with their city or county when they need to get follow up signs to qualify for a highway sign. With further investigation, Cheyne has found out that many of those city or county work crews are being downsized. When she spoke with a representative from Hood River County, he said he couldn't put up any new follow up signs because he only has one staff person to work on all the signs in Hood River County. She offered to enter into an interagency agreement

so that our staff could install those signs, but she has not heard back. 24 customers were removed from the waitlist. 10 removals were due to the enlargement of existing boards.

- **Heritage Programs:** Von Domitz said that the 2020 Heritage Tree Dedication and the Maynard Dawson Award presentation could be postponed until summer, due to recent restrictions. The Salemtowne volunteers have discontinued operations until it is safer for them to go out. The Transcontinental Auto Race marker will be routed by the ODOT sign shop this week. Work on the Oregon Trail Kiosk project continues to move forward.
- **Rest Areas:** Legarza reported that she and Denno and some of the Rest Area Supervisors, attended an Oregon Department of Parks and Recreation training on tree management and hazard tree identification. We want to use this training to create a procedure to mitigate any safety or risk concerns dealing with trees. Legarza and the Rest Area Supervisors will be discussing changes to the current performance measures. They want to add outcome measures and process measures. There were two waterline breaks identified at French Prairie. Those brakes have been isolated and repaired, without the need to replace the entire line. Deadman Pass also has a water line break, but the pipe is in a concrete duct which makes the cost of replacing and upgrading the pipe under \$25,000. Work continues on the French Prairie pavement replacement project. The consultant has determined that the scope of work being done to the parking lot triggers storm drain water quality improvements. He is currently investigating what all the requirements are. Legarza said they should have a list of cost estimates for the next Rest Area committee meeting.

Action/Voting Items:

- **French Prairie Off-Ramp lighting Installations:**

Legarza said that before TIC management of the rest area the off-ramp lighting at French Prairie was removed. The southbound light poles have been salvaged and stored onsite and the northbound light poles are in place without fixtures. The lighting is necessary to enable the traveling public to safely choose the appropriate parking lot as they exit I-5 into the southbound and northbound rest areas. Staff proposes to have a contractor install new conduit and wiring to all four existing bases, erect the poles and add new LED fixtures.

Card made a motion to approve the expenditure of \$50,000 to install off-ramp lighting Marsh seconded. The motion carried unanimously.

- **Van Duzer Restroom Interior Upgrades:**

Legarza said that existing eastbound and westbound restroom facilities are not up to TIC standards. Work to bring these buildings up to standard would include installing new wall hung toilets, install new urinals with partitions, add water heater, add air handler heating unit, replace sinks with multi-station sink, install floor coating and sealant and install floor drains to facilitate drainage. The estimated cost for these upgrades is \$56,000.

Marsh made a motion to approve the expenditure of \$56,000 for eastbound and westbound interior restroom upgrades. Card seconded. The motion carried.

- **Charles Reynolds Sewer line Replacement:**

Legarza said that due to the flooding in Eastern Oregon, there was a sanitary sewer overflow due to an increase in the amount of water infiltration into the existing 6" concrete sewer line. This is a result of an increase in pipe breaches due to a significant increase in pressures. 2,000 feet of pipe either slip lining the existing 6" concrete sewer or pipe blast a new 6" HDPE pipe in place of the existing 6" concrete line. The estimated cost for the replacement of the existing sewer piping is \$150,000. This project potentially qualifies for FEMA emergency funding reimbursement. If approved there would be up to an 89% reimbursement.

Brown made a motion to approve the expenditure of \$150,000 to replace the existing sewer piping at Charles Reynolds

Washington seconded the motion. The motion carried.

▪ **French Prairie Storm Drain Work:**

Legarza said that to resolve the ponding and lack of drainage concerns in the southbound French Prairie Rest Area approximately 370' of the 18" concrete pipe that is clogged with extensive tree root infiltration needs to be cleared. Because of the extent of the root infiltration, this is a time-intensive project where a contractor with a specialized camera and cutting and jetting equipment, cut and pull out the roots. The pipe is in good condition and does not need to be replaced at this time.

Card made a motion to approve an expenditure of \$50,000 to clean an existing 18" concrete storm drain in the southbound French Prairie Rest Area. Canty-Jones seconded the motion. The motion carried.

▪ **Memaloose Siphons and Dosing Tank Replacements:**

Legarza said that the sewer system at Memaloose contains a septic tank, dosing tank with siphons and a drain field. To allow the drain field to operate as designed and give staff greater operational control for future maintenance and repairs to extend the life of the system the following repairs are needed. It is requested that the Council approve the expenditure of \$30,000 to replace the existing siphons, dosing tank that controls effluent flows to the drain field and the two existing marginally operational diversion valves that direct effluent flows to each of the downstream splitter boxes.

Card made a motion to approve the expenditure of \$30,000 to replace the existing siphons, dosing tank and diversion valves at Memaloose Rest Area. Washington seconded. The motion carried.

▪ **F-150 new Truck Purchase:**

Legarza said that as a result of adding the Field Manager position there is a need to purchase an F-150 truck for the new Specialist at Santiam.

Brown made a motion to approve the expenditure of \$31,000 for the purchase of a new Ford 150 truck for the new specialist at Santiam/Van Duzer Rest Areas. Marsh seconded. The motion carried.

Card asked staff to monitor House bill HR 6104. It is the Truck Parking Safety Improvement Act. This program creates a competitive discretionary grant program for truck parking. The grant totals \$750 million through 2025. If passed, it would very helpful to repair and/or improve rest area truck parking.

2020 Meetings:

June 15, 2020- TIC Offices, Salem, OR

September 14, 2020- The Oxford, Bend, OR

December 14, 2020- TIC Offices, Salem, OR

Adjourn: 11:48 a.m.
