



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150

Salem, Oregon 97302

Quarterly Meeting Agenda

September 14, 2020 – 9:30am

Zoom Meeting

1500 Liberty St. SE, Suite 150

Salem, Oregon 97302

Call to Order:

- Introductions.....Chair Garcia

Business Meeting:

- Approval of the June 15, 2020 & July 27, 2020 minutes Secretary Steward (p.1-5)
- Public comment Chair Garcia
- Committee Reports:
 - Finance Vice-Chair Marsh (p.6-12)
 - Heritage Trees.....Councilor Washington (p.13-16)
 - Historical Markers..... Chair Garcia (p.17-22)
 - Rest Area Councilor Card (p.23-28)
 - Executive Chair Garcia
- Chair's Update..... Chair Garcia
- Staff Reports
 - Agency update Denno
 - Finance Welter
 - Heritage Programs von Domitz
 - Sign Program Cheyne (p.29-32)
 - Rest Area Program Legarza

New Business:

Action/Voting Items:

- Vehicle Purchase Request.....Swanson (p.33)
- Systemwide Pavement Rehabilitation Analysis Legarza (p.34)
- Gettings Creek Storage Building Legarza (p.35)
- Santiam Picnic Table and Asphalt Pad Replacement Project Legarza (p.36)
- Restroom Remodel Project at Van Duzer Rest Area.....Legarza (p.37)
- Election of Officers for 2020-2021.....Chair Garcia

Other Business:

- Other announcements..... Council/Staff

Adjourn:

- Next Meeting: December 14, 2020 – Zoom Meeting, Salem, OR
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Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

Council Meeting

Monday, June 15, 2020

Telephonic Meeting

1500 Liberty St. SE Suite 150, Salem, Or 97302

Members Participating:

Bob Garcia, Chair; Mike Marsh, Vice-Chair; Susan Steward, Secretary; Ed Washington; Eliza Canty-Jones; Julie Brown; Mike Card; 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. All Council members were present by phone. All staff members were present in the office.

Adjourn to Executive Session:

Washington made a motion to move to an executive Session of the Council, pursuant to ORS 190.660 (2)(i), regarding review and evaluation of the employment-related performance of the Executive Director. Marsh seconded. The motion carried.

Card made a motion to return to move out of executive session public meeting. Washington seconded. The motion carried.

Steward made a motion that the Executive Director would be placed on the same compensation schedule as the rest of agency for cost of living increases retroactive to January 1, 2020. Card seconded. The motion carried.

Business Meeting:

Approval of the Minutes:

- **March 16, 2020 Quarterly Council and the April 24, 2020, Special Council Meeting:** Marsh purposed three grammatical corrections to the March 16, 2020 minutes.

Marsh moved approval of the March 16, 2020 minutes as amended and the April 24, 2020 minutes as submitted. Steward seconded. The motion carried.

Public Comment: None.

Committee Reports:

- **Finance Committee:** Marsh reported that finances are looking good. Cash Retention is over \$640,000. This is due in part to investment earnings of almost \$240,000. There have also been reductions in payroll and general administrative expenses. Some of these reductions can be attributed to the Director of Administration position not being replaced and snow removal expenses were 32% less than budget. The current pandemic's restrictions on travel has led lower traveler counts. There are no Accounts Receivable past 90 days, but 23 customers are past due

between 30 -90 days. This is mainly attributed to the mandatory closures and drastically reduced business of our sign customers due to the pandemic. Staff has been working with customers to develop payment plans.

- **Heritage Trees Committee:** Washington reported the committee had their first Zoom meeting recently and 100% attendance. The committee is discussing changes to the Maynard Drawson Memorial Award. They are revisiting the criteria and thinking strategically about what they want the award to accomplish. Staff and committee members are looking to partner with other organizations to raise awareness of the award and the program. It was planned to announce this year's award winner at the Oregon Community Trees conference, but the conference was canceled. The next meeting will be held in August.
- **Rest Area Committee:** Card reported that there have been two meetings since the last full Council meeting in Marsh. Even though there have been some challenges due to restrictions related to COVID-19, there is still some great work being done on the ADA compliance project and a system wide pavement rehabilitation analysis. He is looking forward to the information these studies provide.
- **Historical Markers:** Garcia reported the committee had its first Zoom meeting and it was well attended. The committee continues to work on developing a value statement for the program. Von Domitz said the committee continues to work on marker projects, but progress is slower right now.
- **Executive/ Chair's Update:** Chair Garcia said that the Executive Committee has had a couple of meetings since March. Both dealing with the Executive Director's annual evaluation. Council Officer elections will take place at the September meeting.

Executive Director/Staff Reports

- **Executive Director:** Denno said that the June forecast shows a \$1.5 billion-dollar budget shortfall in the state's general fund. About a month ago, the Governor's office asked general fund agencies to prepare options for cutting their budgets by 8% for the 19-21 biennium. The guidance given to "other fund" agencies, such as TIC, is to monitor their revenue and adjust accordingly. Denno then discussed the focus of the Legislature and the differences between this recession and past ones. Some agencies have had to lay off staff, such as Oregon State Parks and Travel Oregon. Their revenue sources have been hit hard. TIC is funded by State Highway Fund and sign fees. In discussing ongoing funding for TIC, ODOT has stated they are not proposing reductions in funding for rest areas this biennium or next. There has been no measurable short fall in sign fee revenue. Late fees have been suspended until further notice and Sue VanHandel has made extraordinary effort to reach out to sign customers and offer payment plans. TIC has a great culture of efficiency and fiscal responsibility. Staff are careful about controlling costs. The agency's budget is in a good place.

DAS and the Gov's office have instructed executive branch agencies to remain closed to the public for now; to refrain from in-person public meetings; and to eliminate all non-essential travel. Considering these factors Denno recommended that the Council have teleconference meetings for the rest of 2020. Brown thanked Denno for speaking about ODOT and how they plan to handle their budget planning. Garcia asked what work looks like in the main office. Denno said that we can maintain social distancing because of the agency's relatively small office staff, and each person having a private office. Telework is available as well. Most meetings are being held via teleconferences. The agency is providing hand sanitizer and facemasks. Washington expressed his thanks for Denno's work and steadfastness during this time.
- **Finance:** Welter said as of April 30, \$5 million in Money Market accounts and \$7 million in higher earning CDs. After the books are closed later today, she believes the interest earned from the investments will come to \$250,000. Marsh thanked Welter for her work on the investments and making sure for the best possible investments.
- **Heritage Programs:** Von Domitz said even though progress on individual projects has slowed down the work and flexibility of our volunteer committee members is to be commended. The Oregon Trail Kiosk project is moving forward. It is on time and on budget. Morgan Young with HRA will be doing a final report on the research

collected the end of this month. After that, there will be a meeting with the advisory committee to advise HRA on the direction to take in the writing. Von Domitz is concerned about the second part of the project. It was originally planned to fund most of the work through grants. A lot of the funding sources for those grants have been hit hard by the recession. This may mean the second phase of the project may take longer than planned, but the research will be available whenever the funding becomes available.

- **Sign Program:** Cheyne said that this was the first report to Council in a very long time that had a decrease in sign customers. There was a decrease of two. The program is continuing to get new applications. She feels that once businesses can open back up, there will be an increase in the next report. The performance measure numbers are pretty much the same as the last report, but the limit on how many large projects can be accomplished in a year keeps her from changing the base age of the boards. There was a positive change in the age of plywood boards due to the work done by the sign crew over the last couple of months. Cheyne said that VanHandel is doing such a great job working with customers to get them on payment plans. On May 15 there were 50 nonpayment customers versus on June 15 there were only 28.
- **Rest Areas:** Legarza reported that the program that allowed Food Trucks to be permitted by the Oregon Commission for the Blind to permit food trucks to serve in the rest areas will be ending. The French Prairie pavement project is under design. The survey has been completed and work has begun on the 90% design plans and specifications. We should have the submittal by the end of July. The ADA building expunction project site visits will be completed this week. The travel restrictions due to COVID-19 have caused a delay. The Van Duzer rest area remodel is moving along very nicely. Both restrooms have been demoed and the new flooring has been installed. All the plumbing parts should arrive next week. As soon as parts arrive for the LED lighting projects at the OPRD rest areas and French Prairie the contractor will be scheduled.

Action/Voting Items:

- **Memaloose Sewer System Repaired:** At the meeting in March the Council approved \$30,000 to replace the existing non-operational siphons, dosing tank and splitter boxes. Now that the work has been completed the greater control of the effluent to the drain field as let staff better determine where there is compromised drain field piping. The current piping is very brittle and subject to breakage. Compromised and broken pipes can lead to excessive saturation and possible DEQ violations if the effluent reaches the surface. Fixing the pipes will also extend the life of the drain field. Staff is asking for an additional \$15,000 above the originally approved \$30,000 for the repairs needed to the overall sewer system, including the drain field piping repairs.

Marsh suggested that the agency have a notification method to Chair or Council for projects faces an increase or there is time or weather demand that requires quick attention by staff but does not have full approval of the Council. Denno said that would be a good idea. With the increase in projects coming soon, there may be a need for a process like this. Garcia recommend a process to take care of emergencies that can be ratified at the next meeting.

Canty-Jones made a motion to approve an additional \$15,000 to the original \$30,000, for a not to exceed total of \$45,000 for the repairs needed to the overall sewer system, including the drain field piping. Card seconded. The motion carried.

- **Deadman Pass Water Line Repairs:** Legarza said that earlier this year work was done to repair a water leak that appeared to be originating under I-84. During this work, it was discovered that the existing PVC water lines were coming apart at many of the glue joints. The discovery has expanded the project to replace the remaining existing PVC water lines within the rest area to HDPE piping. HDPE requires certification in fusion welding. One of our Rest Area Specialist, who was previously a plumber, was able to obtain his certification in fusion welding. This will allow staff to complete this work using in-house resources. The estimated overall costs to accomplish all the needed waterline repairs is \$47,000. This includes the work already completed by the contractor. Garcia asked if this problem was specific to this rest area. Legarza confirmed the problem is specific

to this rest area.

Card made a motion to approve \$47,000 for the repair of the waterlines at Deadman Pass Rest Area to Council. Marsh seconded. The motion carried.

- **Gettings Creek Storage Building:** Legarza said that typically on-site Con-ex box storage containers were used to securely store equipment necessary to the operation and maintenance of the rest area. Because of increased rest area equipment needs due to a more internal-based, robust, and comprehensive maintenance approach, the Con-ex boxes are no longer adequate. Staff is requesting the committee recommend approval of \$32,000 to build a new storage building that will give staff a location to work on equipment and in-house projects. This project will also allow for an increase in electrical capacity from the near max capacity electrical system that is currently there. Marsh asked if in the planning to increase electrical capacity, any future needs of the rest area were considered. Legarza replied that the upgraded electrical capacity would be able to handle any future needs.

Steward made a motion to approve \$32,000 for a new storage building at the northbound Gettings Creek Rest Area to Council. Card seconded. The motion carried.

- **System Wide Pavement Rehabilitation Analysis:** Legarza said that the agency would like to develop a pavement management plan that would cover all 25 rest areas. All the rest areas are experiencing varying levels of pavement deterioration. A comprehensive overall pavement management plan is needed to determine the appropriate pavement improvement scope and timing. TIC would contract with GeoDesign Inc. to review past pavement construction and data; perform a visual pavement condition survey for all rest areas; compile a pavement condition index and pavement data; develop maintenance and rehabilitation recommendations and evaluate the impacts of budgeted funds on pavement condition; prioritize maintenance and rehabilitation projects for an eight-year time frame; provide analysis and results in report format. The total overall cost to develop the pavement management plan is estimated at approximately \$50,000. Garcia asked how the contractor will fit in the varying life cycles of the rest area parking lots fit into the eight-year time frame of the report. Legarza responded that the eight-year time frame had more to do with the current capital funding schedule than the life cycle of the pavement. Life cycles of the pavement will be considered in the maintenance schedules.

Card made a motion to approve a not to exceed \$50,000 to contract with GeoDesign Inc. to develop an overall pavement rehabilitation plan for the existing parking lots throughout all TIC managed rest areas. Marsh seconded. The motion carried.

- **Sign Crew Dodge Ram 5500 Truck Chassis /Electric Liftmoore Crane/ RKI Crane Body Purchase:** Cheyne asked the Council to approve \$92,577.74 for 2020 Dodge Ram 5500 truck chassis with RKI Crane Body and Liftmoore Crane 5000. This purchase would replace the oldest sign truck, “Orange” that has 360,000 miles on it. It should have been replaced last year, but the truck that was replaced had recurring engine trouble.

Washington moved to approve the expenditure of \$92,577.74 for 2020 Dodge Ram 5500 truck chassis with RKI Crane Body and Liftmoore Crane 5000 to Council. Steward seconded. The motion carried.

2020 Meetings:

September 14, 2020- Teleconference, Salem, OR
December 14, 2020- Teleconference, Salem, OR

Adjourn: 11:11 a.m.



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

MINUTES
Special Telephonic Meeting
July 27, 2020 – 9:00 a.m.
1500 Liberty St. SE, Salem, OR 97302

Members Participating:

Mike Marsh, Vice-Chair; Julie Brown; Mike Card; Ed Washington; Eliza Canty-Jones

Members Excused: Bob Garcia, Chair; Susan Steward, Secretary; Valerie Warren

Staff Participating: Jim Denno, Daphnee Legarza, Jessica Carbone

Call to Order: Marsh called the meeting to order at 9:04 a.m. and established that a quorum of the Council was present.

Water Line Repairs at Cabin Creek Rest Area: Legarza said the waterline at Cabin Creek often needs repairs, approximately 1-2 per year. Each of these repairs has been due to coupling failures caused by the degradation of the metal bolts holding the couplings together. To find and repair a newly discovered leak and stop any future leaks, staff is proposing to hire a contractor to replace 100' of piping with new 4" C-900 piping with gasket connections that will not pull apart. This stretch of piping is located under a hill, therefore requiring extensive excavation to complete the repair. The estimated overall cost to accomplish all the needed water repairs is \$35,000.

Marsh moved to approve the expenditure of \$35,000 to repair and replace a portion of the existing water line at northbound Cabin Creek Rest Area. Washington seconded. The motion carried.

System-Wide Hand Dryer Upgrades: Legarza said that to minimize the presence of any potential bacteria from the air passing through the hand dryers, it is recommended that all restroom hand dryers have High Energy Particulate Air (HEPA) air filters. 11 of the 25 TIC managed rest areas don't have hand dryers with HEPA filters. Bacteria is introduced as a fine mist of microbes every time a lidless toilet is flushed. Then it is pulled into the hand dryers from the air inside the restroom. The overall cost to purchase the needed hand dryers with HEPA filters is approximately \$34,000.

Canty-Jones moved to approve the expenditure of \$34,000 for the purchase of hand dryers with HEPA filters for 11 TIC managed rest areas. Brown seconded. The motion carried.

Other Business: None.

Adjourn: Meeting adjourned at 9:12 a.m.

Next Scheduled Meeting: September 14, 2020, Telephonic, Salem, Oregon



Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

Telephonic Finance Committee

Wednesday, July 22, 2020

Members Participating:

Mike Marsh; Ed Washington; Eliza Canty-Jones; Mike Drennan;

Excused: Bob Garcia

TIC Staff Participating:

Jim Denno; Diane Welter; Diane Cheyne; Daphnee Legarza; Jessica Carbone

The meeting was called to order by Marsh at 11:00 a.m., at the TIC offices in Salem, OR.

Roll Call: Marsh; Washington; Canty-Jones; Card and Drennan were present by phone. The staff was present in the office.

Approval of the Minutes: Marsh proposed correcting the order of months that reflect accounts payable past-due accounts to lower to higher. Washington made a motion to approve the May 27, 2020 minutes as amended. Drennan seconded the motion. The motion carried.

New Business:

May Financials: Welter said the May results were \$112,152 better than budget due to lower payroll expenses, and general and administrative expenses. On May 31, there was approximately \$4.1 million invested in money market accounts at Umpqua Bank and \$7 million in CDs at Summit Bank. At year-end, month-end closing is extended to allow for extra time to receive month-end invoices. The month will close on July 28th. The goal is to issue the June financial report on July 31. Funding from ODOT was received on July 1, as scheduled via wire transfer. Those funds were immediately invested in our money market account and CDs, based on liquidity needs and current interest rates, which remain very low. We received funding from ODOT of \$9.16 million for operations and \$1.5 million for capital improvements. As of July 2020, we have approximately \$14.6 million in MM and \$7 million in CDs. Drennan asked if the interest from the investments are accrued each month. Welter said yes, they are accrued in the Balance Sheet. Drennan said that Capital investments were under budget. He asked if they would be caught up in June. Legarza said that some of the projects have earlier costs such as prep and design fees but have longer processes with the bulk of the costs being spent in the construction phase towards the end.

Balance Sheet: Drennan asked why there was a 50% increase in accounts payable. Cheyne said that ODOT has started using new software that has delayed some invoices. This month the agency has received large invoices for work done as far back as November and December. Another contributing factor was a \$96,000 invoice for work done at Charles Reynolds.

Retention and Expenses: Drennan said it looks great. Marsh said that even though it may look like there is

surplus of funds a majority of them can be accounted for in future projects and planning. Denno confirmed the agency's plan for those funds in capital projects and its strategy for frugality.

Past Due Accounts: Cheyne said that there were four pages of past due accounts at the last meeting in May, but there are only two pages this month. Every customer with an account 31 days or more overdue is now on a payment plan. Cheyne said Sue VanHandel, the Sign Program Assistant, feels very confident that any customers past due 0-30 days will be set up on payment plans.

Other Business:

Update on COVID-19 financial impact: TIC's direct costs to COVID-19 are \$3,102 and in relation to are of \$14,345. There is expected in relation to costs of \$36,000 to install hand dryers with HEPA filters. The committee discussed the work of the legislature to rebalance the 2019-21 agency budgets that are primarily made up of General and Lottery funds.

Adjournment: The meeting adjourned at 12:01 p.m.

Next Meeting: There is a tentative meeting scheduled for August 26, 2020, at 11:00 a.m., telephonic at the TIC Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.

Draft



Travel Information Council

1500 Liberty St. S.E., Suite 150
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June 19, 2020

To: Mike Marsh, Ed Washington, Mike Drennan, Bob Garcia,
Eliza Canty-Jones

From: Diane Welter, Finance Administrator *DW*

Subject: May Financial Reports

The results of operations for May show positive retention of \$598,039 which is \$112,152 better than budget for the month. May year-to-date retention is \$1,084,986 (20%) better than budget and this is attributable to \$241,452 unbudgeted interest earnings combined with lower than expected payroll and general and administrative expenses. The current ratio is 3.79 to 1, an increase from April's current ratio of 3.04 to 1. The Debt to Equity ratio decreased from 0.26 to 0.20. Cash generation as measured by EBITDA continues with May adding \$651,921 to the current position.

There were three Accounts Receivable past due beyond 90 days. The agency is extending payment plans to sign customers who have expressed an interest, due to the financial impact of COVID-19. Most customers are current on their payment plans. Only two are delinquent. Several accounts that were in the 61-90 days column paid in full after May 31 and are current. At May 31, there were three open capital projects that exceed budget. Stanfield Storage Building is \$842, or 6%, over budget – the project is substantially complete, and the estimated cost will be revised; Deadman Pass water line replacement was \$5,493.11, or 23%, over budget and Memaloose sewer repair was \$7,437.21, or 25%, over budget. These two projects were expanded in scope and with increased budgets were approved by the Council on June 15th. Interest earned in May was \$7,470 and a report of investment activity is contained herein. The rest area program had approximately 819,553 travelers during the month which is an increase of 304,383 from prior month and 411,033 less than May 2019.

May personnel costs were \$26,399 less than budget due to less use of temporary employees than anticipated, combined with savings generated from the retirement of the Director of Administration. Year-to-date personnel costs are \$179,581 less than budget and we expect this trend to continue due.

Travel expenses for May were \$2,173 less than budget due to imposed travel restrictions related to COVID-19. Year-to-date costs are \$32,524 less than budget and we expect expenses will continue to be under budget on a year-to-date basis for the remainder of the fiscal year.

Total general and administrative expenses were \$61,233 less than budget for May. Specific account comments on variances greater than \$3,000 and 10% follow:

- Operating Supplies: May expenses were \$4,819 less than budget due to decreased travelers related to COVID-19 and travel restrictions. As the state begins to re-open and travel increases, we expect costs to approximate budget. Year-to-date expenses are \$38,564 below budget and it is anticipated we will be under budget at fiscal year-end.
- Landscaping Services (contractor): May expenses were \$4,602 less than budget due to insourcing. Year-to-date expenses are 32% less than budget and we expect this trend to continue.
- Repair & Maintenance – Sign & Display: May expenses were \$18,805 less than budget due to timing of sign projects. Year-to-date expenses are 5% less than budget.
- Repair & Maintenance – Building & Landscaping: May expenses were \$8,614 less than budget due to less repairs than anticipated. Year-to-date expenses are 30% less than budget and we expect this trend to continue.
- Repair & Maintenance – Water & Sewer: May expenses were \$6,474 more than budget due to timing of repairs and septic pumping. Year-to-date expenses closely approximate budget at 5% less than budget and we expect costs to approximate budget in the future.
- Auto – Fuel & Oil: May expenses were \$6,617 less than budget due to imposed travel restrictions related to COVID-19. Year-to-date expenses are \$27,384 less than budget and we expect this trend to continue.
- Auto – Rental: May expenses were \$3,186 less than budget due to the purchase of new vehicles which reduces motor pool rental charges. Year-to-date costs are \$40,571 below budget and this trend is expected to continue.
- Utilities – Water, Sewer and Garbage: May expenses are below budget due to the decreased number of travelers.

May depreciation expense for Land Improvements, as well as Building & Building Improvements, were less than budget due to timing of rest area projects. We expect that as projects are completed and capitalized, depreciation expense will approximate budget.

During May, the agency recorded a disposal of a tractor which was not fully depreciated, and thus, Loss on Asset Disposal was \$10,218 more than budget.

Travel Information Council				
Financial Statement Analysis				
May 2020				
	Actual		Target	
	May 2020	April 2020		
Unrestricted Cash and Short Term Investments				
Petty Cash	\$ 35	\$ 35		
Summit Bank Checking	1,171,246	1,050,984		
Summit Bank Certificate of Deposit - Reserve	250,000	250,000	250,000	
US Bank Checking	29,619	16,114		
Umpqua Bank Money Market	2,054,621	2,047,974		
Total Unrestricted Cash and Short Term Investments	\$ 3,505,521	\$ 3,365,107		
Restricted Cash and Short Term Investments				
Umpqua Bank Money Market - Heritage Trees	\$ 29,391	\$ 29,385		
Umpqua Bank Money Market - Historical Markers	37,433	37,425		
Umpqua Bank Money Market - Oregon Trail Kiosk	10,623	16,831		
Umpqua Bank Money Market - Roadside Council	12,361	12,359		
Total Restricted Cash and Short Term Investments	\$ 89,808	\$ 96,000		
Total Non Rest Area Cash and Short Term Investments	\$ 3,595,329	\$ 3,461,107		
Rest Area Cash and Short Term Investments (Highway Funds)				
Summit Bank Money Market	\$ 26,939	\$ 26,936		
Summit Bank Certificate of Deposit	2,000,636	2,000,636		
Summit Bank Certificate of Deposit - Capital Improvements Fund (HB 2017)	4,000,363	4,000,363		
Summit Bank Certificate of Deposit - Reserve	750,000	750,000	750,000	
Umpqua Bank Money Market	163,836	782,017		
Umpqua Bank Money Market - Capital Improvements Fund (HB 2017)	1,923,019	2,045,781		
Total Rest Area Cash and Short Term Investments	\$ 8,864,793	\$ 9,605,733		
Legal and Professional Expenses	Current Month	YTD Total		
Accountemps	\$ -	\$ 27,651		
ADP	393	15,031		
Centerlogic, Inc	2,495	27,445		
Department of Justice	-	364		
Miscellaneous Others	2,734	33,251		
Moss Adams	-	13,525		
Total	\$ 5,622	\$ 117,267		
Cash Based Capital Investment	Current Month		YTD	
	Actual	Plan	Actual	Plan
Rest Areas	\$ 123,322	\$ 503,333	\$ 2,333,594	\$ 5,536,666
Other (Non Rest Areas)	14,841	29,166	505,555	451,827
Total	\$ 138,163	\$ 532,499	\$ 2,839,149	\$ 5,988,493
Departmental Results	YTD Through May 2020		YTD Through April 2020	
	Actual	Plan	Actual	Plan
Rest Areas (All)	\$ 6,093,855	\$ 5,207,625	\$ 5,567,281	\$ 4,741,751
Other (Non Rest Areas)	485,489	286,733	414,024	266,720
Net Consolidated Results	\$ 6,579,344	\$ 5,494,358	\$ 5,981,305	\$ 5,008,471
Full-time Equivalent Employees	May 2020			
	Actual	Plan		
Total FTEs	64.70	67.25		

Travel Information Council **Balance Sheet**

	05/31/2020	04/30/2020
ASSETS		
Cash and Bank Deposits		
1005 - Petty Cash	\$ 35	\$ 35
1010 - CIB General Checking USNB #4400	29,619	16,114
1020 - CIB General Checking SUM #6402	1,171,246	1,050,984
1040 - CIB General Money Market UMP #1973	2,054,621	2,047,974
1041 - CIB General Money Market UMP #1973 - Heritage Tree Fund	29,391	29,385
1042 - CIB General Money Market UMP #1973 - Historical Marker Fund	37,433	37,425
1043 - CIB General Money Market UMP #1973 - Oregon Trail Kiosk Fund	10,623	16,831
1044 - CIB General Money Market UMP #1973 - Roadside Council Fund	12,361	12,359
Total Non Rest Area Cash and Bank Deposits	3,345,329	3,211,107
1045 - CIB Rest Area Money Market UMP #3707	163,836	782,017
1046 - CIB Rest Area Money Market UMP #3707 - Capital Improvements Fund (HB 2017)	1,923,019	2,045,781
1055 - CIB Rest Area Money Market SUM #6704	26,939	26,936
Total Restricted Rest Area Cash and Bank Deposits	2,113,794	2,854,734
Total Cash and Bank Deposits	5,459,123	6,065,841
Short Term Investments		
1100 - General CD SUM #5142 - Unrestricted Reserve	250,000	250,000
1105 - Rest Area CD SUM #5759, 5775	2,000,636	2,000,636
1110 - Rest Area CD SUM #0328, 7348, 5126 - Capital Improvements Fund (HB 2017)	4,000,363	4,000,363
1111 - Rest Area CD SUM #5002 - Rest Area Reserve Fund	750,000	750,000
Total Short Term Investments	7,000,999	7,000,999
Accounts Receivable		
1200 - Accounts Receivable	311,626	265,457
1204 - Allowance for Uncollectible Accounts	(647)	(647)
1206 - Other Receivables	4,033	5,141
1208 - Accrued Interest Receivable	56,306	49,889
2045 - Health Insurance & Cafeteria Funds Receivable	79	73
Total Accounts Receivable	371,397	319,913
Inventory		
1300 - Small Equipment & Tools	407,783	406,155
1305 - Rest Area Inventory	8,321	9,581
1315 - Brochure Inventory	7,101	7,101
Total Inventory	423,205	422,837
Other Current Assets		
1410 - Prepaid Insurance	32,778	65,557
1412 - Prepaid Other	20,825	23,845
Total Other Current Assets	53,603	89,402
Total Current Assets	13,308,327	13,898,992
Fixed Assets		
Cost		
1505-01-02-09-000-00 - Land - Rest Areas	56,799	56,799
Total Land	56,799	56,799
1510-01-02-08-002 - Land Improvements - Signs Int	8,376,666	8,376,020
1510-01-02-08-003 - Land Improvements - Signs Off Int	46,264	46,264
1510-01-02-09-000 - Land Improvements - Rest Areas	1,767,423	1,767,423
1510-01-03-11-000 - Land Improvements - Historical Markers	334,315	334,315
Total Land Improvements	10,524,668	10,524,022
1515-01-02-09-000 - Building & Building Improvements - Rest Areas	2,733,905	2,654,893
1515-01-02-15-000 - Building & Building Improvements - Info Centers	347,536	347,536
Total Building & Building Improvements	3,081,441	3,002,429

	05/31/2020	04/30/2020
ASSETS, continued		
Fixed Assets, continued		
Cost, continued		
1520-01-02-08-000 - Vehicles - Signs	277,806	277,806
1520-01-02-09-000 - Vehicles - Rest Areas	607,229	607,229
Total Vehicles	<u>885,035</u>	<u>885,035</u>
1525-01-02-08-000 - Equipment - Signs	40,822	40,822
1525-01-02-09-000 - Equipment - Rest Areas	574,714	585,564
Total Equipment	<u>615,536</u>	<u>626,386</u>
1530-01-01-00-000 - Office Equipment - Bus Svc	48,067	48,067
1535-01-01-00-000 - Data Processing Software - Bus Svc	44,060	44,060
1535-01-02-08-000 - Data Processing Software - Signs	7,596	7,596
1535-01-02-09-000 - Data Processing Software - Rest Areas	10,200	10,200
1540-01-01-00-000 - Data Processing Hardware - Bus Svc	20,182	20,182
Total Office Equipment	<u>130,105</u>	<u>130,105</u>
1590 - Construction in Progress	510,753	396,904
Total Cost	<u>15,804,337</u>	<u>15,621,680</u>
Accumulated Depreciation		
1600 - Accumulated Depreciation	(6,866,798)	(6,813,712)
Total Accumulated Depreciation	<u>(6,866,798)</u>	<u>(6,813,712)</u>
Total Fixed Assets	<u>8,937,539</u>	<u>8,807,968</u>
TOTAL ASSETS	<u>\$ 22,245,866</u>	<u>\$ 22,706,960</u>
LIABILITIES & NET POSITION		
Liabilities		
Accounts Payable		
2000 - Accounts Payable	\$ 310,846	\$ 202,581
2005 - Accounts Payable - Accrued	71,861	55,567
Total Accounts Payable	<u>382,707</u>	<u>258,148</u>
Payroll Liabilities		
2020 - Accrued Wages Payable	40	198
2030 - Accrued Compensated Absences - Current	169,368	167,532
2046 - Accrued PERS Contributions	87,277	84,068
2100 - Payroll Liabilities - Deferred Comp	10,644	10,469
Total Payroll Liabilities	<u>267,329</u>	<u>262,267</u>
Other Current Liabilities		
2450 - Deferred Income - Signs	1,601,190	1,542,600
2451 - Deferred Income - Rest Areas	1,246,667	2,493,333
2455 - Deferred Income - Historical Markers	4,384	4,384
2457 - Deferred Income - Oregon Trail Kiosk Fund	2,727	3,627
2465 - Capital Lease Obligation - Current	8,878	8,847
Total Other Current Liabilities	<u>2,863,846</u>	<u>4,052,791</u>
Total Current Liabilities	<u>3,513,882</u>	<u>4,573,206</u>
Noncurrent Liabilities		
2515 - Accrued Compensated Absences - Noncurrent	87,250	86,304
2525 - Capital Lease Obligation - Noncurrent	36,858	37,613
Total Noncurrent Liabilities	<u>124,108</u>	<u>123,917</u>
Total Liabilities	<u>3,637,990</u>	<u>4,697,123</u>
Net Position		
3900 - Net Position	12,028,532	12,028,532
Change in Net Position	<u>6,579,344</u>	<u>5,981,305</u>
Total Net Position	<u>18,607,876</u>	<u>18,009,837</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 22,245,866</u>	<u>\$ 22,706,960</u>

Oregon Heritage Tree Committee
Meeting Minutes
Monday, June 1, 2020
1:00 pm
Zoom Meeting

Committee Participants:

Chair Kristin Ramstad, Vice-Chair Samantha Wolf, David Hedberg, Nancy Appling-Salucci, Craig Leech, Charlotte Lehan, Al Tocchini, Ed Washington, Jennifer Karps; Arne Nyberg

Excused: Molly McKnight

Staff Participants:

Annie von Domitz, Jessica Carbone, Jim Denno

Convening: Chair Ramstad called the meeting to order at 1:04 p.m. Von Domitz called out roll and participants responded to note attendance for the meeting.

Approval of the Minutes: Tocchini moved to accept the January 24, 2020 minutes as submitted. Leech seconded the motion. The motion carried. Karps abstained.

New Committee Member Nomination: Von Domitz read Nate Pedersen's application aloud to the committee. The committee discussed his application and his past work on the committee.

Appling made the motion to accept Nate Pedersen's application to become a member of the Heritage Tree Committee. Tocchini seconded. The motion carried.

Maynard Drawson Award: Von Domitz gave a brief history of the award and why it was created. She asked the committee what they thought the goals of the award should be. The committee discussed the award criteria and what type of person they are hoping to be nominated to receive the award. The committee discussed creating a second award to honor local activists and keeping the Maynard Drawson award as a lifetime achievement award.

A subcommittee was created to further discuss the possible creation of the second award and its criteria. They would also discuss clarifying the nomination details of the Maynard Drawson award. The subcommittee included Tocchini, Ramstad, and Wolf.

Communications During Pandemic:

Von Domitz said that staff has been trying to tackle communicating with the public during this time when in-person outreach isn't an option. The agency has a Facebook page, that can be used as a tool. She asked the committee for any ideas. Ramstad shared ideas that ODF is doing on Instagram. Some of the other ideas could be posting audio files, footage of past presentations, reaching out to property owners for a quick 30-second video of the tree for a virtual visit, and possible trivia questions.

Old Business:

Eddyville Sequoia: Tocchini and Washington visited the Eddyville Sequoia. There is a local interpretive sign within 300ft of the tree. The road the tree is on is not very busy. The tree's nominator will be out of town until sometime in June. There is still a concern about the tree's close proximity to the road and Tocchini recommends asking the nominator to contact Lincoln County for feedback on long-term safety and for their support of the nomination.

Grove of the States: Von Domitz said that two pine trees Ramstad had been caring for in her back yard have been planted. The newly planted palm trees are doing well. The hemlock tree has died and needs to be replaced. There is an ongoing search for a red pine and there is some concern by staff that the Kansans Cottonwood may need to be replaced due to age.

Updates & Reports/ New Business:

TIC/Council Report: Washington said the Agency is in good shape financially. The Council will meet next for its Quarterly Council Meeting on June 15, 2020.

Reports from Members:

Nyberg reported that ODOT removed the Nyberg Chestnut. The wood has been planed and is being stored in his brother's barn in Tualatin for future use by the program. The committee thanked Nyberg for donating his time and financial resources to support the efforts to salvage the wood.

Wolf said Oregon Community Trees' (OCT) June 4, 2020 conference as canceled due to the COVID -19 pandemic. All speakers and presentations have been deferred until the first Thursday of June 2021.

Appling reported that the Lonesome Hickory is still standing and in good health.

Leech reported that State Parks is facing a \$15 million shortfall. Massive cuts are being made through the whole agency. There are a lot of unknowns facing OPR at least for the next year, if not beyond.

Lehan inquired about the plan for the Stein-Boozier Walnut Orchard dedication. Von Domitz said that Wilsonville Parks Department had received the plaque but doesn't know if it had been installed. Her contact with the city informed her that all events have been canceled through the summer. Lehan said that if it is a possibility to schedule the event for a later date, Fall is a great time to see the Walnut trees.

Von Domitz said that the next meeting we will have Chair and Vice-Chair elections. Wolf is up for election for Chair, but von Domitz is accepting nominations for Vice-Chair.

Ramstad said ODF is facing budget cuts, but her program is federally funded. She continues to work on the community tree inventory project.

Upcoming Meetings: (All meetings are subject to change, due to COVID-19 restrictions.)

- July 17, 2020 – Wilsonville, OR
- October 16, 2020 – TBD'
- January 15, 2021- TBD

Adjourn: The meeting adjourned at 3:42 p.m.

Oregon Heritage Tree Committee

Meeting Minutes

Zoom Meeting, Tuesday, August 7, 2020

Committee Participants: Chair Kristin Ramstad, Vice-Chair Samantha Wolf, Nancy Appling-Salucci, Craig Leech, Charlotte Lehan, Molly McKnight, Arne Nyberg, Nate Pedersen's, Al Tocchini, Ed Washington

Excused: David Hedberg, Jennifer Karps

Staff Participants: Annie von Domitz; Jessica Carbone; Jim Denno

Call to Order/ Introductions: Ramstad called the meeting to order at 1:02 p.m. Self-introductions were made.

Approval of the Minutes: *Ramstad suggested correcting "community tree interface project" to "community tree inventory project". Appling made a motion to approve the June 1, 2020 minutes as corrected. Lehan seconded the motion. McKnight abstained. The motion carried.*

Elections: Lehan moved to approve the proposed slate of nominees; Kristin Ramstad as Chair and Samantha Wolf as Vice-Chair. Washington seconded. Ramstad abstained. The motion carried.

Maynard Drawson/Heritage Tree Champion Award: The committee reviewed the recommendations and a draft nomination form developed by the award sub-committee. They discussed many different topics and requirements of the award including change champion to Hero, allow more than one recipient per year, but no more than four and to ask the current year nominees to nominate a candidate the following year. The best and most efficient methods of presenting the awards to the recipients were discussed.

Lehan made a motion to proceed with the program as outlined in the nomination but remain flexible on the number of the nominations and the method of presentation until more information about the popularity of the program is known. Nyberg seconded. The motion carried.

The committee then discussed the nomination form layout and the criteria required for the award. It was created to keep the form as open to everyone as possible. Wolf suggested asking the nominator for more information, if needed. Lehan suggested a friendlier or less formal form with suggestions of things that could be included in the nomination. Von Domitz will take the suggestions and send a revised version of the form to the committee for review.

Heritage Tree Nominations:

- a. **Smith Farm Walnut:** The committee reviewed the content submitted in the application. The committee requested the nominator send photos of the tree and more information on the history of the tree as a postal ferry marker. Ramstad volunteered to visit the tree.

Old Business

- a. **Eddyville Tree update:** Von Domitz reported that she had been able to get a hold of Judith the tree's nominator. She was going to speak to the county about the committee's concerns

about the tree's proximity to the road but had not gotten back to Von Domitz by the time of this meeting.

Updates & Reports/ New Business

- a. TIC/Council Report – Washington said the next quarterly Council meeting will be a digital Zoom meeting on September 14, 2020.
- b. Reports from Members:

McKnight said that she contacted the director of Pendleton Parks, Liam Hughes, for more information about Roy Raley Park. The park is located right next to Round-up. Roy Raley was the founder of the roundup and Happy Canyon. He put her in contact with members of the Pendleton Tree Commission. A member of the tree commission has shown interest and will be discussing possible heritage trees in the city at the next meeting.

Pedersen said that he is following up on some possible heritage trees that he was investigating before he moved to Idaho. He may have a nomination ready for the October meeting.

Nyberg said that he made a recent trip to check on the salvaged Nyberg Chestnut wood being stored in his brother's barn. The wood is in great condition and protected. He does not think there will be any more shrinkage.

Ramstad said the Peace Trees program has been an amazingly coordinated program by Jim Gersbach. The program to plant seeds from trees that survived the Hiroshima bombing throughout the state to promote peace was the wish of Japanese native Hideko Tamura-Snyder. It was very successful and well-received. Ramstad then encouraged committee members to watch the respectful workplace training.

Von Domitz thanked the committee for their commitment and participation. She asked the committee for any recommendations for people who would be willing to make short videos about a heritage tree for social media and other promotions.

The committee discussed a possible Central Oregon member application. Von Domitz will reach out to the candidate for more information.

2020/2021 Meeting Schedule

October 16, 2020 – Zoom

January 15, 2021 – TBD

April 2021- TBD

July 9, 2021- TBD

Adjourn at 2:52 p.m.

**Oregon Historical Marker Committee
Meeting Minutes
Zoom Meeting
Tuesday, May 12, 2020**

Committee Participants

Chris Bell, Chair	Robert Keeler	Eliza Canty-Jones	Ed Washington
Nancy DeSouza	Bob Garcia	Kelly Cannon-Miller	David Porter
Gwenn Baldwin			

Staff Participants:

Annie von Domitz	Jessica Carbone	Jim Denno
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Call to Order/ Introductions

Bell called the meeting to order at 1:06 p.m. Self-introductions were made.

Approval of the Minutes

DeSouza made a motion to approve the February 4, 2020 minutes as submitted. Porter seconded the motion. The motion carried.

Program Value Statement

Von Domitz presented a summary of all the phrases and main key words the committee best felt represented the ideals they would make a part of the program's value statement. The committee discussed the list and curated it down to six key points they thought were the most important.

A subcommittee was formed to develop key phrases to go along with the core points. The subcommittee includes Canty-Jones, Baldwin, and Washington.

Current Marker Projects

- **Conflict at Pistol River Marker**

Garcia is still waiting to hear from Robert Kentta. Von Domitz updated Garcia that she communicated with the new manager of the state park where the marker is located. The manager had reached out to inquire about the sign on behalf of some community members. She informed him that the committee would not move forward on the project without input from the Confederated Tribes of Siletz Indians. She told the park manager that if the community members were anxious to get a replacement marker and weren't attached to that specific topic, the committee would be willing to review applications for alternative marker topics.

- **Broughton's Expedition**

Porter has sent the text to his contact, Christian, with the Confederated Tribes of Warm Springs and is waiting for feedback from the Warm Springs historical advisory committee. Von Domitz suggested connecting with the Warm Springs representation at the Commission of Indian Services.

- **Indian Marathon**

Bell said that Tara (the graduate student working on this topic for her thesis) was out of the state and unavailable for the meeting, but she did send the information of she thought best covered the questions of posted to her by the committee. Von Domitz felt better that Tara did provide a competent context that she had reached out to the local tribes, such as, the Confederated Tribes of the Siletz, Cow Creek, and The Confederated Tribes of the Grande Ronde. She would still like Tara to attend the next meeting to discuss any further questions.

- **Nez Perce Marker**

Bell is waiting for feedback from Veronica RedStar. Von Domitz is also waiting to hear from Bobbie Conner. She will give her a call later this week.

- **The Dalles to Canyon City Wagon Road**

Von Domitz said that SeaReach could rebuild the frame for the sign for \$2,615. The other option is to completely redo the sign for just under \$7,000. Von Domitz has not had feedback from the city of Antelope for possible funding and the current climate makes future funding questionable. After discussion, the committee discussed the previous work done by the committee and the community desire to have the marker warrant spending the money to have the sign's frame rebuild and the marker replaced even without funding from the city.

Baldwin made a motion to approve rebuilding the frame and install The Dalles to Canyon City Wagon Road Marker. Washington seconded. The motion carried.

- **Willamette Post**

Keeler sent the text to David Lewis and State Parks and is waiting for a response.

Oregon Trail Interpretive Kiosks

Von Domitz reported that HRA is in the middle of gathering their research and has been working closely with the Confederated Tribes of the Umatilla Indian Reservation gathering information.

Old Business

- **Transcontinental Auto Race**

Von Domitz said the Salemtowne volunteers have built the sign and it is at the ODOT sign shop waiting to be rerouted. The volunteers are looking forward to getting back to work.

Committee Member Report/New Business:

- **Council Report:** Garcia said the next Council meeting will be a telephonic meeting on June 15, 2020.

2020/2021 Meeting Schedule

August 4- Zoom/TBD

November 3 – TBD

February 2, 2021 – TIC Offices

Adjourn at 2:51 pm

Oregon Historical Marker Committee

Meeting Minutes

Zoom Meeting, Tuesday, August 4, 2020

Committee Participants: Chris Bell, Chair; Bob Garcia, Vice-Chair; Kelly Cannon-Miller; Eliza Canty-Jones; Nancy DeSouza; Bob Keeler; David Porter; Ed Washington

Excused: Gwenn Baldwin

Guest: Zachary Stocks- Oregon Black Pioneers

Staff Participants: Annie von Domitz; Jessica Carbone; Jim Denno

Call to Order/ Introductions: Bell called the meeting to order at 1:04 p.m. Self-introductions were made.

Approval of the Minutes: *Garcia made a motion to approve the May 12, 2020 minutes as submitted. Keeler seconded the motion. The motion carried.*

Oregon Black Pioneers Partnership: Zachary Stocks the new Executive Director of the Oregon Black Pioneers introduced himself to the committee and explained his desire to focus the scope of his organization's programming to maintain a consistent, sustainable offering of programs. His three priorities include developing a virtual museum through the Oregon Black Pioneers website, a new speakers bureau program, and developing partnerships with museums and historical societies who have the capacity to incorporate African American stories into programs and displays. He thinks the historical marker committee would be a great partner to reach out across the state. The committee expressed their support and excitement to work with the Oregon Black Pioneers. They asked Stocks to provide the content direction and to make a list of the priority stories to tell. From that point, the committee can help develop those stories and develop connections and community support in local communities.

Elections: Bob Garcia was nominated for a one-year term as Committee Chair. Nancy DeSouza was nominated for a one-year term as Vice-Chair. There were no other nominations.

Porter made a motion to elect Bob Garcia as committee Chair and Nancy DeSouza as Vice-Chair. Keeler seconded the motion. The motion was carried.

Program Values Statement: Von Domitz presented the third draft of the program values statement developed by the value statement subcommittee. With only very small grammatical changes, the committee congratulated the sub-committee on their work.

Garcia moved to approve the Program Value Statement. Keeler seconded. The motion carried.

The committee discussed how the new value statement would be used in the program. It was suggested to use the values to create a tool to filter any potential projects, incorporate it into the marker application process, in the recruitment any new members, and in most if not all publications and digital materials.

Current Marker Projects

- **Conflict at Pistol River Marker:** Garcia has had no feedback from the Confederated Tribes of Siletz Indians. This story is a very difficult story to tell overall, even without a significant word limit. In order to give the local community back a marker, Garcia recommended that the best

plan would be to work with the community and the Tribe to find a different story to replace the Pistol River marker.

- **Broughton's Expedition:** Christian Nauer, Porter's contact with the Confederated Tribes of Warm Springs, made some edits and corrections to the draft text. Nauer submitted it to the tribe's cultural committee for review. Because of the meeting constraints of the current pandemic, the cultural committee has only met once since February, but Porter reported that Nauer believes they were ok with the draft. Nauer asked Porter to keep him in the loop after this meeting. Von Domitz was still concerned with the 125-word count of the draft text. It may not fit on the marker. She will send out the draft text to the committee for review.
- **Indian Marathon:** Bell said that Tara Keegan (the graduate student working on this topic for her thesis) was again out of the state and unavailable for the meeting. Bell will reach out to Rodger Brandt to make sure the funds are still available.
- **Nez Perce Marker:** Bell is waiting for feedback from Veronica RedStar. Von Domitz will reach out to Bobbie Conner after RedStar has provided her feedback.
- **The Dalles to Canyon City Wagon Road:** SeaReach has the final approved text. They are working on the final panel and rebuilding the frame. The Community of Antelope is very excited to have the marker back.
- **Willamette Post:** Keeler said he had nothing new to report. He is waiting for feedback from David Lewis and State Parks.

Oregon Trail Interpretive Kiosks: Von Domitz reported that HRA has completed their research. The advisory committee will be meeting in a couple of weeks to go over the outline of that research and discussing direction. The next phase will be to develop content.

Old Business:

- **Transcontinental Auto Race:** Von Domitz said the sign is completed and ready to be installed in the next couple of weeks.
- **Salemtowne Volunteers:** Von Domitz said the volunteers want to get out in the field and continue their work but won't feel comfortable going out until Oregon hit phase three in the COVID-19 reopening plan.

Committee Member Report/New Business:

- **Second Bristow Marker:** Von Domitz said that she received a call about a metal pedestal marker at the Bristow Marker location. It was a marker that she had no previous knowledge of. The wood beaverboard at that location was given to State Parks in 2016 so they could move it to the state park named after him. The only mention she could find of the metal marker was a notation in meeting minutes from 1998. She will need to do further research before the next meeting so the committee can discuss what to do with the with the metal marker.

2020/2021 Meeting Schedule

November 3 – Zoom

February 2, 2021 – TBD

May 4, 2021 – TBD

August 3, 2021- TBD

Adjourn at 2:28 p.m.

Draft



Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES
Rest Area
Committee
Telephonic Meeting
Thursday, June 11, 2020

Members Participating:

Mike Marsh, Mike Card, Valerie Warren

Excused:

Susan Steward; Ed Washington

TIC Staff Participating:

Jim Denno; Daphnee Legarza; Heather Swanson; Jessica Carbone; Vicki Vargas (phone)

The meeting was called to order by Card at 10:00 a.m., at the TIC offices in Salem, OR.

Roll Call: Card, Marsh, Warren, and Vargas were present by phone. All other staff were present in the office.

Approval of the Minutes: Card proposed clarifying the current climate to include how the travel restrictions due to the COVID-19 pandemic have affected how the work on the predesign study for ADA additions and improvements will be accomplished. Marsh purposed correcting the word “suspectable” to “susceptible”, adding the word “in” before “the rules to allow” and correcting the “Oregon Commission of the Blind” to “Oregon Commission for the Blind.” Marsh made a motion to approve the April 16, 2020 minutes as corrected. Warren seconded. The motion carried.

Business Meeting:

Rest Area Capital Projects & Other Projects:

- **Current Available Funding & Commitments** – Legarza there are \$176,815 in available funds. There are \$3 million in planned capital projects this fiscal year. There are \$5.1 million in planned capital projects for the next fiscal year. Card confirmed that at the last meeting there was \$191,538 and currently there is \$176, 815. Legarza confirmed the total and that the difference is due to the projects that were approved at the last rest area committee meeting.
- **French Prairie Pavement Project- Design Phase:** Legarza said the contractor has completed the survey and has begun the design work. She believes she will receive the contractor’s plans for review and comment sometime next month to keep on track with the aggressive schedule.
- **Memaloose Sewer System Repairs:** Legarza updated the committee on the work that had been completed on the sewer system at Memaloose since the original sewer system improvement project was approved by Council on March 16, 2020. Now that the work has been completed the greater control of the effluent to the drain field has let

staff better determine where there is compromised drain field piping. The current piping is very brittle and subject to breakage. Compromised and broken pipes can lead to excessive saturation and possible DEQ violations if the effluent reaches the surface. Fixing the pipes will also extend the life of the drain field. Staff is asking for an additional \$15,000 above the originally approved \$30,000 for the repairs needed to the overall sewer system, including the drain field piping repairs. Marsh asks if the staff is adequately trained to perform this work. Legarza confirmed that this work falls within the staff purview. Each project is evaluated individually and any aspect of a project that required specialized training or could be unsafe for staff is contracted out to licensed professionals.

Warren made a motion to recommend an additional \$15,000 to the original \$30,000, for a not to exceed total of \$45,000 for the repairs needed to the overall sewer system, including the drain field piping to Council. Marsh seconded. The motion carried.

- **Deadman Pass Water Line Repairs:** Legarza said that earlier this year work was done to repair a water leak that appeared to be originating under I-84. During this work, it was discovered that the existing PVC water lines were coming apart at many of the glue joints. The discovery has expanded the project to replace the remaining existing PVC water lines within the rest area to HDPE piping. HDPE requires certification in fusion welding. One of our Rest Area Specialist, who was previously a plumber, was able to obtain his certification in fusion welding. This will allow staff to complete this work using in-house resources. The estimated overall costs to accomplish all the needed waterline repairs is \$47,000. This includes the work already completed by the contractor.

Marsh made a motion to recommend approval of \$47,000 for the repair of the waterlines at Deadman Pass Rest Area to Council. Warren seconded. The motion carried.

- **Gettings Creek Storage Building:** Legarza said that typically on-site Con-ex box storage containers were used to securely store equipment necessary to the operation and maintenance of the rest area. Because of increased rest area equipment needs due to a more internal-based, robust, and comprehensive maintenance approach, the Con-ex boxes are no longer adequate. Staff is requesting the committee recommend approval of \$32,000 to build a new storage building that will give staff a location to work on equipment and in-house projects. This project will also allow for an increase in electrical capacity from the near max capacity electrical system that is currently there. Marsh asked if in the planning to increase electrical capacity, any future needs of the rest area were considered. Legarza replied that the upgraded electrical capacity would be able to handle any future needs.

Warren made a motion to recommend approval of \$32,000 for a new storage building at the northbound Gettings Creek Rest Area to Council. Marsh seconded. The motion carried.

- **System-Wide Pavement Rehabilitation Analysis:** Legarza said that the agency would like to develop a pavement management plan that would cover all 25 rest areas. All of the rest areas are experiencing varying levels of pavement deterioration. A comprehensive overall pavement management plan is needed to determine the appropriate pavement improvement scope and timing. TIC would contract with GeoDesign Inc. to review past pavement construction and data; perform a visual pavement condition survey for all rest areas; compile a pavement condition index and pavement data; develop maintenance and rehabilitation recommendations and evaluate the impacts of budgeted funds on pavement condition; prioritize maintenance and rehabilitation projects for an eight-year time frame; provide analysis and results in report format. The total overall cost to develop the pavement management plan is estimated at approximately \$50,000. The committee discussed the partnership staff would have with the design firm in developing the plan.

Marsh made a motion to recommend approval of not to exceed \$50,000 to contract with GeoDesign Inc. to develop an overall pavement rehabilitation plan for the existing parking lots throughout all TIC managed rest areas. Warren seconded. The motion carried.

Performance Measures:

Status of Performance Measures/ Rest Area Inspections: Legarza said she and Shawn White will be visiting five I-84 rest areas next week. While they complete the standard rest area checklist, they will be meeting up with the architect working on the ADA expansions. While they are there with the architect, they hope to gain a better understanding of the ADA requirements for the parking lots and the entrance into the building.

Other Business:

Food Trucks in Rest Areas: Swanson updated the committee that the Oregon Commission for the Blind will end the program that allowed permitting Food Truck vendors to serve in the rest areas on June 14, 2020.

Adjournment: Meeting adjourned: 10:38 a.m.

Next Meeting: Thursday, August 13, 2020, at 10:00 a.m. at the TIC offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.



Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES
Rest Area
Committee
Telephonic Meeting
Thursday, Aug. 13, 2020

Members Participating:

Mike Marsh, Mike Card, Valerie Warren

Excused:

Susan Steward; Ed Washington

TIC Staff Participating:

Jim Denno; Daphnee Legarza; Heather Swanson; Jessica Carbone; Diane Welter; Vicki Vargas (phone)

The meeting was called to order by Card at 10:01 a.m., at the TIC offices in Salem, OR.

Roll Call: Card, Marsh, Warren, and Vargas were present by phone. All other staff were present in the office.

Approval of the Minutes: Carbone proposed correcting the last line of the first page from “drain field as let staff” to “drain field has let staff”. Card approved the June 11, 2020 minutes as corrected.

Business Meeting:

Rest Area Capital Projects & Other Projects:

- **Current Available Funding & Commitments** – Welter said that the July books have not been closed yet. June and the fiscal year were just closed. All the information she reported on is based on June information. At the end of the fiscal year on June 30, 2020, there were remaining available funds of \$4.9 million. Those will roll over to the new fiscal year. On July 1, 2020, \$1.5 million in capital funds were received from ODOT. After all the planned projects for this fiscal year are considered, there are \$60,000 dollars of remaining unallocated funds. Card asked if there were any unallocated funds remaining from the previous fiscal year. Welter said there was about \$1.8 million, and those funds were brought over from the previous year. Welter said that there were projects planned for the previous year, but due to timing issues they were not completed in 2020 and the allocated funds were brought forward. Legarza said that there are large sums allocated to the ADA building projects and the system-wide pavement project. Once the studies are completed, that information will be used to define more accurate and specifically allocated costs going forward, instead of a large estimated sum. Staff will prioritize the defined individual projects and costs from the studies with the need to have a reasonable amount of unallocated funds for unforeseen projects in mind. Card asked what the protocol was for an unforeseen project that exceeds unallocated funds. Legarza said that planned projects would be reprioritized. Non-urgent projects would be moved down the timeline.
- **French Prairie Pavement Project Update:** Legarza said the engineer has delivered 100% plans and

specifications. Those plans have been submitted to DOJ and ODOT, staff is waiting for their comments. As soon as final comments are received the bidding process can begin. The engineer's estimate for the project was \$1,075,000 which is in line with the estimated cost of the project. The project is moving along well.

- **ADA Companion Restroom Study Update:** Legarza said that all the fieldwork has been completed and the architect is putting the report together. She hopes to receive the plan by the end of the month. The report includes costs and site-specific project details. Once that information is received, staff will put together a matrix that will help prioritize the building projects needed. Card asked if Legarza had been able to visit the I-84 rest areas while the architect was there. Legarza said that she had. Everything went well. She took a current ADA checklist and while the architect was focused on the building facilities, she focused on the sidewalk, ramps, and parking lots. Those things can be included in the project plan when the time comes to complete the building improvements.
- **Vehicle Replacement Program:** Swanson said that when the rest area program began in 2010 vehicles were leased from DAS Motor Pool. This practice was continued up until the I-5 expansion that included Getting Creek and Oak Grove. DAS did not have any vehicles to lease at this time, so the program purchased vehicles for the first time. It was found that this had advantages economically as well as other advantages. Since then the program has moved forward with agency-owned vehicles. This has created a need for a budgeting mechanism to develop a sustainable program that will allow the agency to own all of its vehicles and replace them as they age out. Swanson proposed a program that would set aside a monthly amount from operational funds. By setting aside this monthly amount, currently leased vehicles can be converted to agency owned. This will provide long-term operational cost savings ensuring long-term reliability for these essential assets, without having to rely on future capital funding. Based on rest area vehicle usage, an eight-year life span, and replacing four trucks per year, it is anticipated to cost \$400/month per rest area. Under this proposed vehicle replacement program schedule, the agency will own all its vehicles providing long-term operational savings and better ability to budget for vehicle costs. To begin this program there are two vehicles that currently need to be replaced due to high mileage. The Rest Area Committee is asked to recommend the purchase of two replacement trucks for approximately \$62,000 to Council and to set up the new account. There will be no fiscal impact in the creation of the vehicle replacement fund account, just a reallocation of operational funds into a designated vehicle replacement account. Card asked if the \$400/month would have to be occasionally raised to meet increasing costs. Swanson responded that after taking look the program that the \$400/month would be sustainable. There is the flexibility to move vehicles between high mileage rest areas locations and those rest areas with lower mileage requirements. Card suggested providing Council with a comparative of leasing versus purchasing vehicles.

Warren made a motion to recommend approval of the expenditure of \$65,000 for the purchase of two trucks for the rest area program and the reallocation of operational funds for the vehicle replacement program to Council. Marsh seconded. The motion carried.

- **System-Wide Pavement Rehabilitation Study:** Legarza said that at the June 15, 2020, Council meeting, Council gave staff authorization and funding to contact with GeoDesign, Inc. to develop an overall pavement rehabilitation plan for all existing TIC managed rest areas. The scope of work of this contract included performing a visual pavement condition survey for all rest areas. It did not however include a means of determining the pavement areas within each rest area. Before the engineers went out in the field it was decided to use a handheld GPS unit to pick points out in the field to determine the quantity of asphalt. This was determined to be the most efficient and cost-effective means of obtaining data. Overhead images of the rest areas were obstructed by tree canopies and other obstacles. After the fieldwork was completed, it was found that more time was needed to complete these than was originally estimated. Staff is asking for the committee to recommend an additional \$10,000 to the previously approved \$50,000 resulting in an overall cost not to exceed \$60,000 to Council. The information gained from this work can be used by TIC in streamlining the planning and contracting for future TIC pavement projects. Warren wanted clarification that there would no more requests for additional funds. Legarza said now that fieldwork had been completed there would no additional requests.

Denno said that this additional cost seemed like a reasonable change order. The initial estimate was substantially less than anticipated and the contractor has been fantastic to work with.

Marsh moved to recommend approval on an additional \$10,000 to the previously approved \$50,000 resulting in an overall cost not to exceed \$60,000 to Council. Warren seconded. The motion carried.

- **Gettings Creek Storage Building:** Legarza said Council originally approved \$32,000 for a new storage building at Gettings Creek. As the project progressed there were two unexpected expenses that were not included in the original cost estimate. It was discovered that stamped plans were needed for the building permit and it was required by the utility company EPUD that the electrical contractor lay the conduit instead of staff as originally planned. Staff asked the committee to recommend increasing the original amount by \$3,000 resulting in a total cost of \$35,000.

Warren made a motion to recommend approval of an additional \$3,000 for a new total of \$35,000 for a storage building at the northbound Gettings Creek Rest Area to Council. Marsh seconded. The motion carried.

Performance Measures:

Status of Performance Measures/ Rest Area Inspections: Legarza said she and Shawn White visited five I-84 rest areas and Peter Skene. They were able to complete assessments of ADA requirements for the parking lots and the entrance into the building in these visits.

Other Business:

Adjournment: Meeting adjourned: 10:48 a.m.

Next Meeting: Thursday, October 8, 2020, at 10:00 a.m. Telephonic Meeting.

TRAVEL INFORMATION COUNCIL

SEPTEMBER 14, 2020 COUNCIL MEETING

SUBJECT: SIGN PROGRAM PERFORMANCE MEASURES

ORIGINATED BY: Diane Cheyne, Sign Program Administrator

REQUESTED COUNCIL ACTION: Informational

ANALYSIS: Quantified performance on these measures will be reported to Council at quarterly meetings and in reports posted on the agency's website:

Measure 1: Customer satisfaction is based on surveys of new customer satisfaction (see Customer Service Staff Report). Surveys are sent to all new customers and the statistics are kept for those responding. From Oct. 1, 2016 through July 31, 2020, 145 of 333 new customers installed have responded to the new customer survey (44%). The survey scale runs from 1 (highest possible rating) to 5 (lowest possible rating). The current rating is 1.33.

Measure 2: Overall Program Responsiveness by Installing Entity – This is an evolving measurement of the time between TIC receipt of an application until the sign plaque or board is in place. This includes those applications resulting in a new sign being placed. New sign installations extend the time until plaques or boards are in place. The measure recognizes that different entities have different response times.

TIC's target from application to installation is set at 50 days. ODOT and Coral's targets are set at 75 days. This measure will continue to be reviewed to establish targets that are both optimal (for customer satisfaction) and achievable.

Jan 2015 – July 2020	# of New Cust.	Eng. Review (avg days)	ODOT Review (avg days)	Rcd Follow up Sign (avg days)	Sent Permit/ Sketch (avg days)	Rcd Permit/ Fees (avg days)	Rcd Sketch (avg days)	Issued Work Order (avg days)	Rcd Materials (avg days)	Work order to install (avg days)	App to Install (avg days)
ODOT	62	7	34	57	1	31	37	4	NA	42	101
Coral Const.	238	14	27	51	2	32	34	1	NA	41	90
TIC Crew	616	11	28	68	1	28	36	5	17	21	76
All Crews	916	9	28	66	1	29	36	4	17	27	81

Measure 3: Wait List – measures the potential backlog of installations. It also identifies those customers that can be served without an existing customer giving up their sign location. Finally, it highlights the number of applications that can be served through the installation of new signs or expansion of existing signs. In this case (considering an average installation cost of \$22,000) if the serviceable 111 applications all require a new sign the capital investment required would be \$2,442,000. The program budgets \$350,000 for new or enlargement installations each program year. Hence, the program has a current 7-year backlog.

Total Wait List 6/5/20: 487 Total on Wait List 9/1/20: 467 Net Decrease: 20

Serviceable 6/5/20: 106..... Serviceable 9/1/20: 111 Net Increase: 5

(Since 6/5/20) Removed from Wait List: 28 Added to Wait List: 8

Average length of time on Wait List for the 28 customers removed from Wait List: 6.7 years

Reasons for removal from Wait List:

Closed: 10	Enlarged board: 2
Declined space: 1	New mainline board installed: 2
Discontinued program: 1	Reformatted board: 1
Non-Payment of fees at a Wait List location: 11	

Measure 4: Service Base – Shows current total customers, boards and supports and whether the program is demonstrating new growth.

Total Customers 6/5/20: 2,628..... Total Customers 9/1/20: 2,617.....Net Decrease: 11

New Customers 4/1/20 – 6/30/20: 18.....Customers removed 4/1/20 – 6/30/20: 25

Total Supports 6/5/20: 3,830..... Total Supports 9/1/20: 3,835..... Net Increase: 5

Total Boards 6/5/20: 4,963..... Total Boards 9/1/20: 4,971..... Net Increase: 8

Measure 5: Assets – Continuing investment is required to maintain the program’s infrastructure. Staff developed asset life targets to assess the overall status of the asset base. It is used internally to guide maintenance focus.

Type: (Date) Number	Expected Life	Target Average	Current Average
Plywood Boards: (9/1/20) 4,233	10 years	5 years	4 years
Aluminum Boards: (9/1/20) 738	20 years	10 years	13 years
Wood Posts: (9/1/20) 2,968	15 years	8 years	9 years
Steel/TBB: (9/1/20) 665	30 years	15 years	15 years
Hanger/Band/Teles/Mount: (9/1/20) 184	20 years	10 years	12 years
ODOT supports: (Not TICs) 18			

BUDGET IMPACT: No direct impact, although the measures will confirm adherence to the capital component of the budget. The operational component of the budget is monitored by Council’s Finance Committee, which meets bi-monthly in review of the agency’s financial reports.

NEXT STEPS: The program measures will continue to be reported to Council on a quarterly basis.

FOR MORE INFORMATION:

Staff Contact: Diane Cheyne (503) 373-0871; dianec@oregontic.com

TRAVEL INFORMATION COUNCIL

SEPTEMBER 14, 2020 COUNCIL MEETING

SUBJECT: Sign Program Customer Service Report April 2020 – June 2020

ORIGINATED BY: Diane Cheyne, Sign Program Administrator

REQUESTED COUNCIL ACTION: Informational

BACKGROUND: New customers receive a survey three months after the installation of their new highway signage. They are asked their perception of the effectiveness of their signing. Has it increased business, increased visibility, provided better motorist safety? They are also asked their perception of the signing process, from application to installation, and the TIC's customer service. Was it good, excellent, average, fair or poor? Finally, they are asked to detail why they applied for highway signs and what was the outcome they were hoping for.

ANALYSIS: Eighteen new customers had signs installed between April 1, 2020 and June 30, 2020. Eleven of the new customers were part of the Logo program (4 Food, 2 Gas, 2 Lodging, 2 Attraction, 1 Camping), and seven were part of the Tourist Oriented Directional (TOD) program. Southern Oregon was the majority tourism region served with five new installations. Portland had four and the Willamette Valley and the Coast each had three. Northeastern Oregon had two new installs and Central Oregon had one new install.

Nine customers have responded to the new customer survey. Six of the customers that responded were from the Logo program and four were from the TOD program.

BUDGET IMPACT: During that same period, 13 applicants were denied. Wait List was the primary reason with eleven customers added to the Wait List. One customer was denied for the sign location being in an urban area and one customer was denied because they did not meet the criteria. The majority tourism regions denied were the Southern Oregon and Portland each with four denials. The Willamette Valley had two denials, and the Coast, Central Oregon and Northeastern Oregon each had one denial.

Twenty-five customers were removed. Nine customers were removed due to non-payment of fees. Eight customers discontinued the program. Five customers were removed because their facilities closed. Two customers said it was too expensive, and one customer was removed because they no longer qualify. The majority tourism regions with removals were the Portland area with eight, the Willamette Valley with five, and Southern Oregon with four. Central Oregon and the Coast each had three and Northeastern Oregon had two customers removed.

ACTIVE SIGN CUSTOMER STATISTICS AS OF SEPT 1, 2020:

- 1) 2,617 Total Active Customers (-11 since June 2020)
 - 2,114 Logo Customers (-14 since June 2020)
 - 451 TOD Customers (+3 since June 2020)
 - 52 Museum Customers (No change since June 2020)
- 2) 3,835 Total Active Supports (+5 since June 2020)
- 3) 4,971 Total Active Boards (+8 since June 2020)

FOR MORE INFORMATION:

Staff Contact: Diane Cheyne (503) 373-0871; dianec@oregontic.com

Customer Comments:

More business, and better awareness that Barton Antique Mall exists just a short drive away.

Barton Antique Mall

Better visibility for our business as it is off the main highway a bit. We are very happy with the signage and service. Thanks!

Pacific Sourdough

To let geographically-challenged tourists find our course. More biz.

Neskowin Beach Golf Course

It is our first sign, so we weren't sure what to expect. Overall great – only challenge was we weren't told the sign was in place. More visibility and awareness of our winery.

Anchor Valley Wine Cellar

Increased business and visibility.

Casa El Mirador

To increase business flow.

Black Bear Diner

To drive more traffic to the restaurant.

Applebee's Grill & Bar

Very long wait – 2 years. Filled out papers sent to me in the mail. More loyal traveling customers. A lot of people like our store but live a long way. So we are a “stop over” bathroom break & snack.

Goodog Bakery

Send new business to our shop.

Nancy Jo's Burgers & Fries

TRAVEL INFORMATION COUNCIL

SUBJECT: VEHICLE PURCHASE REQUEST

ORIGINATED BY: Heather Swanson, Rest Area Program Manager

REQUESTED COUNCIL ACTION: Authorization to purchase two trucks to replace high mileage leased trucks.

BACKGROUND/ANALYSIS: The Rest Area Program currently operates with 39 trucks. The agency owns 22 of these trucks and leases the remaining 17 from DAS Motor Pool. Their model year range is 2008 to 2019 and have between 1861 to 172,688 miles (as of the July bill). Two of our leased trucks have high mileage and need replacement at this time.

We would like to purchase these vehicles rather than lease them from Motor Pool because it offers several benefits. Motor Pool charges us a monthly amount to cover the cost of the truck's price and an administrative fee of \$135 per truck. If we purchase the truck and have them manage it for us, we pay a monthly administrative fee of \$20 per truck. We save \$1,380 per truck a year on administrative fees by purchasing the truck. Additional benefits include the authority and flexibility to manage our truck fleet as needed to accommodate our various operational needs throughout the state.

We plan to accommodate our future replacement needs in the 2021-2023 biennium budget by allocating a monthly amount from operational funds to replace four vehicles per year. Based on rest area vehicle usage, an 8-year life span and replacing four trucks per year, we anticipate the cost per rest area to be \$400 per month.

FISCAL IMPACT: The purchase of two replacement trucks is approximately \$62,000. There are sufficient funds available.

NEXT STEPS: Prepare paperwork for management approval for purchase of two trucks.

FOR MORE INFORMATION: Contact Heather Swanson

TRAVEL INFORMATION COUNCIL

SEPTEMBER 14, 2020 COUNCIL MEETING

SUBJECT: SYSTEM WIDE PAVEMENT REHABILITATION ANALYSIS

ORIGINATED BY: Daphnee Legarza, Rest Area Program Administrator

REQUESTED COUNCIL ACTION: Authorization to increase the contract amount with GeoDesign Inc. to conduct a pavement assessment and develop an overall pavement rehabilitation plan for the existing parking lots throughout all TIC managed rest areas.

BACKGROUND/ANALYSIS: At the June 15, 2020 Council meeting, Council gave staff authorization and funding to contract with GeoDesign, Inc. to conduct a pavement assessment and develop an overall pavement rehabilitation plan for all existing TIC managed rest areas. The scope of work of this contract included performing a visual pavement condition survey for all rest area per (ASTM D6433-18: Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys).

At the time of the proposal it was not made clear to the consultant that TIC did not have pavement area quantity data available. Therefore, the consultant when estimating their contract fee assumed that this data would be made available to them.

After realizing this oversight and prior to beginning the field work, we worked with the consultant to devise a cost-effective plan to use global positioning system (GPS)-based mapping to create an outline of the pavement areas, allowing pavement square footage calculations.

We feel this is a justified added expense in that this extra work will provide much needed data for future pavement management, mapping, planning and maintenance projects. Additionally, the overall contract cost came in at 50% under the original estimated budget based on other system-wide studies. (This increase will place the overall contract cost at 56% under the original estimated budget)

FISCAL IMPACT: The estimated overall costs to develop the pavement management plan was \$50,000. We are requesting to increase the original amount by \$6,000 resulting in an overall cost not to exceed \$56,000. There are sufficient funds available for the work, if approved by Council.

NEXT STEPS: Update agreement paperwork for management approval.

TRAVEL INFORMATION COUNCIL

SEPTEMBER 14, 2020 COUNCIL MEETING

SUBJECT: GETTINGS CREEK STORAGE BUILDING

ORIGINATED BY: Daphnee Legarza, Rest Area Program Administrator

REQUESTED COUNCIL ACTION: Approval for an increase in authorization of funds to install a storage building at the northbound Gettings Creek Rest Area.

BACKGROUND: HB 2017 provides stable operational funding along with capital maintenance and improvement funds for both existing and the three new transferred rest areas on July 1, 2019. TIC staff have typically placed Con-ex box storage containers within rest areas to secure equipment necessary to the operation and maintenance of the rest area. Rest area equipment needs have increased, due to a more internal-based, robust and comprehensive maintenance approach; thus, the need for additional secure on-site storage.

ANALYSIS: Onsite storage at the Gettings Creek Rest Area will allow for security of needed equipment, will give staff a location to work on equipment and in-house projects, and will allow for an increase in electrical capacity for the near max capacity electrical system at the Gettings Creek Rest Area.

The original building quote did not include costs for stamped plans needed for the building permit. Also, the electrical contractor quote increased due to the utility company EPUD requiring the contractor to lay the conduit.

FISCAL IMPACT: The estimated overall costs for the new storage building was \$32,000. We are requesting to increase the original amount by \$3,000 resulting in an overall cost not to exceed \$35,000 for the storage building. There are sufficient funds available for the work, if approved by Council.

NEXT STEPS: Prepare paperwork for management approval.

FOR MORE INFORMATION: Contact Daphnee Legarza

TRAVEL INFORMATION COUNCIL

SEPTEMBER 14, 2020 COUNCIL MEETING

SUBJECT: SANTIAM PICNIC TABLE AND ASPHALT PAD REPLACEMENT PROJECT

ORIGINATED BY: Daphnee Legarza, Rest Area Program Administrator

REQUESTED COMMITTEE ACTION: Approval of funds for the replacement of existing concrete picnic tables and asphalt picnic table pads at northbound and southbound Santiam Rest Area.

BACKGROUND: The existing picnic tables and picnic table pads have been damaged over the years from tree root uplifting, concrete cracking, etc. The majority of the existing picnic tables are integral to the asphalt pads and therefore necessitate the replacement of both items concurrently.

ANALYSIS: We are proposing to replace approximately twenty of the existing picnic table pads utilizing in-house labor and equipment. We are purchasing new concrete picnic tables that will not be integral to the new concrete pads, therefore facilitating any future picnic table replacements. This project will address any safety and ADA concerns with regards to the accessibility of the new concrete picnic tables and pads.



FISCAL IMPACT: The estimated cost for this work is \$30,000. There are sufficient funds available for this work.

NEXT STEPS: Prepare updated contract paperwork for management approval.

FOR MORE INFORMATION: Contact Daphnee Legarza



TRAVEL INFORMATION COUNCIL

SEPTEMBER 14, 2020 COUNCIL MEETING

SUBJECT: RESTROOM REMODEL PROJECT AT VAN DUZER REST AREA

ORIGINATED BY: Daphnee Legarza, Rest Area Program Administrator

REQUESTED COMMITTEE ACTION: Approval for authorization of additional funds to account for contingencies during construction of the restroom remodeling project at Van Duzer Rest Area.

BACKGROUND: The existing eastbound and westbound restroom facilities were not up to TIC standards. At the March 16 meeting Council gave TIC staff authorization and \$56,000 in funding to remodel the existing two restroom facilities. Subsequently, at the April 24 meeting Council approved an additional funding amount of \$15,000 to add a water filtering system installation to this project. This resulted in \$71,000 of approved funding for the project.

ANALYSIS: This project has been a huge success in that in addition to the significant aesthetic improvements, we have been able to eliminate the strong odors, replumb upgraded fixtures, upgrade the lighting, add an air handling unit, upgrade flooring and upgrade ADA accessibility. Also, by utilizing in-house staff we were able to accomplish this work at 50% of our estimated contractor cost. A couple of unplanned factors influenced our overall construction cost: 1) lack of staff availability due to time off or fill-in staff availability during COVID resulting in schedule delays 2) encountered additional work during construction.

Being that this was the first in-house project of such a complex and large magnitude, it resulted in some important “lessons learned”. In the future contingency funds will be requested as part of the construction costs as is typical for this type of work when contracted.



Figure 1- Van Duzer Restroom Remodel

FISCAL IMPACT: The construction cost increases due to work encountered outside the original scope and increased time for construction is \$8,500. We are requesting to increase the original amount by \$8,500 resulting in an overall cost of \$79,500 for the complete remodeling of both restroom facilities at Van Duzer Rest Area. There are funds available for these upgrades, if approved by Council.

NEXT STEPS: Update paperwork for management approval.

FOR MORE INFORMATION: Contact Daphnee Legarza