



# Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

## MINUTES

### Council Meeting

Monday, September 14, 2020

Zoom 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:**

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

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**Convening:** The quarterly public meeting of the Travel Information Council was called to order by Chair Garcia at 9:32 a.m. Introductions were made for the record. All Council members were present by zoom. All staff members were present in the office.

#### **Business Meeting:**

#### **Approval of the June 15, 2020, Quarterly Council and the July 27, 2020, Special Council Meeting minutes:**

Marsh proposed correcting “Marsh” to “March” under Rest Area Committee.

*Marsh moved approval of the June 15, 2020 minutes as amended. Card seconded. The motion carried.*

*Card moved to approve the July 27, 2020 minutes as presented. Brown seconded. The motion carried.*

**Public Comment:** None.

#### **Committee Reports:**

**Finance Committee:** Marsh said that finances are solid. The Legislative rebalance due to the COVID epidemic relates to the General Fund and Lottery Funds. There are currently no state agency-wide cuts that will affect the agency. The day to day operations look good. There is positive retention of over \$183,000 earned in July. On July 1, the agency received its annual allocation of operational fund and capital funds from ODOT. He thanked Cheyne and the Sign Program staff for the extra effort they have put in assisting sign program customers that have been affected by the pandemic. Customers are taking advantage of the available payment plans. The agency's investments have earned \$254,000 over the last fiscal year.

**Heritage Trees Committee:** COVID restrictions have put a hold on the program's dedications and award presentations until further notice. The committee has met digitally through zoom its last two meetings. The committee has approved a new award. The Oregon Heritage Tree Hero Award is focused on honoring people who work to educate their communities about the importance of trees to Oregon's history and culture. The Maynard Dawson Award will still be given out, but its focus is for lifetime achievement with a broader statewide significance.

**Historical Markers Committee:** Garcia said that the Historical Marker Committee has been working on and has approved a value statement. The values stated are Context & Complexity, Accessibility, Cultural Humility & TIC Quarterly Meeting Minutes 9-14-2020 (approved 12-14-2020)

Accuracy, and Honesty & Transparency. These values will be incorporated into discussions around new projects, recruitments, and applications. At the committee's last meeting they met with Zachary Stocks, the new executive director for Oregon Black Pioneers about potential partnerships. Soon after, Stocks submitted a new marker application about the Beaver Hill Mine near Coos Bay. The application says that "At a time when Blacks in Oregon numbered less than 600, Beaver Hill had one of the largest Black communities in the state. In 1895, 36 Black miners were recruited from West Virginia to work the area's mines during a labor shortage." Marica Hart, executive director with the Coos History Museum, has agreed to help us build community support for the project. The Oregon Trail Advisory Committee met in August to approve the research outline for the new interpretation in the Oregon Trail Kiosks. The contractor, HRA, will begin the text writing portion next, based on the outline. It will be an iterative process that will include lots of time for community and stakeholder feedback. The TIC Sign Crew installed the newly rebuild Transcontinental Auto Race marker on Hwy 20 east of Sweet Home in August. It is not known if the sign was damaged by the wildfires in the area.

**Rest Area Committee:** Card said that rest areas have played a critical role for truckers as they deliver necessary supplies and as staging locations for firefighters, ODOT workers and wildfire evacuees. He said the systemwide pavement analysis and the ADA study are great steps and demonstrate the agency's diligence in maintaining the rest area system.

**Executive/ Chair's Update:** Chair Garcia did not have an update at this time.

### **Staff Reports**

**Agency update:** Denno said that given the challenging circumstances, the agency has been doing very well. Several rest areas were affected by the wildfires, but mostly due to power shut offs by power companies as protective measures against fires. Two locations, The Maples and Suncrest, were affected by fire in the vicinity but the facilities were not damaged as far as we know. At Suncrest, fire reached the perimeter but did not enter the rest area. This is attributed, at least in part, to the work of the rest area staff in maintaining the grounds. Staff have not yet returned to Maples, but reports indicate minimal damage. The sign crew will be visiting affected areas to inspect the signs and evaluate the extent of the damages. We do expect there will be some impact to sign program revenue as a result of the fires. Rest area staff continue to maintain COVID cleaning procedures. It is anticipated that General fund agencies may be facing a 16% protentional reduction in the 2021-23 biennium. TIC's budget is stable. The rest area funding is set in statue. Our projections indicate the agency is adequately funded through the 2021-23 biennium. Capital projects and daily operations in the rest areas continue to move forward. This is in large part due to our outstanding rest area staff.

**Finance:** Welter said that work has begun on 2021-23 budget assumptions. Those assumptions will be brought before the Finance Committee for review in November and then to Council in December. Inflation is estimated to be in the 1.5- 2 % range. DAS has established a process for agencies to apply for reimbursement for COVID-related expenses. Reimbursement is not guaranteed. As of August 28, our expenses totaled \$18,875.

**Sign Program:** Cheyne said that the sign program has seen some customer loss due to COVID, but this is not evident in overall total customers. Many of the signs that came down were immediately replaced by waitlist customers. She did get confirmation this morning that there will likely be some customer losses in the areas of Phoenix and Talent. Sign Crew members will be going to the area to assess the situation and collect any damaged signs. Staff is waiting for access to different areas such as Detroit and the region of the Holiday Farm Fire to evaluate the losses there. The sign program continues to receive new applications.

**Rest Area Program:** Daphnee gave a review of the rest areas and the ongoing project work being completed. A total of six rest areas have been affected by the wildfire. Two directly by fire and four by power outages. Currently four of these rest areas remain closed. Staff at The Maples and Suncrest will assess the condition, the repairs needed, and the costs associated. Five LED light projects have been completed over the last year. Staff was able to significantly reduce the estimated costs by performing some of the work in house. The Council approved \$55,200 for the flooding repairs at Stanfield. By using an ODOT contractor in the area the total cost of the cleanup process was reduced to \$45,000. Staff was able to save \$46,000 from the original estimated \$150,000 for the Charles Reynolds sewer line repairs with

value engineering and multiple bids for the project. There were multiple waterline and sewer system repairs at a variety of rest areas. Staff was able to save \$10,000 on the waterline repairs at Deadman Pass by performing work in house. Legarza then gave an update on remodeling of the Van Duzer restrooms as well as other smaller-scale improvement projects. Legarza gave an example of the work being done on the ADA companion restroom predesign study. This final report will contain proposed solutions, cost estimates and other information. Legarza gave an example of the work being completed by the consultant on the Systemwide Pavement Rehabilitation Analysis. The French Prairie truck parking lot project will open bids on September 29, 2020.

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

- **Vehicle Purchase Request:** Swanson said that two of the trucks in the rest area program leased from DAS Motor Pool have high mileage and need replacement. She asked the Council to approve the expenditure of \$62,000 to replace these vehicles. The rest area program has found owning its vehicles rather than leasing from DAS Motor Pool is advantageous economically and operationally. We can purchase vehicles at the same price as negotiated by DAS Motor Pool. The agency would save \$1,380 per truck annually. Additional benefits include the ability to manage our truck fleet to accommodate our various operational needs throughout the state. The agency plans to build future vehicle replacement needs into the 2021-23 budget by allocating sufficient operational funds to replace four vehicles per year. Card informed the Council that this voting item has the approval of the Rest Area Committee.

*Card made a motion to approve an expenditure of \$62,000 for the purchase of replacement rest area trucks. Marsh seconded. The motion carried.*

- **Systemwide Pavements Rehabilitation Analysis:** Legarza said that at the June 15, 2020, Council meeting, Council gave staff authorization and funding to contract with GeoDesign, Inc. to develop an overall pavement rehabilitation plan for all existing TIC managed rest areas. 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. Before beginning the fieldwork, it was worked out 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. The additional 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. Staff is requesting Council approve an additional \$6,000 for this project resulting in an overall cost not to exceed \$56,000.

*Marsh made a motion to approve an increase of \$6,000 to the contract with GeoDesign resulting in an overall project cost of \$56,000. Washington seconded. The motion carried.*

- **Gettings Creek Storage:** Legarza said that the original building quote did not include the costs for stamped plans which the county is requiring for the building permit. Also, the electrical contractor quote increased due to the utility company EPUD requiring the contractor to lay the conduit, instead of rest area staff performing the work in-house as originally planned. The previously approved amount was \$32,000. Staff is asking for an additional \$3,000 to complete the work.

*Steward made a motion to approve the increase of \$3,000 for a total of \$35,000 for the new storage building at the northbound Gettings Creek Rest Area. Card seconded. The motion carried.*

- **Santiam Picnic Table and Asphalt Pad Replacement Project:** Legarza said that existing concrete tables at Santiam are integrated into the asphalt pads. It is impossible to replace one and not the other. The tables and pads have been damaged over the years for tree root uplifting, concrete cracking, etc. It is proposed 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 concrete pad. This project will address any related safety

and ADA issues. The estimated cost for this work is \$30,000. Steward asked if the new picnic tables would be fire-resistant. Legarza confirmed they would.

*Steward made a motion to approve the expenditure of \$30,000 for the replacement of the existing concrete picnic tables and asphalt picnic tables pads. Canty-Jones seconded. The motion carried.*

- **Restroom Remodel Project at Van Duzer Rest Area:** At the March 16, 2020 meeting Council approved \$56,000 in funding to remodel the existing restroom facilities at Van Duzer Rest Area. On April 24, an additional \$15,000 was approved to increase the project scope to add a water filtration system. The resulting project was very successful. There are significant aesthetic improvements, elimination of strong odors, upgraded fixtures and lighting, and upgraded ADA accessibility. By utilizing in-house staff the project was accomplished at 50% of our estimated contractor cost. Staff did run into a couple of unplanned factors that influenced the overall construction cost. There were some scheduling delays and some additional work that resulted in cost increases, for future projects staff will see that sufficient contingency funds are included as part of the project costs. Staff is requesting to increase the original amount by \$8,500 for a total cost of \$79,500 for the completion of the project.

*Canty-Jones moved to approve the increase of \$8,500 to complete the project for an overall cost of \$79,500. Washington seconded. The motion carried.*

- **Election of Officers for 2020-2021:** The Council discussed the Election of Officers for 2020-21. The proposed slate of the TIC Executive Committee is:

**Council Chair** – Bob Garcia  
**Vice-Chair** – Mike Marsh  
**Secretary** – Susan Steward  
**At-Large** – Eliza Canty- Jones

*Washington moved to approve the proposed slate of TIC Executive Committee officers. Warren seconded. The motion carried.*

#### **2020 Meetings:**

December 14, 2020- Zoom Meeting, Salem, OR

**Adjourn:** 11:31 a.m.

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