



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 Gettings 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 a look the program \$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 \$62,000 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 contract 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 be 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 TIC 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.