



# Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

## MINUTES

### Rest Area Committee

Telephonic Meeting  
Thurs., Dec. 10, 2020.

#### **Members Participating:**

Mike Card, Mike Marsh, Valerie Warren; Ed Washington

#### **Excused:**

Susan Steward

#### **TIC Staff Participating:**

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

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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 Washington were present by phone. All other staff were present in the office.

**Approval of the Minutes:** Card proposed correcting the line “Swanson responded that after taking look the program that the \$400/month would be sustainable.” The line was corrected to “Swanson responded that after taking a look the program that \$400/month would be sustainable.”. The committee approved the June 11, 2020 minutes as corrected.

#### **Business Meeting:**

##### **Rest Area Capital Projects & Other Projects:**

- **Current Available Funding & Commitments** – Welter said that as of October 31, there was about \$50,000 in unplanned capital funds. At the time of this meeting the November financials had not been closed yet. There will be updated numbers at the next meeting. Work continues on creating the 2021-23 budget. Most of the budget planning has been completed. Legarza and Welter are still working on completing the rest area capital portion of the budget.
- **Janitorial and Landscape Contracts-** Swanson presented the committee with the 2021 rest area janitorial and landscape contracts. A formal Request for Quotation (RFQ) was performed for the rest area janitorial contract at Cabin Creek and the landscape contract at Manzanita. The contracts at both locations had been renewed up to a maximum of five years. There were two bids submitted for each contract. The staff recommendation is to award the 2021 janitorial contract at Cabin Creek to Full Circle Janitorial for \$61,129.08 and the Manzanita landscaping contract to Southern Oregon Aspire for \$16,129.08. Staff also recommends the renewal of a combined 15 janitorial and landscape contracts. The total difference from the 2020 contracts to the proposed 2021 contracts is an increase of \$12,810.66. \$6,613.05 of the increase comes from rebidding, and \$6,197.61 from requested increases from renewals. Five of the 15 renewals requested a 2% increase.

*Washington made a motion to recommend approval of awarding The Cabin Creek janitorial contract to Full*

*circle Janitorial and the Manzanita landscaping contract to Southern Oregon Aspire and the renewal of 15 landscaping and janitorial contracts to the Council. Warren seconded the motion. The motion carried.*

- **French Prairie Pavement Project Update:** Legarza said a contractor has been selected from the bidding process. It is North Santiam Paving. The contract includes both the front trucking parking lots and 12 ADA ramps within the rest area. Work should begin around the first part of the year. The contractor completion date is in April.
- **ADA Companion Restroom/ System-Wide Pavement Rehabilitation Analysis Update:** Legarza gave a presentation on how the ADA building study and system-wide pavement rehabilitation analysis would be used and, in some cases, combined to develop a prioritized list of projects. The pavement study created a rated condition scale of the pavement in the rest areas. It also included what type of improvement was needed, when it was needed, the estimated project cost. There is an eight-year funding cycle established for pavement projects. The funding is front-loaded in the cycle. There is an assumed cost saving in the method because the sooner work can begin on the pavement the less deterioration and work that needs to be done. The assigned pavement condition index declines 1.5 points every year due to continued deterioration. The ADA building study provides information on the feasibility to expand each of the buildings in each of the rest areas. A solution or improvement at each location and the associated cost. Each pavement and building project have the costs of the ADA ramp replacements added to it. This cost is added to both the building projects and the pavement projects because it is a mandatory addition, but it was unclear at the time of creation which projects would be bundled or completed first. Priority is given to rest areas with only one restroom facility and/or using portable restrooms, rest areas that could be grouped, and projects that could be completed with a remodel of the current building. If the priority building projects are locations that have pavement work, staff is planning to complete the work at the same time. Eight projects have reached a priority one level. Over the next year and a half, there is \$4,930,900 allocated to building improvements and \$1,500,000 for paving projects. Priority level two projects are not expected to be completed until the 2022-23 biennium and priority three until 2024-25.

#### **Performance Measures:**

- **Status of Performance Measures/ Rest Area Inspections:** Legarza said rest area inspections have been put on hold until after the winter season. While the purpose of the rest area inspections had been changed to focus on the upcoming major pavement and building projects, they will return to the original format.

#### **Other Business:**

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

**Next Meeting:** Thursday, February 11, 2020, at 10:00 a.m. Telephonic Meeting.

