



Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

Rest Area Committee

Zoom Meeting

December 2, 2021

Members Participating:

Mike Card; Valerie Warren; Ed Washington

Excused: Susan Steward, Matt Preston

TIC Staff Participating:

Elizabeth Boxall; Daphnee Legarza; Jessica Carbone; Diane Welter

The meeting was called to order by Card at 10:09 a.m., at the TIC office in Salem, OR.

Roll Call: Card, Warren, and Washington were present by zoom. Staff were present in the office.

Business Meeting:

Rest Area Capital Projects & Other Projects:

- **Current Available Funding & Commitments** – Welter said there is \$5.6 million in capital funds for this fiscal year. There are currently several construction projects in progress. There is \$397,000 in unplanned funds.
- **ADA Companion Restroom Project Updates:** Legarza said there were not a lot of updates. All projects are currently in the design phase. Legarza reviewed the work being completed at each of the locations. Card asked for an update on the Sunset Springs pavement project. Legarza said the design is 99% complete, but staff is waiting for the construction cost information from the other projects in the design phase. Once they are received, they can be prioritized with available funding. Card asked if the ADA projects take priority over the pavement projects. Legarza said that there are ADA improvements included in both the pavement and the building projects. The committee then discussed how the priority 1 projects will be prioritized amongst themselves.
- **The Maples and Memaloose Rest Area Rehabilitation Projects:** Legarza said that because of the unique situations of these rest areas there have been additional unforeseen costs incurred in the design phase. The Columbia George permitting review fees are \$2,264 and the required archaeological resources inventory survey and historical property survey are \$7,530. For accounting purposes, finance is including site-specific allocated costs from the pre-design studies for ADA Companion Restroom Upgrades and Pavement Assessment Study from the project for a total of \$6,004 to the project total. Additional services required during the design phase for The Maples include video services to determine the condition of the existing sewer line of \$800 and the allocated costs from the pre-design studies for ADA Companion Restroom Upgrades and Pavement Assessment Study for \$2,477. The original estimated and approved costs for the

design services for Memaloose and The Maples was \$149,962. Staff requested to increase the original amount by \$19,500 to cover the required additional services during the design phase, resulting in an overall cost of \$169,462. Warren asked if the archaeological resources inventory survey and historical property survey would have to be conducted any time we completed work at this location. Legarza said no, the reason we have to conduct the studies is that none have been done on this site. Once they are completed and on file, new ones will not have to be conducted in the future.

Washington joined the meeting at 10:34 a.m.

Warren made a motion to recommend approval of an additional \$19,500 to cover design services for The Maples and Memaloose projects for a cost of \$169,462 to the Council. Washington seconded. The motion carried.

- **2022 Janitorial and Landscape Contracts:** Swanson said a formal Request for Quotation (RFQ) process for the rest area janitorial contract at the Boardman rest area was preformed because the previous contract had been renewed up to the maximum of five years. Our janitorial contractor at the Suncrest rest area declined to renew for business reasons, so we reached out to the local Oregon Forward provider (formerly Qualified Rehabilitation Facility). Pathway Enterprises provided a quote for services at only \$589.68 higher per year than our current contract. Staff recommended awarding new contracts for 2022 for Boardman janitorial to Patriot Building & Grounds Maintenance for \$65,448.00 and Suncrest janitorial to Pathway Enterprises for \$23,689.68. Along with the new contracts staff also recommends renewal of 15 contracts. These contracts include:

- French Prairie janitorial: SAFI commercial Cleaning (2% increase requested) \$78,030.00
- French Prairie landscape: C & R Reforestation \$49,980.00
- Santiam janitorial: Clean Innovations (2% increase requested) \$68,431.09
- Santiam landscape: DeSantis Landscapes (2% increase requested) \$26,838.32
- Van Duzer janitorial: Full Circle Property Management Inc. \$32,970.00
- Ellmaker janitorial: Full Circle Property Management Inc. \$18,000.00
- Oak Grove janitorial: Clean Innovations (2% increase requested) \$71,194.99
- Gettings Creek janitorial: Full Circle Property Management Inc. \$65,640.00
- Cabin Creek janitorial: Full Circle Property Management Inc. \$61,129.08
- Manzanita janitorial: Southern Oregon ASPIRE (2% increase requested) \$77,905.15
- Manzanita landscape: Southern Oregon ASPIRE (2% increase requested) \$16,634.16
- Memaloose janitorial: Patriot Building and Grounds Maintenance \$67,368.00
- Stanfield janitorial: Patriot Building and Grounds Maintenance \$60,780.00
- Charles Reynolds janitorial: Patriot Building and Grounds Maintenance \$59,580.00
- Baker Valley janitorial: Patriot Building and Grounds Maintenance \$61,188.00

The total difference from the 2021 contracts to the proposed 2022 contracts is an increase of \$11,905.40, \$5,257.68 from rebidding, and \$6,647.72 from renewals.

Washington made a motion to recommend all new and renewed contracts for 2022 as presented to Council. Warren seconded. The motion carried.

Approval of the Minutes: *Card made a motion to approve August 5, 2021, minutes as submitted. Warren seconded. The motion carried.*

Other Business:

Performance Measures:

- **Status of Performance Measures/ Rest Area Inspections:** Legarza said that the rest area supervisors had a great discussion and brainstorming at their meeting last week.

Other Business:

- **None.**

Adjournment:

Meeting adjourned: 10:45 a.m.

Next Meeting: Thursday, February 3, 2022, at 10:00 a.m. Zoom Meeting