



# Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

## MINUTES

### Council Meeting

Monday, December 13, 2021

Virtual Meeting

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

#### **Members Participating:**

Bob Garcia, Chair; Julie Brown; Mike Card, Eliza Canty-Jones; Matt Preston; Valerie Warren; Ed Washington.

**Excused:** Susan Steward, Secretary

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

Elizabeth Boxall; Jessica Carbone; Diane Cheyne; Daphnee Legarza; Annie von Domitz; Heather Swanson

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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 October 14, 2021, Special Council Meeting minutes:**

*Canty-Jones moved approval of the October 14, 2021; minutes as submitted. Card seconded. The motion carried.*

**Public Comment:** None.

#### **Committee Reports**

**Finance Committee:** Canty-Jones brought a new accounting requirement to the Council's attention. Certain leases recorded as operating leases are now recorded as capital leases. Because of these changes, you will see variances in both rent expense and lease amortization expense throughout the budget cycle. Finances as a whole are in excellent shape. TIC's actuals are matching the budget in significant ways. The last committee meeting focused on voting items that were later discussed in this meeting.

**Heritage Trees Committee:** Washington said that there are two new Heritage Trees for 2022; the Smith Farm Walnut on the Coos River in Coos Bay and the PSU Copper Beech on the Portland State University Campus in downtown Portland. Invitations for the dedication will be mailed out in early March. The committee is currently looking for nominations for their Maynard Drawson lifetime achievement award and the new Oregon Heritage Tree Hero of the Year awards. The deadline for nominating is February 14, 2022.

**Historical Markers Committee:** Garcia said the Beaver Hill marker was successfully installed by the TIC sign Crew and looks great. The marker's quick development to installation schedule is a testament to the community support and the hard work of the project committee. The dedication date is set for Saturday, February 12, 2022. Details and invitations will be sent out next month. The Shipley Family marker in Philomath has been fully funded. The community over-fundraised for the project, which has never happened before, but shows the tremendous community enthusiasm and support for the project. The text has been approved by the committee and we are currently waiting on

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designs from our contractor. The target date for its dedication is in September 2022. Garcia then gave the summary of the Shipley story.

The committee is working on three new projects for revising current markers in State Parks: one at Cape San Sebastian, one at Ona Beach near Newport, and one at Yaquina Bay. All three markers are part of the priority replacement list the committee is working on. The state park managers at each site have assigned staff to work with the committee and TIC will also be consulting the Confederated Tribes Siletz, Confederated Tribes of Grand Ronde, and possibly the Confederated Tribes of Coos, Lower Umpqua, and Siuslaw in the new content development.

The Oregon Trail Kiosk project received a \$20,000 grant from Oregon Community Foundation's Historic Trail Fund for the Oregon Trail Kiosk Project. TIC is applying for a \$50,000 grant from the National Trust for Historic Preservation in partnership with the Oregon Historical Society. \$90,000- \$100,000 is needed for the graphic design phase of the project. The final phase will cost \$60,000- \$80,000 for manufacturing of the panels and installation.

**Rest Area Committee:** Card welcomed Boxall to her first Council meeting as the Executive Director. Card said there are several voting items coming up later in the meeting that continue the work being done in the rest areas. The largest projects are the Priority 1 ADA improvement projects. Card asked staff and fellow Councilors to think about the recently passed federal infrastructural bill and how those funds could be used in the rest areas.

**Executive Committee and Chair's Report:** Chair Garcia had no report or update at this time.

### Staff Reports

**Agency update:** Boxall said she had been with the agency for about two and half weeks. She continues to support the prior agency a few hours a week as they find a replacement for her position. Boxall has been connecting with agency partners and meeting with staff, specifically starting with the management staff, to learn about the different program areas and any issues they are facing. She and Legarza will be meeting with a committee working on the development of the Mt. Hood area, led by Oregon Solutions, to develop a declaration of cooperation that will help define roles and responsibilities going forward.

**Heritage Programs:** Von Domitz said that the committees are going along well. TIC is lucky to have such great volunteers. The Salemtowne volunteers have been working very hard this summer to catch up on deferred maintenance that has accumulated over the last two years. Jack Carroll, Salemtowne foreman, was determined to visit every marker in the state. It was a very lofty goal, but they were able to visit about half of the markers around the state. The plan is to visit the other half next summer. Garcia asked how staff was going to show appreciation to the Salemtowne volunteers. Von Domitz responded that because it was not safe to have an in-person gathering, the staff is getting them new hats this year.

**Sign Program:** Cheyne said that currently, the program continues to remove more customer signs than it's putting up. Since June 2020, the program is down 63 total customers. The new customers to the program are responding to the new customer survey at a high percentage and leave very high scores. Constraints on the supply chain have affected the length of time it takes for capital projects to be completed. Capital projects issued in August won't be completed until February. Cheyne then discussed the annual proposed sign fee increase procedure. After meeting with the finance committee, the committee recommended a 2% fee increase. Some of the facts that influenced the committee recommendation were:

- There hasn't been a fee increase since 2019.
- The Council amended the Coral Construction prices agreement through June 30, 2023, resulting in approximately a 9% increase.
- Cheyne expects the ODOT sign shop to increase their cost agreement effective July 1, 2022.
- The Corrections Sign Shop increased its aluminum prices by 35%.
- As of Oct. 2021, sign revenues are up 2% (\$16,439).
- As of October 2021, repair and maintenance expenses are down 24% (\$32,864).

- As Cheyne reviewed the 2020 traffic counts, approximately 2,000 sign spaces will have a decrease from one band to a lower band. Using the decrease from band 5 to band 6, sign revenues will drop by approximately \$51,000.

The Council discussed the rising inflation and the current effect of the economic climate on the sign customers and small businesses, while also needing to balance steadily rising costs.

*Card made a recommendation to increase sign fees by 3%. Washington seconded. The motion carried.*

Staff will send out letters about a 3% fee increase along with the proposed fee schedule to all active customers. Staff will gather any customer comments to bring before the Council at the March 2022 meeting to vote on changes that would be effective July 1, 2022.

**Rest Area Program:** Swanson informed the Council that the Rest Area program is facing the same recruitment and staffing challenges that can be seen in a lot of markets currently. Staff is struggling to find applicants. The HR team is finding new places to post recruitments. Recruitments are remaining open longer and sometimes are reposted to find well-suited candidates. Staff is also taking a holistic look at the rest area technician position to make sure those staff are being adequately acknowledged.

Legarza said that the ADA Priority 1 design projects are underway at Maples and Memaloose. At The Maples, most of the preliminary work has been completed and is currently under design. The plans are at about 90% complete. Staff is still waiting on structural calculations. Once those are received the plans will be submitted to Marion County to begin the permit process. The Memaloose expansion is approximately 75% complete. Submittal plans have been received and are being reviewed by staff. The plans have also been submitted to Wasco County for the national scenic area review. This process occurs before the building permit process. The next step is submitting the plans to ODOT and SHIPO for review. The second Priority 1 grouping is Deadman Pass, Baker Valley, and Charles Reynolds. All three of these plans are about at the 50% design stage. Once construction costs are received for these projects, along with the other projects, staff will present the information to the Rest Area Committee and Council to discuss which projects will continue into construction first. Sunset Springs pavement project is in 90% through the design phase. Plans and specifications have been received and staff is waiting to compare this project's cost estimates alongside the other construction projects to sequence their timing. Outside of the Priority 1 projects, ODOT has reached out to staff to let them know pavement work will be happening near some of the rest areas and asked if TIC would like to add on some of the pavement to their projects for work needed in the rest areas. The design work would be completed by ODOT, and the construction would be completed by the contractor they already have under contract. This would mean considerable cost savings on these projects. Discussions have begun with ODOT about the pavement at Oak Grove, Santiam, and Gettings Creek. Once more information and cost estimates are obtained from ODOT they will be factored into all projects, funds available, and brought before Rest Area Committee and Council.

Garcia asked if there were any updates on rest areas affected by possible disaster reimbursements due to storms, flooding, or fire. Legarza said that ODOT has responded to the DDIR (Detailed Damage Inspection Report) and asked for all invoices accrued to open the rest area back to the public. All of those invoices have been submitted and the process is running smoothly. Staff has been informed that the repairs needed to the sewer line at Charles Reynolds would not be covered. We have not had any further information on the claim at Stanfield. Card asked about possible funding from the federal infrastructure bill. Legarza said that she has been attending meetings about the bill with ODOT to learn more information. Boxall and Legarza are scheduling meetings with ODOT to begin discussions on this topic. Brown asked Legarza for a detailed prioritized list of our current projects to help with this discussion. The Council then discussed the future of electric vehicle charging and the possible part rest areas could play in it.

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

- **Proposed FY-21-23 Budget Revisions:** Canty-Jones gave an overview of the January Employee COLA and front-TIC Quarterly Meeting Minutes 12-13-2021 (approved 3-14-2022)

line worker's hazard pay recommendation. Through the collective bargaining process, the state has set higher COLAs than currently offered by TIC. While TIC planned and budgeted to offer a 2% COLA each January 1 for 2021-23, the state will provide a 2.5% COLA on December 1, 2021, and a 3.1% COLA on December 1, 2022. The finance committee recommends an increase of a 3% COLA effective December 1, 2021, and a 3.1% COLA effective December 1, 2022. There are available funds for this increase. Canty-Jones said that TIC is not required to meet the COLAs agreed upon by the state, but it is important to remain competitive in today's job market and to help employees during this time of increased inflation. The Council discussed the current unstable levels of inflation and what some other nonprofits have set as their COLAs for the year. The topic then moved to a discussion of the front-line worker's hazard pay. Brown asked if there should also be a separate one-time recognition pay for those workers who do not meet the criteria determined by DAS but still worked March 2020-June 2021 in the office. Staff suggested recognizing those staff but creating a separate one-time recognition pay, different from those received by front-line workers.

*Canty-Jones made a motion to increase the annual COLA from 2% on January 1, 2022, to a 3% COLA effective December 1, 2021, and a 3.1% COLA effective December 1, 2022, and to approve the Front-Line Workers Hazard Pay of \$1,050 for part-time and \$1,550 for full-time for those employees that met the criteria determined by DAS between March 1, 2020, and June 30, 2021. Washington seconded. The motion carried.*

*Canty-Jones made a motion to approve a one-time "hazard recognition pay" of \$1,050 for employees who worked greater than 1,040 hours and \$550 for those who worked between 480 to 1,039 hours between March 1, 2020, and June 30, 2021. Washington seconded. The motion carried.*

- **2022 Rest Area Janitorial and Landscape Contracts:** Swanson presented the 2022 rest area Janitorial and landscape contracts, new and renewals. Swanson said a formal Request for Quotation (RFQ) process for the rest area janitorial contract at the Boardman rest area was performed because the previous contract had been renewed up to the maximum five years. TIC's janitorial contractor at the Suncrest rest area declined to renew for business reasons, so staff 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 the 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).

*Card made a motion to approve all new and renewed contracts for 2022 as presented. Canty-Jones seconded. The motion carried.*

- **Santiam Restroom Interior Remodel - ADA Upgrades - Updated:** Legarza said this is a previously approved project identified on the capital plan as a priority one remodel project. A summary of the work to be completed during the remodel was given. In addition to these listed items, staff would like to upgrade the HVAC units as they are antiquated and no longer utilized for duct systems. Due to concerns about inflation and the long lead time of materials, staff is also requesting an additional 5% contingency for material price escalation. Garcia asked when this work was planned for completion. Staff plan to complete the work this winter. The original project was approved for \$125,000. Staff is requesting to increase the original amount by \$15,000 resulting in an overall cost of \$140,000.

*Card made a motion to approve an additional \$15,000 to the Santiam Restroom Interior Remodel – ADA Upgrades project resulting in a total cost of \$140,000. Canty-Jones seconded. The motion carried.*

- **Sunset Springs Waterline Repair:** Legarza said the Sunset Springs Waterline Repair is a previously approved project. She gave a summary of the project and why the work was necessary. In the course of completing this project, the pavement crew encountered a highway 26 shut down for approximately 4 hours due to a fatality on the morning they came out to complete patching the pavement. They had no other option but to wait out the delay and complete the work once they go to the rest area. Staff is requesting Council approve an additional \$1,500 be added to the already approved amount of \$40,000 for an overall cost of \$41,500.

*Card made a motion to approve an additional \$1,500 to the already approved amount of \$40,000 for a total of \$41,500 for water line and pavement repairs at the Sunset Springs. Washington seconded.*

- **The Maples and Memaloose Rest Area Rehabilitation Project:** 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 an increase 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.

*Card made a motion to approve the increase of \$19,500 to the original estimated and approved cost of \$149,962 for design services at Memaloose and The Maples Rest Area, for a total of \$169,462. Canty-Jones seconded. The motion carried.*

- **Approval of Authorized Bank Signers:** Boxall said that is written in statute that the Executive Director has signature authority, but in her experience, at other agencies working with financial reviews and auditors they typically suggest memorializing the authority to the specific person by motion and vote..

*Washington made a motion to grant Elizabeth Boxall signature authority upon signature registration with all the financial institutions that TIC does business with. Card seconded. The motion carried.*

#### **Other Business:**

Boxall reminded the Council that the Executive Committee has a vacancy in its Vice-Chair position. Garcia asked if there were any volunteers to serve on the committee. Card volunteered to fill the Vice-Chair position.

*Washington made a motion to make Mike Card Vice-Chair of the Executive Committee. Brown seconded. The motion carried.*

**Next Meetings:**

March 14, 2021- Teams Meeting, Salem, OR

**Adjourn:** 11:46 a.m.

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