



Travel Information Council  
1500 Liberty St. SE, Suite 150  
Salem, OR 97302

**MINUTES**  
**Council Meeting**  
**Monday, March 14, 2021**  
**Virtual Meeting**

**Members Participating:**

Bob Garcia, Chair; Mike Card, Vice-chair; Eliza Canty-Jones; Susan Steward, Secretary; Valerie Warren; Ed Washington.

**Excused:** Julie Brown; Matt Preston

**TIC Staff Participating:**

Elizabeth Boxall; Beth Dehn; Jessica Carbone; Diane Cheyne; 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 and staff were present virtually.

**Public Comment:**

**Hearing: Proposed Sign Fee Increase:** Garcia asked for any public comment. Carbone said there was no one waiting to comment. There had been no additional comments received besides the six letters provided in the meeting packet. Garcia closed the hearing for public comment.

**Business Meeting:**

**Approval of the December 13, 2021, Council Meeting minutes:**

*Card moved to approve the December 13, 2021 minutes as submitted. Washington seconded. Vote 5-0. Canty-Jones had not yet arrived for the meeting.*

**Committee Reports**

**Heritage Trees Committee:** Washington said the committee continues to receive nominations for the program. The dedication for the PSU Copper Beech Tree will occur on April 29, 2022, at 11:30 a.m. as part of the campus' arbor day celebration. Invitations to come in late March or early April.

**Historical Markers Committee:** Garcia said the Beaver Hill marker dedication, after the event was rescheduled three times, will take place June 18, 2022, at 11:00 a.m. The dedication will be part of a larger Juneteenth celebration in Coos Bay that weekend. The Shipley Family Homestead Marker is going into its third draft. The dedication is tentatively scheduled for mid-July, to commemorate 150 years since Robert Shipley's passing. The Salemtowne volunteers continue to do amazing work. Garcia then welcomed the new Heritage and Community Asset Manager Beth Dehn.

**Rest Area Committee:** Card said that there is a current cash balance of approx. \$5.5 million in capital funds. The agency plans to invest money in the rest areas in the next year or so in various ADA construction and pavement projects. Card informed the Council that Legarza will be leaving TIC in the near future and thanked her for her amazing work for the agency. Garcia concurred that Legarza will be missed and thanked her for all her hard work.

Card said that in the most recent rest area committee meeting, the topic of strategic planning and the future of the rest areas was discussed. This was brought up mainly within the discussion of the possibility of electrical vehicle charging being made available in the rest areas given the recent federal level support. Card supported the Council being an advocate of the rest areas. The committee discussed work being done in the rest areas, proposed performance measures, and possible future planning. Card said that the development of the performance measures is a good step forward in making sure the rest areas are currently meeting the public's needs.

Canty-Jones joined the meeting at 9:53 a.m.

**Executive Committee:** Garcia said that the executive committee recently met to discuss the 90-day evaluation of Boxall's performance as Executive Director as established in her offer letter. The committee decided that Boxall had met the "satisfactory" performance requirement. The committee discussed the plan to keep the annual evaluation of the Executive Director on the same schedule as the rest of the TIC staff. The evaluation will come before the Council at the June meeting.

**Finance Committee:** Canty-Jones said TIC's budget and actual continue to be quite close. The Council should expect to see a continued variation in Non-Operating and Other Revenue due to a new GASB 87 lease accounting (rule) that became effective after the fiscal year concerning renting and leasing. There was an unexpected legal expense that was due to Boxall seeking DOJ advice about a new law that requires Boards and Commissions to compensate its members. Canty-Jones also said that the budget reflects changes due to the Council's approval of front-line workers hazard pay, "hazard recognition pay" and an increase in the COLA from 2% to 3%.

**Chair's Report:** Chair Garcia had no update.

### **Staff Reports**

**Agency update:** Boxall presented a status update of her first 90 days as Executive Director to Council, and an agency risk and issue log as of March 1, 2022. Boxall asked the Council for feedback on both documents to ensure sure the information provided is useful.

Canty-Jones asked for further information on Boxall's inquiries into the possible benefits of a change of director audit and potential insurance premiums. Boxall spoke to an auditor, previously used at another agency, for advice. The auditor made suggestions for what to review, such ensuring signature authorities were changed over, delegations were clearly document, and major contracts reviewed. Boxall had already performed much of this work and the auditor stating she was familiar with Boxall's prior work, suggested there would likely not a significant value in paying for this service.

Boxall met with the agency's risk insurance representative to gain a better understanding of the anticipated risk charges for the 2023-25 biennium, given that it's a significant expense for the agency expenses. It is significantly less than it was the prior biennium, but it is a more than the 2021-23 biennium. Boxall said she would share that estimate with Council via email.

**2022 Legislative Update:** Boxall shared a list of bills that she had been tracking during this year's short session. Many of them did not pass through both chambers. None of the bills that passed had any significant effect on the operations of the agency.

Garcia asked Boxall to share her recent conversations with Oregon State Parks and ODOT. Boxall said that they have had one initial discussion about the desire to ensure overall alignment of the rest areas that all three agencies oversee. These early discussions included topics such as the introduction of more efficiencies and a holistic approach to their operations. There is staff from each agency who will continue these discussions. Garcia asked if either State Parks or ODOT had mentioned handing over more rest areas to TIC to manage. Boxall said yes it had been mentioned, but the discussions moved more to the alignment of the rest areas.

**Finance:** Welter said that finances look strong. As of January, year-to-date operations are \$280,000 better than budget and TIC is on track to continue that. Welter clarified the GASB 87 rule change. It is stated that the rule change was to "better meet the information needs of financial statement users". It was put in place to ensure liabilities such as rent would be visible on the balance sheet.

**Heritage Programs:** Dehn said it has been a very busy two weeks since she started at TIC. Dehn thanked the staff for their help getting her up to speed and gave a brief introduction. Dehn then informed the Council that the Oregon Trail Kiosk Project had been awarded a grant from the National Trust for Historic Preservation. The Trust has asked that the details not be released yet, but she will share the details soon. Dehn thanked Canty-Jones and the Oregon Historical Society for all their work in applying for this grant and supporting this project.

**Sign Program:** Cheyne said that since March 2020, the sign program is down 78 total customers, but there have been signs of improvement. Over the last two weeks, 15 new applications have been received. All the comments received from new customers have been positive. The program continues to do well in all its performance measures but has been affected by the aluminum supply shortage. The shortage has slowed down work, and the ability to complete capital projects considerably. The waitlist continues to go down. It dropped by 38 customers in the last quarter.

**Rest Area Program:** Legarza gave an overview of the current capital funding beginning with the funding from HB 2017. Initially, funding was spent on infrastructure upgrades such as sewer and water systems, LED lighting, roof systems, and the addition of storage buildings at some of the rest areas for operational efficiencies. Four major improvements projects have been completed so far using capital funding: Oak Grove Northbound & Southbound New Restroom Buildings; Oak Grove Auxiliary Restroom Remodel; French Prairie Northbound & Southbound Pavement Reconstruction; Van Duzer Eastbound & Westbound Restroom Remodels.

These projects total \$3,550,240 in capital spending. Over the next 4 years, TIC expects to receive about \$9 million in additional capital project funding. She then shared the current 12 projects TIC has underway. Two of these projects are fully funded. Five projects are close enough to the final design to go out to bid soon. Those projects are the Memaloose Rest Area Rehabilitation project; The Maples Rehabilitation Project; Gettings Creek Pavement Rehabilitation project; Oak Grove Pavement Rehabilitation project and the Sunset Springs Pavement Rehabilitation project. Currently, there is \$4,312,700 in available funds and \$4,861,305 estimated funding needed for construction. During the upcoming voting items, staff will be asking for approval of more funding than TIC currently has available, knowing additional capital funds will be received in July 2022. Card asked if postponing the proposed pavement projects would cause the need for additional work or even a complete rebuild later down the road. Legarza said that postponing could lead to the projects missing the window for paving projects that is May – September. That additional time through the winter could lead to greater damage to the pavement which would lead to additional work.

Legarza then gave the Council an update on her potentially leaving TIC for a career change.

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

- **Council Review of the Proposed 3% Sign Fee Increase:** Cheyne said at the direction of the Council from the December meeting, between Jan. 20-22, 2022, the agency sent 1,547 e-mails and 198 letters to all 2,552 active customers informing them of the proposed 3% sign fee increase and proposed fee schedule. Six responses were received and presented to the Council. Canty-Jones asked if it was still accurate that with the decreased traffic counts that were used to create this year's fee tiers some customers would not see the effect of the 3% increase. Cheyne said they may not see it this year, but they will see the 3% increase in their invoice next year.

*Card made a motion to approve the 3% sign fee increase effective July 1, 2022. Canty-Jones seconded. Vote 6-0*

- **Memaloose and Maples Rest Area Rehabilitation Project Costs:** Legarza said that during these projects unanticipated needs came up. The Maples project required a stormwater analysis because of the expansion of the parking lot for truck maneuverability. Staff noticed necessary changes to the original plans that require review and coordination effort to bring The Maples building additions to code and an increase in the scope of project work pertaining to restroom appearance and dimensions. The total for the additional design services is \$17,866. The construction services required include civil and structural submittal reviews for \$2,153; civil and structural construction site visits and field reports for \$27,124; civil and structural punch list inspection and report for \$5,874; civil and structural as-builts for \$2,639; reimbursables for \$1,346. The approved project cost for these two projects is \$169,462. Adding the required construction services and the additional design services staff is requesting Council approve an additional \$57,002 for a total of \$226,464. Garcia asked if she believed there was sufficient contingency built into the total. Legarza confirmed.

*Card made a motion to approve the additional \$57,002 for the required construction services and additional design services for the Memaloose and The Maples rehabilitation projects, for a total of \$226,464. Canty-Jones seconded. Vote 6-0.*

- **Memaloose Rest Area Rehabilitation Project Construction Costs:** Legarza said that the design phase of this project is nearing completion, and the permitting phase is underway, resulting in bidding and construction as the next steps. Using the presented estimated cost during construction, staff is requesting Council approve \$1,868,366 for all costs related to the construction of this project. This includes services such as construction, permitting/bidding, archeological monitoring, construction inspection services, material testing services, and portable toilet rentals. Currently, staff believes they have an accurate estimate, but if during the bidding process all the received bids are higher, they may need to come back to the Council for additional funds.

*Card made a motion to approve the construction costs of \$1,868,366 for the Memaloose Rest Area Rehabilitation Project construction costs. Warren seconded. Vote 6-0.*

Dehn and Carbone left the meeting at 11:03 a.m.

- **The Maples Rest Area Rehabilitation Project Construction Costs:** Legarza said that The Maples is a companion project to Memaloose. Their designs were completed together for cost-effectiveness. There will be an addition of unisex companion restrooms and an extension of the

parking lot to accommodate the current truck sizes. The estimated construction costs for all services during construction are \$1,260,149. This includes services such as construction, permitting, bidding, archaeological monitoring, construction inspection services, material testing services, and portable toilet rentals. This estimate also includes a 10% contingency. Card asked if the costs for the pavement work was included in the construction budget. Legarza said confirmed that it was included.

*Card made a motion to approve the construction costs of \$1,260,149 for The Maples Rest Area Rehabilitation Project. Canty-Jones seconded. Vote 6-0.*

- **Gettings Creek Pavement Rehabilitation Construction Costs:** Legarza said that while ODOT has their contractor in the area working on the interstate, they have offered this opportunity to partner with TIC to complete necessary pavement work inside the rest area. This means significant savings for TIC. ODOT has estimated the construction cost for this project at \$250,000. With the addition of \$3,805 in pre-design and \$2,500 in design costs added to the project, the total estimated construction costs are \$256,305.

*Warren made a motion to approve the construction costs of \$256,305 for the Gettings Creek Pavement Rehabilitation project. Card seconded. Vote 6-0.*

- **Oak Grove Pavement Rehabilitation Construction Costs:** Legarza said Oak Grove is another project that, while ODOT has their contractor in the area working on the interstate, they have offered this opportunity to partner with TIC to complete necessary pavement work inside the rest area. ODOT has estimated the construction cost for this project at \$500,000. With the addition of \$5,495 in pre-design and \$2,500 in design costs added to the project, the total estimated construction costs are \$507,995.

*Card made a motion to approve the construction costs of \$507,995 for the Oak Grove Pavement Rehabilitation Construction project. Steward seconded. Vote 6-0.*

- **Sunset Springs Pavement Rehabilitation Construction Costs:** Legarza said this project was designed in-house and will out go out for an invitation to bid. Staff is hoping to move to this project to bid and complete the work this summer. The pavement has shown a steady decline. The work will include full pavement improvements and ADA ramp replacements, so the rest area will have to be closed during construction. Staff is requesting Council approval of an estimated \$937,000 for all costs related to the construction of this pavement project. This includes services such as pre-design, design, construction inspection, material testing, and construction.

*Card made a motion to approve the construction costs of \$937,000 for the Sunset Springs Pavement Rehabilitation Construction project. Canty-Jones seconded. Vote 6-0.*

Garcia asked what the life of this project would be after completion. Legarza said that an earlier completed model gave an eight-year life span to all rest area pavement, but it may be necessary for some locations that have extreme weather conditions to have a more specific life span. Garcia said having a more specific time frame for individual locations would be a great plan to implement.

*Vote 6-0.*

- **Capital Project Overages:** Boxall said that in June 2020, Council discussed an approach where, under certain circumstances, requests for overage approvals of capital improvement projects could be processed outside of regularly scheduled council meetings. The approach was discussed in more detail at the September

2020 Finance Committee meeting but was not brought back to the Council for additional discussion or vote. The project overage notification process includes:

- Projects approved by Council that experience cost overruns or expanded project scope so that the approved amount is (or likely will be) exceeded, the Executive Director will notify the Chair, Vice-Chair, and committee chairs of the relevant facts and reasons for exceeding the approved amount. If agreed upon, the project may proceed.
- When this occurs, the increased amount for the project will be officially approved at the next Council meeting.
- To minimize the need to utilize this process, agency staff will analyze projects to include an appropriate amount of contingency funding with a minimum of 10-15%.

The Council then discussed how the agency handles emergency repairs in the rest areas.

*Warren made a motion to approve the project overage process as outlined. Canty-Jones seconded. Vote 6-0.*

- **Election of Officers:** This voting item will take place during the June Council Meeting.

#### **Other Business:**

Boxall provided the Council with the upcoming risk liability insurance payment estimates for the 2023-25 biennium. Boxall then shared an update on current open recruitments for the Rest Area Program Administrator and Human Resources Manager.

#### **Next Meetings:**

June 13, 2022-TBD

**Adjourn:** 11:37 a.m.

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