



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

**MINUTES**  
**Rest Area Committee**  
June 9, 2022 -10:00 a.m.  
Virtual Meeting

**Members Participating:** Mike Card; Matt Preston; Valerie Warren; Susan Steward; Ed Washington

**TIC Staff Participating:** Steve Duvall; Heather Swanson; Diane Welter; Jessica Carbone

---

The meeting was called to order by Card at 9:59 a.m., at the TIC office in Salem, OR.

**Roll Call:** All committee members and staff were present virtually.

Steve Duvall introduced himself as the new Rest Area Program Administrator and gave a summary of his work history to the committee.

**Business Meeting**

**Approval of the Minutes:** *Washington made a motion to approve the April 6, 2022, minutes as presented. Warren seconded. 5-0 Vote.*

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

- **Current Available Funding & Commitments:** Welter said that there is a capital funds balance of \$5,288,096. The planned capital work as of June 30, 2022 totals \$6,100,100. These planned projects include some of the \$3.5 million in capital funds that will be received from ODOT on July 1, 2022. Card asked why the capital funding in HB 2017 was decided on and delivered on in this schedule. Swanson said that when HB 2017 was being developed staff at that time developed an estimate for the funds needed to complete the needed capital projects. ODOT developed the timeline and amounts according to their budget. Card asked how TIC is reporting on the work accomplished with these funds to ODOT. Swanson replied that TIC provides regular reporting annually to ODOT on the work it has accomplished. Duvall updated the committee that the DDIR reimbursement for emergency repairs of \$44, 693 for the damage suffered to Stanfield Rest Area due to flooding was received on May 18. The DDIR that was sent to the Federal Highway Administration (FHWA) for the considerable damage suffered during the February 2021 ice storm at French Prairie is still in process. Staff has requested reimbursement totaling \$61,649 for damage suffered on both sides of the rest area. Detailed information about the costs of recovery was sent to FHWA in May but FHWA has not yet requested an invoice to reimburse TIC for damages sustained.

- **Rest Area Project Administrative Assessment:** Duvall looked back on all the rest area projects over the last five years. This included major capital projects (MCP), major capital expense (MCE), and major expense projects (MEP). Of these, 69% of the projects were MCPs. They cost greater than \$5,000 and have a life expectancy of more than one year. Of the total, 28% of the projects were MEPs. These projects do not meet capitalization requirements. A total of 3% of the projects completed were MCEs. The projects do not meet capitalization criteria, but the capital funds were used because the project provided a significant improvement to the rest area. There are 32 projects which remain active or are pending closure. The cost to date for all active projects as of the date of assessment is \$743,110 from a combined council-approved budget of \$5,729,437. The remaining budget of \$4,986,326 is primarily comprised of five major capital projects not yet in the construction phase or not yet completed: The Maples construction, Memaloose construction, Sunset construction, Gettings Creek repaving, Cabin Creek Sewer Line relocation construction.

Welter left the meeting at 10:15 am

- **Priority One ADA Companion Restroom Project Updates:** Duvall said that the Maples Rest Area contract with Kittelson & Associates has been amended and has been completed and fully executed. The design/build plans are now at the 95% stage. Duvall is working with Kittelson intending to have the invitation to bid paperwork to DOJ for review by next week. Staff applied for the building permits from Marion County Public Works in April.

Duvall conducted a site visit to the Memaloose Rest Area in May. He observed the site and discussed design issues with staff. The State Historical Preservation Report for both east and west found no archeological materials and gave the go-ahead for construction. No reporting has been received yet from the Columbia River Gorge National Scenic Area Heritage Program, but work continues to move forward in other ways.

During a visual paving assessment done in 2021, much of the pavement at Charles Reynolds and Baker Valley was found to be poor or very poor, especially in the truck parking areas. A closer assessment of the existing pavement conditions by consulting engineers at CK3 revealed geotechnical engineering analysis is needed to determine the design and construction parameters of reconstructed and new pavement areas for rest areas. TIC will engage in a separate geotechnical engineering professional services contract with GN Northern, Inc. coordinated through CK3. Council originally approved an overall cost amount of \$168,360 for Baker Valley, Deadman Pass, and Charles Reynolds rehabilitation design services. On April 2, 2022, staff requested, and the Committee recommended approval of an additional amount of \$36,000 for expanded design work by CK3 due to site, building, and ADA complications for an increased overall cost amount of \$204,360. GN Northern, Inc. estimates an additional cost of \$15,000 for exploratory pavement and design services to mitigate deteriorated pavement conditions, an amount unknown on April 2, 2022. The amended overall costs for design services, including GN Northern, Inc. estimated costs, leads to an amended overall cost of \$219,360. Adding the pre-design study and pavement condition assessment of \$19,594 raises the amended overall cost to \$238,954.

*Warren made a motion to approve the recommendation of the amended overall costs for design services at Baker Valley, Deadman Pass, and Charles Reynolds to a total of \$238,954, including the previously recommended additional amount of \$36,000 on April 2, 2022, the additional expenses of \$15,000 for geotechnical pavement engineering services and reallocation of the pre-design study and pavement assessment cost of \$19,594 to Council. Steward second. 5-0 Vote.*

Duvall said the design drawings for the Sunset pavement project are at 95% completion. Minor revisions to mitigate a water drainage issue that creates a slip hazard risk to visitors have been requested. The previous design plan was to remove the existing gutter and replace it with no significant mitigation. Staff has requested the new plans to install two additional catch basins to catch and pipe continuous water flow to the existing catch basin to permanently remove the surface water hazard. It has been indicated that the costs for the mitigation will be very similar if not the same as the originally planned gutter replacement.

- **ODOT Coordinated Pavement Rehabilitation Projects:** Duvall said that pavement at Gettings Creek has been completed. When the contractors and ODOT engineers arrived at Gettings Creek to complete the work they discovered that the pavement was in much worse condition than anticipated. It was necessary to increase the grind of the pavement from 2" to 4". The additional work increased the cost of the project by \$50,000. The increased amount still keeps the total amount of the project under the Council-approved amount of \$256,305 due to ODOT coordination cost savings. Santiam was scheduled to be next, but concerns brought up about the condition of that pavement have put that off and Duvall has requested to move up the next project on the list, Oak Grove. The Oak Grove currently is waiting to be scheduled.
- **Santiam Rest Area- Rest Room Remodel Update:** Duvall shared an update on the Santiam restroom remodel. This is a project being completed by in-house staff. Northbound mechanical and restroom interior is 95% complete. South bound mechanical and restroom interior is 80% complete. The anticipated completion date is July 15, 2022. The project has experienced delays due to supply chain issues. As an example, the toilet seats took almost a year to arrive from the time they were ordered.

#### **Performance Measures:**

- **Status of Performance Measures/Rest Area Inspections:** Duvall said that he is working with Shawn White to travel around the state to complete inspections of the rest areas. All the eastern Oregon locations north of Bend have been completed. It has been a great learning experience visiting all the rest areas and it is a priority to complete all inspections.

Swanson gave the current status of the four performance measures Rest Area leadership and supervisors came up with to report to the Council bi-annually.

1. DEQ Monitor and Testing: There are currently 96 tests or monitoring events per year to maintain compliance with TIC's DEQ permits. Staff is currently 99% on time in testing and monitoring. The goal is 100%.
2. Water Quality Monitoring and Testing: There are currently 269 tests or monitoring events per year to maintain compliance with Oregon Health Authority. Staff is 100% on-time in testing and monitoring. The goal is 100%.
3. Cost Measures: This data for the first four months of 2022. Future reports will be provided based on 6 months and 12 months of data. The current average operating supply cost per visitor across our 25 locations is \$0.082, with a low of \$0.024 and as high as \$0.543, and a median of \$0.045. No goal has been established, as we will need more data to norm for seasonality and purchase variation.
4. Operator Alert Responsiveness: Staff has received 96 alerts so far this calendar year, with an average of 1 day and 9 hours to close an alert. No goal has been set for this measure.

#### **Other Business:**

- **Full Circle Janitorial Contract Increase:** Swanson said that the contractor that provides janitorial services for Getting Creek, Cabin Creek, Ellmaker, and Van Duzer has asked for an

increase in their contract based on increasing costs associated with wages and fuel. A 10% increase in their contract has been requested, effective June 1. The agency has had a good relationship with this contractor for many years. Full Circle's current contracts began in 2019. Even though they are allowed to request an increase every year, Full Circle has never done so. If they had received the same increases that other contractors had received it would have totaled an approx. 7% increase. Staff requested the committee approve recommending the 10% increase to the Full Circle Janitorial Contract effective June 1, 2022, to Council.

*Washington moved to approve the recommendation of the 10% increase for the Full Circle Janitorial Contract, effective June 1, 2022, to Council. Steward seconded. 5-0 Vote.*

- **Staffing Recruiting and Hiring Update:** In the rest area program since February 2021, 12 out of 40 positions have been replaced. This is due to a variety of reasons, including retirements. Some of the replacements are due to internal promotions that create vacancies or specialists that moved from one location to another. Currently, there is one opening being recruited for, the supervisor for the Cow Canyon/ Peter Skene location. The candidates for that position are internal, which could create another position opening if one of them is selected.

Card asked rest area staff and management to be very aware of the World Athletic Championships occurring in Eugene in June. He asked that no projects take place in the affected rest areas during this time, especially those that might cause a closer. Staff should make the best effort to show what a great job they always do in the rest areas while there is a heavy influx of guests from around the world.

**Adjourn:** The meeting was adjourned at 10:53 a.m.

**Next Meeting:** Thursday, August 4, 2022, at 10:00 a.m.