



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

**MINUTES**  
**Council Meeting**  
Monday, June 13, 2022  
Virtual Meeting

**Members Participating:** Bob Garcia, Chair; Mike Card, Vice-chair; Eliza Canty-Jones; Matt Preston; Susan Steward, Secretary; David Warren; Valerie Wilson; Ed Washington.

**Guest:** Monica Walker, Oregon Government Ethics Commission

**TIC Staff Participating:** Elizabeth Boxall; Jessica Carbone; Diane Cheyne; Beth Dehn; Steve Duvall; Heather Swanson; Diane Welter

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**Call to Order/Introductions:** The quarterly public meeting of the Travel Information Council was called to order by Chair Garcia at 9:31 a.m. Introductions were made for the record. Staff members, David Warren and Ed Washington were present in the office. Monica Walker, Diane Welter, and all other Councilors were present virtually.

**Approval of the Agenda and Order of Business:** Garcia said that there is a last-minute addition of the Cost-of-Living Adjustment Timeline Discussion to the Action/Voting Items.

*Card made a motion to approve the agenda as amended with the additional voting item of the Cost-of-Living Timeline Discussion. Wilson seconded. 7-0 Vote.*

**Action/Voting Items:**

- **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. 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. The Rest Area Committee recommends approval of the increase. Garcia asked if it would make sense to end the contract and move the work in-house due to the remoteness of two of the locations. Swanson said that it is more economical to outsource this work than to hire the additional staff it would require to do this work and keep up the same standards at the busier locations along I-5.

*Card moved to approve the 10% increase for the Full Circle Janitorial Contract, effective June 1, 2022. Canty-Jones seconded. 7-0 Vote.*

- **Oregon Trail Kiosk Project – Phase II:** Dehn gave a summary of the Oregon Trail Interpretive Project and the work that has been done on the project to date. The project is currently in phase II, which includes a contract with a design consultant who will subcontract with Historical Research Associates and Tribal partners to incorporate photography, images, and Tribal oral histories into the graphic design of the panels. The completion of phase II will result in print-ready files. Based on an initial conversation, the scope of work can be created within the dollar range of \$55-\$80k. To date, TIC has received a total of \$45,000 from different grants that Annie von Domitz and other partners have applied for. An additional grant for \$35,000 is still pending with Oregon Cultural Trust Partners. Should the pending grant not be received, staff will use council Restricted Historical Marker Funds to contract at the lower \$55,000 level. Costs would be deferred to phase III, but it would allow us to begin work and honor obligations for the grants currently held. Staff is asking Council to approve spending up to \$80,000 of grant funds and Council Restricted Historical Marker Funds on Phase II of the Oregon Trail Kiosk Project.

Washington joined the meeting at 9:48 a.m.

*Canty-Jones made a motion to approve the proposed budget of up to \$80,000 for phase II of the Oregon Trail Kiosk Project. Washington seconded. 8-0 Vote.*

- **Baker Valley, Deadman Pass, and Charles Reynolds Rest Area Rehabilitation Project – Additional Pavement Analysis Services:** Duvall said during a visual paving assessment done in 2021, a lot 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 Council approved 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, lead 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. Card shared that this voting item had been reviewed and recommended to Council by the Rest Area Committee. The Council discussed the work being done by staff to analyze and bring the rest area pavement onto good quality and on a maintained schedule.

*Card made a motion to approve 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. Canty-Jones seconded. 8-0 Vote.*

- **Cost-of-Living Adjustment Timeline Discussion:** Boxall said that recently that SEIU and DAS reached an agreement to provide all state employees a 3.1% COLA effective 8/1/2022 instead of the originally planned effective date of 12/1/2022. Moving the increase ahead by four months equates to approximately \$62,000 in additional expenses. Typically, an item of this nature would go before the finance committee, but there wasn't time between the approval of the reached agreement and the June Council meeting. Garcia asked why DAS agreed to this change. Boxall said that she believed that the unions initiated these discussions due to the current inflation rate.

*Card made a motion to approve moving the 2022 effective date of the COLA increase from December 1, 2022, to August 1, 2022. Steward second. 8-0 Vote.*

▪ **Election of Officers:**

A slate of officers was presented for June 2022-June 2023.

Chair: Robert Garcia

Vice-Chair: Mike Card

Secretary: Susan Steward

*Washington made a motion to approve the slate of officers as presented. Canty-Jones seconded. 8-0 Vote.*

**Business Meeting:**

**Ethics Commission Training:** Due to technical difficulties Walker was unable to provide the training presentation. The ethics commission training will be moved to a future Council meeting.

Walker left the meeting at 10:12 a.m.

**Approval of the March 14, 2022, Council Meeting Minutes:**

*Card moved to approve the March 14, 2021; minutes as submitted. Washington seconded. Vote 8-0.*

**Committee Reports**

**Finance Committee:** Canty-Jones said finances continue to be in a strong position. TIC's budget and actuals continue to meet up in appropriate ways. The committee is working on potential investments for the operating and capital funds being received on July 1. The current interest rates are seeing small increases.

**Heritage Trees Committee:** Washington said the dedication for the PSU Copper Beech Tree that occurred on April 29, 2022, was a wonderful dedication, a great success, and very well attended.

**Historical Markers Committee:** Garcia said the Beaver Hill marker dedication, will take place this Saturday, 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 complete. The dedication is tentatively scheduled for July 23, 2022.

**Rest Area Committee:** Card said that the committee has met twice since the last Council meeting. Steve Duvall is the new Rest Area Program Administrator. Work in the rest area is focused on continued pavement analysis and improvements as well as ADA improvement construction projects. Warren gave a brief history of his work experience with ODOT. Card invited Warren to join the Rest Area Committee. Warren accepted the invitation. Card said Swanson continues to work with the Rest Area Supervisors to develop and track performance measures.

**Executive Committee:** Garcia said that the executive committee recently met to develop a plan to keep the annual evaluation process of the Executive Director that would be on the same schedule as the rest of the TIC staff. The other area of discussion was goal setting and future strategic plan development. Garcia asked for volunteers for a subcommittee to develop goals for the creation of a strategic plan.

Members of the subcommittee are Mike Card, Ed Washington, David Warren, and Canty-Jones.

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

**Public Comment:** None.

### **Staff Reports**

**Agency Update:** Boxall presented a status update and an agency risk and issue log from the time of the last meeting to May 31, 2022. The agency has focused on items such as recruitment, improving IT by modernizing and improving security, and the Government Camp Rest Area's potential relocation. Boxall let the Council know we are recruiting for one open position on the Council which could be filled by a candidate in any district. One new risk has been added to the risk assessment. Succession planning is needed for the Salemtowne volunteers that provide all the maintenance for the Historical Marker Program and the mitigation for the potential possibility of the loss of their current workspace.

**Finance:** Welter said \$5 million was moved from Money Market accounts to a CD and is now earning four times more interest. Welter will continue to work with the Canty-Jones, Mike Drennan, and the Finance committee on future investments.

**Heritage Programs:** Dehn expressed how pleased the agency and the Historical Marker Committee are to be partnering with Oregon Black Pioneers. The Salemtowne volunteers will be headed out on a maintenance trip to Eastern Oregon at the end of June to visit approximately 25 markers. Later this summer there are plans for a trip following Hwy-97 and some of the more remote locations.

**Sign Program:** Cheyne said that offers had been made and accepted to fill two Sign Program Technician positions. The Sign Crew will be fully staffed starting July 1. July 1 is also the start date for the Council-approved 3% sign fee increase. Even with the higher number of removed signs, finances remain stable, and the program continues to receive new applications. Getting new customer signs up and visible is a main priority. Garcia asked if there were any delinquent accounts currently. Cheyne said there are no delinquent accounts.

**Rest Area Program:** Duvall updated the Council 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 of a total of \$61,649. In the last couple of days, FHWA has requested invoices for \$82,000 related to the storm to reimburse TIC for damages sustained. Duvall will do further investigation into the difference between the totals. Duvall then gave the Council an overall summary of all the rest area's operational, maintenance, and capital projects over the last five years. As of 2022, there is a total of \$5,729,437.08 in open Council-approved projects, with a cost to date of \$743,110.47. A majority of those unspent costs are committed to large ADA improvement construction and pavement projects. The Gettings Creek pavement project that TIC partnered with ODOT has been mostly completed. There was some incorrect striping done that the staff is waiting on the contractor to fix. 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. 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 archeological materials and gave the go-ahead for construction for the allowable portions. No reporting has been received yet from the Columbia River Gorge National Scenic Area Heritage Program, but work continues to move forward. 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. Duvall then gave an update on the renovations and ADA upgrades being completed by staff at Santiam Rest Area.

Council took a break at 11:02 a.m.

Council returned from a break at 11:15 a.m.

## **New Business**

### **Performance of the Executive Director**

- 11:17 am – Garcia moved the meeting into executive session pursuant to ORS 192.60(2)(i) to discuss the performance evaluation of the Executive Director.
- 12:01 p.m. – Garcia adjourned the executive session and returned the meeting to public session. No decisions or votes occurred while in executive session.

**Adjourn:** 12:02 p.m.

### **Next Meetings:**

September 12, 2022

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