



# Oregon Travel Information Council

1500 Liberty St. SE, Ste 150

Salem, OR 97302

## Rest Area Committee Meeting

February 8, 2023 – 1:00 p.m.

Virtual Meeting

### Agenda

#### Opening of the Meeting

- Roll Call.....Chair Card

#### Business Meeting

- **Minutes**
  - Approval of the December 1, 2022 Minutes.....Chair Card (pgs. 1-2)
- **Rest Area Capital Projects & Other Projects**
  - Introduction of the Rest Area Program Administrator .....Boxall/Peck
  - Priority One ADA Companion Restroom Project Updates .....Boxall/Peck
  - Government Camp Update .....Boxall

#### Other Business

#### Adjourn:

- Next Scheduled Meeting: April 6, 2023, at 10:00am

*For any members for the public wanting to join the meeting or make public comment please contact Jessica Carbone at [jessica.carbone@tic.oregon.gov](mailto:jessica.carbone@tic.oregon.gov) or (503) 373-0155 to receive the meeting link.*



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

MINUTES  
Rest Area Committee Meeting  
December 1, 2022  
Virtual Meeting

**Members Participating:** Mike Card; David Warren; Valerie Wilson

**Excused:** Matt Preston; Ed Washington

**TIC Staff Participating:** Elizabeth Boxall; Heather Swanson; Michelle Roth; Jessica Carbone

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The meeting was called to order by Chair Card at 10:00 a.m.

**Roll Call:** Committee members and staff were present.

Card asked Boxall for an update on the Rest Area Program Administrator recruitment. Boxall said that the initial screening process has taken place and the first round of interviews are scheduled for December 7th .

**Approval of the Minutes:**

*Wilson made a motion to approve the October 6, 2022 minutes as amended. Warren seconded. 3-0 vote.*

**Current Available Funding & Commitments:** Roth presented a reformatted rest area restricted capital funds summary. The report includes all capital projects that have gone through the approval process. Card said that this report was much better and thanked Roth for her hard work. Swanson said that there were a couple of capital projects listed that were expecting reimbursement. The light pole replacements at Santiam were due to a vehicle accident and were submitted to risk management for reimbursement. Card suggested adding information about any possible reimbursements to the report.

**2023 Rest Area Janitorial and Landscape Contracts:** Swanson said that eight contracts went out to bid. Seven went out because the current contract had run out of renewals. One went out to bid due to the current janitorial company at Santiam choosing not to renew. The total difference between the 2022 contracts to the proposed 2023 contracts is an increase of 11.8 percent for \$130,845.45. \$6,425.85 from renewals, and \$123,598.90 from rebids. Swanson requested committee recommend approval of these contracts to Council. The committee discussed the significant increase in the contract for janitorial at French Prairie. Swanson said the bid was the only one received. Swanson reminded the committee that TCI has the option every year to put the contract out to bid.

*Wilson made a motion to recommend approval of the 2023 rest area janitorial and landscape contracts for a total of \$130,845.45 to the Council. Warren seconded. 3-0 Vote.*

**Priority One ADA Companion Restroom Project Update:** Boxall said that the invitation to bid on The Maples project was completed in mid-November. The winning bid was approx. \$1.1 million. Council approved a construction budget of \$1,260,149 in March of 2022 allowing a contingency of roughly \$148,000 or 13%. The tentative start date of this project is late winter, or early spring of 2023 and the target completion date is fall of 2023.

Boxall stated that work continues on the Santiam restroom remodel and a plumbing contractor has been identified to complete some of the required plumbing work.

Boxall said that due to a severe staffing shortages and after exploring multiple other options to mitigate the issue, a difficult decision was made to temporarily close the Beaver Marsh Rest Area on October 27, 2022. Boxall said the biggest challenge with the rest area this time of year is snow removal. Without snow removal services, when ODOT clears the highway, it creates a berm which would block travelers from being able to get out. Boxall said staff and she reached out to ODOT for support for snow removal, but they are experiencing similar challenges with staffing shortages, as were other contractors in the area. Just before the Thanksgiving holiday, TIC staff from different locations were able to coordinate coverage and volunteered to go down to Beaver Marsh to reopen the location. The committee then discussed TIC's conversations with the local ODOT offices which also included the request to expand the one hour response time requirement for that rest area to enhance candidate pools for recruitments.

**Staffing Updates/Transition Plan:** Boxall informed the committee that Steve Duvall has agreed to temporarily continue work with the agency to help with the transition and knowledge transfer with the new Rest Area Program Administrator as needed.

**Adjournment:** The meeting adjourned at 11:18 a.m.

**Next Meeting:** A virtual meeting is scheduled for Friday, February 3, 2023, at 10:00 a.m.