



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

MINUTES
Rest Area Committee Meeting
June 1, 2023
Virtual Meeting

Members Participating: Mike Card; David Warren; Matt Preston; Valerie Wilson

Excused: Ed Washington

TIC Staff Participating: Elizabeth Boxall; Heather Swanson; Heather Peck; Jessica Carbone

The meeting was called to order by Chair Card at 10:02 a.m.

Roll Call: Committee members and staff were present.

Approval of the Minutes:

Wilson made a motion to approve the April 6, 2023 minutes as submitted. Warren seconded. 4-0 vote.

Rest Area Capital Projects & Other Projects:

- **Current and Available Funding & Commitments:** Michelle Roth was unable to attend this meeting. Boxall said that the finance team is working hard on catching up on the agency's financials. There were a variety of factors that caused them to get behind. Boxall said that the financials provided in the meeting packet show the rest area capital funds through February 28, 2023. Card asked if these numbers would be updated by the next meeting. Boxall said the goal is to have the financials updated by the August 3 meeting. Peck said she has met with Roth to discuss the capital funds, and her goal is to have the updated information for the committee.
- **Capital Projects Status Report:** Peck shared a slide presentation on current capital projects in rest areas located at Memaloose, Santiam, Memaloose, Sunset, and Government Camp. Peck said she has been meeting with the US Forest Service on their repaving project at Government Camp and it is at about 30% design completion.

The Maples ADA Upgrades and Pavement Rehab is 95% complete. The crew is currently working on punch list items. There is new ADA access for parking, new concrete work, and now the sidewalk connects both sides of the rest area. Two new companion restrooms are complete and open to the public as well as the upgraded original restrooms. Peck said that the truck turning radius was increased by 5 ft. and additional truck parking spaces were added along with other additions and improvements. The punch list is estimated to be completed by the end of June. Card asked if the expenses of the project were within expectations. Peck said it was, and at this time estimates have the project coming in under the construction contract.

Peck next informed the committee that the staff led remodel of the main restroom building at Santiam is completed. The final cost has not been calculated yet. Almost every surface in the restroom was upgraded. Staff will investigate further to make certain that companion rooms are necessary.

Peck said that the Memaloose Rest Area project is in the design phase. Companion or family restrooms were not a part of the design and needed to be added. After further conversations with the engineer and architect of the project, it was established that with some hardscaping to allow for full ADA access the two smaller buildings on site can be used for the companion restrooms. On the westbound side, a grassy section at the end of the truck parking lot will be removed to add one additional truck parking space. Peck said the design package is being finalized and is targeting having it out for bid by the end of June. Card asked if the changes to the project will require additional permits. Peck said no, that the changes aren't changing or adding any new buildings so additional permits aren't required. Peck hopes to have the additional cost estimates at the next meeting once the designs are complete.

Peck included photos in the presentation of the interior upgrades to the Sunset Rest Rooms. It's anticipated that the design for paving the rest area will be done this week, with a bid out by the end of June, and the work to begin the day after Labor Day. Peck said that the next projects planned to take place in the 2023-25 budget cycle are ADA upgrades and paving at Baker Valley and Deadman Pass and ADA upgrades at Charles Reynolds. The committee discussed the necessity for companion restrooms in the rest areas and if there was any information on why they weren't included in the original designs. Card recommended continuing with the projects as planned, while additional information on possible funding for ADA projects is researched.

Peck shared the capital budget by priority as it was in September of 2022. As the projects listed as "priority one" begin to come to completion, she asked the committee to begin to discuss if these same priorities should remain the same going forward. Peck is working on creating a booklet that includes all the projects completed over the last five years that occurred in all 25 rest areas, to provide more information for a robust discussion. Peck shared information updates and upcoming program initiatives.

The committee discussed the potential timeline of the Government Camp Rest Area and the need to repave the parking lot. Peck clarified that two FLAP grants are affecting the site. One FLAP grant is for the paving needed in the parking lot. The land the parking lot sits on is owned by the Federal government. The second FLAP grant is for a feasibility study of the possibility to move the rest area to a different location. Peck said that ODOT reached out to TIC about working together to repave Oak Grove next spring as part of a highway project that runs right past the rest area. TIC will also be working along with ODOT on a study of truck parking around the state. The committee then discussed the recent accident which occurred in front of the Santiam Rest Area. Warren said ODOT has turned over responses to questions about the incident to the design center on the history of the site. There is a Federal Highway safety team investigating the event.

Operations:

- **Oberon 3 Contract for Opiniator Services:** Swanson presented a request that the committee recommend approval of a new contract with Oberon 3 for Opiniator services. The current contract began on September 7, 2018, and expires on September 30, 2023. This new contract would have the same deliverables (outside of the system setup) to cover the next five years. The current contract pricing was a monthly amount per location that increased each year. We currently have 39 locations, as some of our 25 rest areas are double-sided. The current contract pricing was a monthly amount per location that increased each year. We currently have 39 locations, as some of our 25 rest areas are double-sided.

The contract pricing as proposed:

Year	Monthly per side	Monthly total	Annual total
1	\$48.72	\$1,900.08	\$22,800.96
2	\$51.64	\$2,013.96	\$24,167.52
3	\$54.74	\$2,134.86	\$25,618.32
4	\$58.03	\$2,263.17	\$27,158.04
5	\$61.51	\$2,398.89	\$28,786.68

Contract total \$128,531.52

These prices represent a 2% increase in the first year, then a 6% increase in subsequent years. The pricing reflects increases in data storage and systems costs, as well as phone system costs, and technical labor on the contractor's part. Swanson said the contractor has been very responsive to all requests to expand the program to fit rest area needs. Card commented that the program is necessary to get feedback from visitors and as a tool to contact rest area staff to respond to issues that arise in the rest area.

Wilson made a motion to recommend approval of a contract with Oberon 3 for a total of \$128,531.52 over five years for Opiniator services to Council. Preston seconded. 4-0 Vote.

Other Business:

- Rest Area Truck Purchase:** Swanson said that the rest area program began setting aside operational funds into a vehicle replacement account in July 2021. The agency owns 26 of these trucks and leases the remaining 16 from DAS Motor Pool. Four F150s were ordered in August 2022 to replace the highest mileage (over 185,000 miles) trucks that need replacement soon. Swanson asked the committee to recommend approval of purchasing four more trucks for an approximate total of \$159,458.20. This purchase would ensure the continued replacement of aging trucks and movement toward the goal of TIC owning its fleet, rather than leasing DAS vehicles, which provides long-term operational savings. The original goal of replacing four trucks per year, based on vehicle usage fell behind due to supply chain issues and the increasing cost of vehicles. Swanson said there is currently \$307,000 available. \$153,724.48 of that will pay for the four trucks ordered in August, upon their arrival, leaving \$153,275.52 available for the purchase of available trucks. Card asked if it was still a requirement that all state-owned vehicles be electric by 2025. Swanson said that the requirement has been updated to state that 25% of an agency's fleet should be zero emissions as applicable and available. This is not currently feasible for the rest area staff as there are currently no charging stations in the rest areas and we would be unable to install charging stations at the homes of our staff members. Staff will continue to monitor conditions to see if they change to make zero emissions cars more viable for staff.

Wilson made a motion to recommend approval of the expenditure of \$159,458.20 to Council for the purchase of four 2023 Ford F150 4x4 trucks. Preston seconded. 4-0 Vote.

Adjournment: The meeting adjourned at 11:28 a.m.

Next Meeting: A virtual meeting is scheduled for Thursday, August 3, 2023, at 10:00 a.m.