



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

MINUTES  
Rest Area Committee Meeting  
August 3, 2023  
Virtual Meeting

**Members Participating:** Mike Card; Eiza Canty-Jones; Matt Preston; Ed Washington; Valerie Wilson

**Members Excused:** David Warren

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

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The meeting was called to order by Chair Card at 10:03 a.m.

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

**Approval of the Minutes:**

*Wilson made a motion to approve the June 1, 2023 minutes with one correction of the actual date of the next scheduled meeting. Preston seconded. 3-0 vote. Canty-Jones abstained as she is new to the committee.*

- **Current and Available Funding & Commitments:** Roth presented the capital funds report as of March 31, 2023. Roth reminded the committee that the report presented is a cash basis report and there is some lag time between when the work is completed and when the invoices get sent and paid. Though The Maples project is mostly complete, the report shows a substantial amount allotted to the project as final invoices are just now arriving and being validated. Card asked if the June reports were available. Roth replied that the finance department was currently finishing up year-end, but it remains open a little longer to make sure all invoices are received, and the June report should be out soon. Roth confirmed there is approx. \$4.5 million remaining in capital funds planned for projects that have been started and approx. \$4.1 million planned for projects that have not been started.

**Voting Items:**

- **Cabin Creek Water Line Replacement Update:** Peck informed the committee about the background of the Cabin Creek Water line replacement referencing the documentation provided. When the project was approved by Council in December of 2022 it was for a not-to-exceed amount of \$100,000. Water lines ended up being in different locations than the plans showed, which caused additional work and expense to locate and dig the lines. The project ran over by approx. \$2,500. Peck said when the overage was discovered by staff, Boxall followed the expedited procedure to notify the Chair, Vice-Chair, and Secretary with the relevant facts and reasons for needing to exceed the approved amount to continue work on the project.

*Canty-Jones made a motion to recommend approval of the updated not-to-exceed amount of \$102,500.00 for the Cabin Creek Water Line Replacement to Council. Wilson seconded. 5-0 Vote.*

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

- **Capital Projects Status Report:** Peck said The Maples project is completed and she is in the process of reviewing portions of the billing. There is currently approximately \$550,000 outstanding. The 5% retainage for the project will be retained as the contractor finishes punch list work related to the ADA (American Disabilities Act) ramp and flooring issues. Peck estimates the work will be completed in the next 45 days.

Peck said that the Memaloose project is nearly ready to go to Department of Justice for bid. Peck confirmed with Wasco County that TIC is required to conform with the building codes. Representatives from Wasco County agreed that a new building is not needed if the existing structure can meet the same code. The current plan can be moved forward without having to add a brand-new building. These discussions took time and had a minor effect on the building schedule. Peck said that bid should go to DOJ the following week, with the hope of it being returned in a couple of weeks to get the bid open at the beginning of September in order to start scheduling it. Peck said she is working with GeoTech in the design phase of Baker Valley, Deadman, and Charles Reynolds with anticipation that the bid packages will be ready by spring. There will be three individual bids for each rest area. Once bids are received the committee will need to review them and have a broader discussion on which projects to move forward with.

Peck said that TIC has been informed by State Parks that they have received funding from the Legislature for the Peter Skene Ogden Rest Area of \$800,000 to be used by the end of the biennium. State Parks has asked TIC to contribute \$800,000 as well to move forward with the project. Peck said that the money for a project of this size was not included in TIC's budget and greater discussion is needed by staff before it can make a recommendation to Council. The committee then discussed the impact of this new project on the projects TIC currently has in its timeline.

Peck informed the committee that the Government Camp pavement project is about 60% complete. The Federal Highway engineer retired, and the new engineer reached out to TIC to go over some of the design aspects to stay on schedule. Peck then informed the committee that she and Card met with the Government Camp full project group in July and discussed possible high-level scope ideas to be discussed at the next meeting.

- **Rest Area Program Updates:** Peck said that recruitment and new hires have been steady at about one to two a month. The program is finalizing end-of-the-year activity and looking forward to the next budget. Peck is continuing work on a facility inventory project that will show all of TIC's facilities and their amenities in a booklet form. The booklet will also contain information on past and current capital projects as well as those planned for the next 5-10 years. Peck hopes to have a draft for the committee at the next meeting. The committee then discussed the possible future funding needs and discussions with ODOT.

**Other Business:**

None.

**Adjournment:** The meeting adjourned at 10:43 a.m.

**Next Meeting:** A virtual meeting is scheduled for Thursday, October 5, 2023, at 10:00 a.m.