



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

MINUTES
Rest Area Committee Meeting
October 5, 2023
Virtual Meeting

Members Participating: Mike Card; Eliza Canty-Jones; Matt Preston; David Warren; Valerie Wilson

Members Excused: Ed Washington

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

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

Roll Call: Committee members and staff were present.

Business Meeting

- **Approval of the Minutes:**

Canty-Jones made a motion to approve the August 3, 2023 minutes as submitted. Wilson seconded. 5-0 Vote.

- **Rest Area Capital Projects/ Maintenance & Other Projects**

Current and Available Funding & Commitments: Roth presented an updated rest restricted capital funds report updated through 9/26/23. Updated August and September reports will be sent out with the financial statement packets. A few of the smaller projects in the report have been completed and the final bills for The Maples project are being received. As previously stated, it looks like The Maples project will come out under budget. Card asked for further clarification on the two projects that have the status "on hold". Roth said that those two projects, the reconfiguration of truck parking at Beaver Marsh and then Peter Skene Ogden restroom expansion, pavement, and ramp had some design work done back when Daphnee Legarza was Rest Area Administrator. Beaver Marsh has been put on hold due to concerns about whether the plan was viable, and Peter Skene Ogden has been paused as the potential funding partnership for renovations with Oregon State Parks and Recreation (OSPR) is being worked on. Roth said that even though the original projects are just approval and completed design portions of those projects, they are kept open until construction is completed so the cost can be capitalized. Card suggested if no other capital has been approved those projects should be closed until they needed to reopen. Roth said that those projects could be moved to a different section or something similar.

Capital Projects Status Report: Peck shared her current capital projects report. Peck clarified that the Beaver Marsh pavement project, while she is still trying to track down all the information, is on hold because ODOT was not happy with the design work that was done or the configuration. Peck is trying to meet with ODOT to find out what the problems of the design were. Moving on to the Peter Skene project, Peck cited the report to show the \$800,000 in funding that OSPR is asking us to commit. The funds for that project and the construction portions of the Charles Reynolds, Deadman Pass, and Baker Valley projects aren't in in budget for funding but will need to be

at some point in time. These projects are still in design. The goal is to have at least two of these projects moved forward to bid for spring, which is now where Memaloose will be as well because it is still under DOJ review and unfortunately, they haven't released to bid yet. The committee discussed how high on the priority list the renovation work at Peter Skene would have been if OSPR had not offered matching funding and the restraints around their funding. Peck informed the committee that no decisions or recommendations were needed at this time but at the next meeting she plans on presenting her recommendations and requesting the committee's approval to move forward with certain projects. Peck presented a template of a project report she had developed. This report will be used as a tool to keep track of the project details, history, and progress, as well as to keep all interested parties informed. Canty-Jones requested the report have a "quick look context" that included information like, when the project began, how far along the project is, or what number in the line of reporting the current one was, etc.

Sunset Paving Projects: Peck said the Sunset paving project is on hold right now. Peck said she is having difficulty working with the consultant. The consultant's staffing shortages have led to the project being put on hold. Since the consultant has already started the project, and is the engineer on record, it is difficult to remove a consultant that has already done a considerable amount of work on the project because a new consultant would have to start all over again. Peck said the goal is to have the project back on track later this month with a schedule that will show the project into bid and construction in spring. Peck said that contractually their deliverables weren't tied to a timeline, but they know what expectations are now and she is working on an amendment to reflect it.

- **Rest Area Facility Report/ Book:** Peck said the facility report/ book is still an important project and she hopes to have the content to the rest area committee as soon as her workload allows. Card asked if there were staffing opportunities that may help Peck complete the work. Boxall said that she and Peck have discussed this, but as Peck mentioned some internal projects have been consuming and competing priorities. They will revisit that discussion to see if there are any opportunities to delegate some of those duties.

Other Business:

- **General Program Update:** Peck said that there will be an all-state supervisor's training meeting located at the TIC office in Salem next week and she will be attending a national rest area conference in Virginia at the end of the month. Peck said that ODOT is launching the second phase of its truck parking program. They are doing some design and engineering work to get the rest areas along I-5 and I-84 updated with new parking standards. These standards may make possible expansions and additions necessary. Peck will update the committee as the work progresses.

Adjournment: The meeting adjourned at 10:35 a.m.

Next Meeting: A virtual meeting is scheduled for Thursday, December 7, 2023, at 10:00 a.m.