



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

MINUTES  
Rest Area Committee Meeting  
December 7, 2023  
Virtual Meeting

**Members Participating:** Mike Card; Eliza Canty-Jones; David Warren; Ed Washington

**Members Excused:** Matt Preston; Valerie Wilson

**TIC Staff Participating:** Elizabeth Boxall; Heather Peck; Michelle Roth; 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 October 5, 2023 minutes as submitted. Washington seconded. 4-0 Vote.*

• **Action/Voting Items**

- **2024 Janitorial and Landscapes Contracts:** Peck presented the 2024 rest area janitorial and landscape contracts that were put out for Request for Quotation (RFQs). The janitorial contract at Gettings Creek Rest Area had no more renewals available and had to be put out for bid. The landscape contractor at French Prairie did not express interest in continuing to renew the contract. Outstanding performance issues and cost concerns with the janitorial contractors at Santiam and French Prairie were the reasons for those two contracts to go out for RFQ. Peck explained the process by which the proposals/submittals are scored. Based on the scoring outcomes, Peck said staff recommendation is to award the following new contracts for 2024: French Prairie janitorial to Sharp's Specialized Cleaning LLC for a yearly fee of \$125,925.00; French Prairie landscape to Crystal Greens Landscape for a yearly fee of \$44,040.00; Santiam janitorial to Full Circle for a yearly fee \$95,400.00; Gettings Creek janitorial to Full Circle for yearly fee of \$90,000.00. The total difference between the referenced contract costs and the current 2024 approved contract budget, which is contracted by the calendar year, is a new increase of \$1,377.00 or .39%. Card asked what amount of time the contracts would be for. Peck said contracts with these contractors would be for up to two years with an option to extend up to, but not exceed, five years.

*Washington made a motion to recommend approval of the 2024 rest area janitorial and landscape contracts for a total of \$355,365.00 to the Council with the clarification of the contract details to be delivered at that time. Canty-Jones seconded. 4-0 Vote.*

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

- **Current and Available Funding & Commitments:** Roth presented a reformatted restricted capital funds report including the feedback given at the last meeting. The insurance proceeds for the fence repair at Boardman Rest Area have been received and the project should be closed soon. Preliminary work continues for the pavement and ADA project work at Baker Valley, Charles Reynolds, and Memaloose. The committee discussed the remaining capital fund for current projects and for planned projects that have not yet started. Peck said currently, there are not enough capital funds to complete all the current projects. The timing of Oregon State Park & Recreation's (OSPR) Peter Skene renovation project, which TIC agreed to participate in when the time of the project was unclear, will be prioritized over one of our current projects on the list. OSPR is doing a complete remodel and update to that facility over the next 18 months. OSPR's financial contribution and absorption of the project management costs is a large cost savings for TIC. Peck said that the contract for paving at Memaloose has been approved by the Department of Justice (DOJ) and will be put out to bid soon. Contracts submitted to DOJ for review are currently seeing at least a 60-day timeline. Peck is planning to work with the engineering firm to complete specs for Charles Reynolds and Baker Valley. Roth said that even though the report shows that Charles Reynolds looks like it is over budget, Council approval was for Charles Reynolds, Baker Valley, and Deadman Pass together and the three projects have not gone over the project total. Peck said that she would be proposing a separation of these projects and what the division of funds would look like at the next rest area committee meeting.
- **Priority One ADA Companion Restroom Project Updates:**
  - **Memaloose:** Peck said the Memaloose project is ready to go out to bid and should go out sometime this month. Taking the holidays into consideration, bid time would probably be about 45 days.
  - **Deadman/Charles Reynolds/ Baker Valley:** Peck said that she currently has updated information that needs to be added to the Geotech report for Charles Reynolds and is waiting for communication from the engineering firm for these three projects for updated costs. Peck said that with the extended absence of the Rest Area Program Manager has increased her workload substantially, affecting her ability to provide more up-to-date and current information on capital projects. The program manager is scheduled to return at the end of December.
  - **Sunset Springs:** Peck said the Sunset Springs paving project is still scheduled to go out to bid in late December or early January.
- **Rest Area Truck Parking Project with ODOT:** Peck said that she is continuing to partner with ODOT's planning group and engineers to create plans for additional truck parking at rest areas. She said that by the next committee meeting, she should be able to show preliminary plans for Charles Reynolds, French Prairie, Santiam, and Manzanita. There is also a possibility to add Gettings Creek as well. Peck said that ODOT is taking this project and these plans very seriously, so they use them to request additional federal funding.

10:33 p.m. Canty-Jones left the meeting.

- **Rest Area Facility Report/ Book:** Peck said she has been unable to complete any work on this project

since the last meeting.

**Other Business:**

- **General Program Update:** Boxall spoke to the committee about the most recent meeting for the potential relocation of the Government Camp Rest Area. Oregon Solutions is working to address any issues and concerns and how they can be addressed to move the project forward. There is a current plan to try and access funds earlier than originally anticipated to start a feasibility study and hire a project manager.

**Adjournment:** The meeting adjourned at 10:45 a.m.

**Next Meeting:** A virtual meeting is scheduled for Friday, Feb 9, 2024, at 10:00 a.m.