



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

MINUTES  
Rest Area Committee Meeting  
February 9, 2024  
Virtual Meeting

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

**Members Excused:** Matt Preston; Ed Washington.

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

**Business Meeting**

▪ **Approval of the Minutes:**

Canty-Jones proposed correcting "contrasts" to "contracts" in the eighth line under 2024 Janitorial and Landscape Contracts.

*Canty-Jones made a motion to approve the December 7, 2023 minutes as amended. Wilson seconded.  
4-0*

▪ **Capital Projects/ Maintenance & Other Projects**

- **Current and Available Funding & Commitments:** Roth said that the winter months show a small amount of project funding activity. The projects at The Maples and Santiam are close to being closed completely. There was close to \$8.7 million in capital funding at the end of January. Card asked if staff was aware of a timeline for risk management to respond to the claims filed due to the storm damage. Swanson said that the timeline is unknown. She is currently in the process of obtaining all the required information, such as final invoices and bills, for risk management to begin their claim analysis. Warren asked if staff had thought about seeking federal reimbursement for emergencies. Swanson said that she has been in contact with an Oregon Department of Transportation (ODOT) representative to discuss combining the damage done at the two TIC rest area locations with the other damage suffered by ODOT due to the storm. It is required to work the claim through TIC's insurer first and then apply for any additional assistance for federal reimbursement..
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- **2025 Funding Plan Update** Boxall said that she and Chair Card met with Oregon Transportation

Commission Chair, Julie Brown. Chair Brown was provided with information about TIC's funding needs related to rest areas in order to be considered in conversations regarding a possible 2025 legislative transportation package. Boxall has also met with other ODOT partners to keep them informed about TIC's anticipated request in 2025. Boxall met with the Governor's office policy advisor, submitted a "problem statement" as requested, obtained approval to use contracted service for lobbying services. A draft statement of work was included in the rest area committee packet and will be included in the draft contract presented at the quarterly Council meeting in March.

- **Program and Projects Update:** Peck presented an update of the current rest area program. She began the update with a reminder of how many rest areas the program has, where they are located and how many staff are part of the program. Peck provided a list of all the current janitorial and landscape contracts and their locations. There will be two RFQs that appear to expire in 2024, one in 2025 and one in 2026. Out of the 25 rest areas TIC operates, 14 of them have janitorial contracts and three of the 25 have landscape contracts. Peck informed the committee of general program updates via power point, including staffing updates, progress reports on the ongoing storm damage cleanup at The Maples and Gettings Creek, and work being done to target multiple projects for the 2024 construction season. Second-quarter employee check-ins are ongoing. This is the first year TIC has done quarterly employee check-ins to provide staff with additional feedback for performance accountability and support. Peck stated these check-ins are in partnership with the staff's yearly evaluation. Next, Peck presented the newly renovated bi-annual facility evaluations that are in process and ongoing. These evaluations will be done once as a self-inspection and a second time by a peer group or program management staff and described details of the newly revised program.
- **Memaloose Paving and Building Projects:** Peck said that the overall project has been split into two projects to separate the paving and building work. The first project is full paving rehabilitation with ADA ramp installations at parking and sidewalk rehabilitation. The second project is a building project that will include all the necessary ADA building upgrades, a building extension on both sides, and the addition of a companion building. The second auxiliary building on both sides of the rest area will be converted into ADA companion buildings. Peck said that the projects should be done separately which should also interest more contractors by separating the work by type or specialty. The paving project bids are due March 12, 2024. The goal for substantial completion is the Thursday before Memorial Day weekend. The building project is currently with the Oregon Department of Justice (DOJ) for review.
- **Sunset Paving Project:** Peck said this project is currently with the DOJ for review and the goal is to have it out for bid within 30-60 days. This project includes the parking lot, drive lane, and walkway rehabilitation. There will be partial depth reconstruction, asphalt overlay, and re-striping, along with sidewalk and ADA ramp reconstruction. Peck said the goal is to have it completed by June or the beginning of July 2024.
- **Charles Reynolds Renovation and Pavement Rehabilitation Project:** Peck said the project bid documents and final drawings are with the engineer to complete. As soon as the drawings are completed, they will be sent to the DOJ for review to be able to keep the work on the same construction schedule this summer. As soon as the work on this project is done the contractor will begin the finalized plans for the Baker Valley project.
- **ODOT Truck Parking Project:** Peck said this project is intended to allow ODOT to have conceptual

designs to be ready for any congressionally directed or grant-directed funding so they can be on the shelf and moved into the design and construction phase as soon as possible. Over the last three months, Peck worked with a small group at ODOT to oversee the sites that they chose. These sites include Manzanita, Gettings Creek, Santiam, French Prairie, and Baker Valley. Peck presented all of the conceptual plans for the proposed locations to the committee.

### Action/Voting Items

- **Peter Skene RA Project Cooperative Agreement with OPRD:** Peck presented to the committee Oregon Park and Recreation's (OPRD) plans for renovating the Peter Skene Ogden Rest Area. OPRD has hired a project manager to run the project and OPRD has started on the design and scheduling of the overall project. OPRD received funding and approval from the legislature in 2023 for their portion of the project's \$1.6 million total. OPRD requested TIC be a partner in this project at 50%, requesting \$800,000 and being a part of the overall project team. OPRD's request letter was reviewed. The goal is to have the projects completed by the end of 2024. Staff is recommending support and funding to partner with OPRD on this project.

*Canty-Jones made a motion to recommend approval of a not to exceed expenditure of \$800,000 for the OPRD-TIC joint partnership project for the Peter Skene Ogden rest area building rehabilitation and full ADA upgrade to Council. Wilson seconded. 4-0 Vote.*

- **Committee Chair Elections:**

*Card made a motion to approve Valerie Wilson as Chair of the Rest Area Committee. Canty-Jones seconded. 4-0 Vote.*

- **Review and Discussion of Rest Area Projects Priority 1-3:** Due to time constraints of this meeting, Peck proposed to the committee a work session to discuss upcoming rest area project priorities at a different time. Peck also suggested waiting until the bids come back on the Charles Reynolds and Baker Valley to have more accurate knowledge of how much capital funding is and will be available to plan with.
- **Rest Area Facility Report/ Book:** Peck said the TIC rest area portfolio book is now at 50% completion. The intent of this TIC portfolio book is to have all rest area properties clearly described and articulated with property inventory, attractions and pictures to be available for stakeholders. Card said he liked the book and looked forward to its completion so we could use it when meeting with our funding partners and elected officials for agency support.
- **Rest Area Performance Measures:** Swanson reported on the current rest area performance measures. Rest Area staff are currently 100% on time in testing and monitoring for DEQ monitoring and testing and Water Quality monitoring and testing. The goal for these two measures is 100%. Swanson said that with the data available from January 2023 through September 2023, the current average operating supply cost per visitor is \$.052. TIC had 401 Opiniator alerts that required a staff response in 2023, with an average of 1 day and 15 hours to close an alert, which is 14 hours faster than in 2022. Rest area staff focus on response to issues before focusing on closure in the Opiniator system so the average time to respond may be skewed. When travelers were asked to rate six aspects of the rest area with scores of 5 being very good through to 1 being very poor. The average scores for 2023 were:

- 3.3 - Cleanliness of the restroom
- 3.6 - Availability of supplies
- 4.2 - Safety conditions
- 4.1 - Condition of the grounds
- 3.6 - Overall condition and working order
- 3.8 - Courtesy of our staff

These scores are lower than in 2022 in four areas. Staff will improve scores through the new inspection program and fully staffed rest areas. The goal is to maintain an above-average score in all areas.

**Other Business:**

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

**Next Meeting:** A virtual meeting is scheduled for Thursday, April 4, 2024, at 11:23 a.m.