



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
OTE Offices, Salem
Thursday, February 1, 2018

Members Participating:

Ed Washington, Katy Brooks (by phone), Mike Marsh

Members Excused:

Ryan Snyder, Kenji Sugahara

OTE Staff Participating:

Jim Denno, Executive Director; Tim Pickett, Director of Administration; Daphnee Legarza, Rest Area Operations Director; Heather Swanson, Rest Area Operations Manager; Jessica Carbone, Executive & HR Support.

The meeting of the Travel Information Council Rest Area Committee was called to order by Marsh at 10:02 a.m.

Business Meeting:

- **Minutes:** Washington proposed to amend the January 4, 2018 minutes by correcting the first line of the second paragraph of the Oak Grove Rebuild from “is out laid in segments” to “is laid out in segments.” Washington moved to approve the minutes as amended. Brooks seconded the motion. The motion was passed.
- **2017-19 Biennial Budget Revisions & Planning Post-HB 2017:** The budget revision continues to move on time. Actual expenses are entered in the revised budget through December 30. Initial revised expenses are in the budget shell through June 30. Personnel costs are being calculated by Diane Welter. The revised budget is being loaded in to SAP to look for anomalies. Personnel increases will be confirmed on 3.4% annually. This is an average between the Council-adopted COLA increase each year and the impact of merit increases. Expenses will be increased and rolled forward based on a 2.5% inflation rate. The draft will be released to the Finance Committee at the February meeting. Marsh asked how the rest area assessment will affect the budget. It will give the basis for strategic planning, but since it will not be completed in time, specific projects will not be included. What is anticipated is the legislative intent of full consumption of the \$2.8 million of the additional capital funds that will come to the agency on July 1, 2018. That will be converted with formal project proposals and staff reports to the Rest Area Committee and then to the Council. Pickett gave a brief description of the condition of the incoming rest areas.

- **SB 61 Emergency Management Training:** Pickett gave a brief recap of OERS (Oregon Emergency Response System) and the required Continuity of Operation Plan (COOP). Pickett is developing the plan in the required software program. The COOP is due June 1, 2018, and will require additional staff time to complete. A large amount of the work will be done at the beginning, but the project's information must be continually maintained and there will be one or more practice exercises each year. Washington asked if the agency would have any additional cost. Pickett said there would be personnel investment cost, but forward expenses are unknown.

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

- a) **Current Available Funding & Commitments** –The annual funds from ODOT arrived on January 2, 2018, bringing the Rest Area fund to \$4.564 million. There is a Restricted Reserve of \$750,000. The estimated cost to run the rest areas through June 30, 2018 is \$2.775 million, leaving net funds of \$1.039 million. There are committed funds of \$850,000 and uncommitted funds of \$189,000. There are funds for all Council-approved projects and a continued small Operating Reserve.
- b) **Systemwide Engineering Review** – Legarza said the statement of work is with the consultant for an estimate. Some of the components included in the 25-rest area review are the buildings and structures, pole lighting, pavement, and utility systems. There also is an option to add an ADA review to the estimate. The timeline includes the consultants' work completed by May.
- c) **Oak Grove Rebuild** – Legarza said the engineer is completing the plans and specifications that include all the additional systems requested to the original plan. Staff is working to include all owner requirements in the specifications, including required State Historic Preservation Office (SHPO) cultural monitoring during excavating. We are on schedule to submit to ODOT on February 20 and begin construction in May. The completion date for the southbound side is early August.

Brooks asked if any of our rest areas were part of the States Emergency Response plan. Pickett said that our role is in its inception. He hopes to have more information after an upcoming meeting with the Office of Emergency Management team. Historically, ODOT has not looked at rest areas as a direct component of an emergency response system.

- d) **Manzanita Waterline Replacement under I-5** – Legarza reported that the Manzanita project is progressing well. Further information and requirements, including cultural, have been received from ODOT and have been incorporated in the agreement with the contractor. Work is set to start this Monday. Work will begin in the median on February 8, and the project should be completed the following Saturday.
- e) **ADA Mitigation Status** – Legarza presented an information summary submitted to ODOT of the ADA upgrades that have been completed and the dates the work was completed in the field. A majority of the work that could be completed by staff was done in 2017. What is left are capital projects that require outside contractors. Legarza gave a summary that shows that the agency is working parallel with ODOT to meet ADA requirements. Marsh asked if the agency was in position to show compliance. Pickett said that the joint effort between OTE and ODOT identified the areas of initial non-compliance and that we are either now meeting requirements or actively planning to meet them within the required timelines.
- f) **Government Camp Update** – Denno met with officials to discuss this topic and has visited the location to gain a better understanding. He said that the Cooper Spur land swap has been signed, which triggered a 90-day deadline for evaluation and assessment by the US Forest Service. Conversations continue regarding rest area access and potential relocation.

- **Annual Plan and Report to ODOT** – Pickett presented the annual report of all major work done in the rest areas in 2017 and the annual plan of what is expected to be completed in 2018. The report includes completed ADA work and the history of rest area permit requirements and compliance. Legarza outlined non-in-kind improvements: the Deadman Pass well, National Parks interpretive panels at Manzanita, septic tank improvements at Manzanita, paving at Santiam. She then outlined the in-process water line replacement at Manzanita and the Oak Grove Restroom replacements that were included in the annual plan.
- **Performance Measures:**
 - a) **Status of Rest Area Inspections** – Legarza plans to begin inspections in March, which may continue into April.
 - b) **Update on Safety and Economic Development Measures Status** – Denno met with Oregon State Police Lt. Duvall to begin discussions around developing a safety inspection for the rest areas either done by OSP or a checklist completed by staff. He has a meeting scheduled to meet with Travel Oregon to discuss possible economic development measures.
 - c) **Counts/Comment Card Responses/Scores** – Swanson presented an easier-to-read version of the comment card report. Score card results are color coded to show score status. She said a limited number of postage-paid comment cards have been provided to increase traveler responses in rest areas averaging no or very few responses.

Other Business:

Legislative Update: Marsh said there were no significant changes expected to HB 2017. Pickett said that the agency has submitted the topics that we would like to be part of the discussion for the new Rest Area IAA with ODOT, and that the committee will be consulted as the discussion continues.

Adjournment: Meeting adjourned: 11:23 a.m.

Next Meeting: Thursday, March 1, 2018 at the OTE offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.