



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

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

Members Participating:

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

Members Excused:

Ryan Snyder, Kenji Sugahara

OTE Staff Participating:

Tim Pickett, Director of Administration; Daphnee Legarza, Rest Area Operations Director; Nancy DeSouza, Senior Policy Analyst; 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 10:01 a.m.

Business Meeting:

- **Minutes:** Washington moved to approve the January 4, 2018 minutes as submitted. Brooks seconded the motion. The motion was passed.
- **2017-19 Biennial Budget Revisions & Planning Post-HB 2017:** The draft revised budget went before the Finance Committee yesterday. Pending one adjustment to the 2018-19 period to address inflation concerns and committee approval, it will go before Council at the March meeting.
- **SB 61 Emergency Management Training:** Pickett gave a brief recap of OERS (Oregon Emergency Response System) and the required Continuity of Operation Plan (COOP). Denno, Pickett and Legarza attended a meeting with members of the OERS Executive team. The meeting covered an overview of the agency's responsibilities. OERS will hold quarterly meetings and scheduled operational tests. The COOP is due June 1, 2018 and Pickett estimates work is 80% complete. It will be sent to the State Resilience Officer and a team for review.
- **Rest Area Capital Projects & Other Projects**
 - a) **Current Available Funding & Commitments** –Pickett said as of March 30, the Rest Area program had just over \$4 million in total funding. Once the Operating Reserves of \$750,000 is removed, the Rest Area Fund is left with \$3.266 million. Uncommitted Funds are at \$1.05 million. Current approved Capital Projects consume \$836,000 leaving the Rest Area program

with \$200,000 in funds that will either be committed at some level as we bring on the five new rest areas or that will remain open to give the Operations side an opportunity to remain flexible.

- b) **Systemwide Engineering Assessment** – Legarza said contractor Faithful Gould is working on the systemwide engineering assessment. As they complete scheduled groups of rest areas there will be time to compile information and continue conversations with Legarza to adjust the assessment as needed. Work is on track to be completed by June 8, 2018.
- c) **Oak Grove Rebuild** – Legarza said construction bid documents have been submitted to DOJ for review and she will be submitting them to ODOT later today. She is also working to have documents submitted to the Linn County Building Department to begin the process for building permits.
- d) **Manzanita Waterline Replacement under I-5** – Legarza reported that the Manzanita project is 100% complete. The project was completed slightly under budget and on time.

She also said we have an engineer looking at the rest area site to investigate the possibility and the potential cost of installing a sewer system drain field.

- e) **ADA Mitigation Status** – Legarza said an ADA plan will be developed after the results of the engineering assessment are received.
- f) **Government Camp Update** – DeSouza said all language about the Government Camp Rest Area has been removed from the dash 11 amendments to HB 4059 (the 2018 follow up to HB 2017 in the 2017 session). Karmen Fore, the Governor’s Transportation Policy Advisor, is leaving the Governor’s office and her successor has not been named. The committee continued conversation on the rest area’s future.

▪ **Performance Measures:**

- a) **Status of Rest Area Inspections** – Legarza and Swanson are working on fine-tuning the inspection document and are asking for input from Rest Area Supervisors at their meeting this month. Legarza plans to begin inspections at the end of March.
- b) **Update on Safety and Economic Development Measures Status** – DeSouza said that Denno met with Oregon State Police Lt. Duvall and he supports a discussion about developing a safety inspection for the rest areas. Denno’s meeting with Travel Oregon had to be rescheduled due to weather. Topics of conversation will include economic development measures and whether Travel Oregon is interested in being the primary provider of information available in electronic kiosks.
- c) **Counts/Comment Card Responses/Scores** – Swanson reminded the committee that vending scores received are not something that rest area staff can actively improve. Brooks asked for information on our vending providers. Pickett informed Brookes that by Federal and State mandate the Oregon Commission for the Blind has right of first refusal for all vending services are provided in the rest area.

Other Business:

Exclusions: Swanson updated the committee we may see an increase in French Prairie exclusions resulting from OSP enforcement of the 12-hour rule.

Legislative Update: Legislation to provide funding for the placement of anti-human trafficking posters in rest areas will likely receive funding. Staff will begin installing posters as soon as the funding is received.

The HB 4059 -11 amendment included a section that required ODOT to compensate owners of outdoor advertising that must be taken down. This will require continued conversation with ODOT.

New Council Member: DeSouza informed the committee that the Council has a new member, Mike Card, who owns a trucking company in Medford.

Staff Recruitment: DeSouza said that staff has begun the internal recruitment for the positions available in the new rest area locations. After this recruitment is completed an open recruitment will begin.

Adjournment: Meeting adjourned: 10:53 a.m.

Next Meeting: Thursday, April 5, 2018 at the OTE offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.