



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
OTE Offices, Salem
Thursday, May 4, 2017

Members Participating:

Mike Marsh, Bob Russell, Ed Washington

Members Excused:

Ryan Snyder, Kathy Watson

OTE Staff Participating:

Nancy DeSouza, Executive Director; Tim Pickett, Operations Director; Jason Nash, Rest Area Division Administrator; Jessica Carbone, Office Assistant

The meeting of the Travel Information Council Rest Area Committee was called to order by Chair Russell at 10:00 a.m.

Business Meeting:

Minutes Approval: Marsh moved to approve the January 5, 2017 and April 6, 2017 minutes as submitted. Washington seconded the motion. The motion was unanimously approved.

2017-19 Biennial Budget Update: Pickett said the agency budget will be posted for public comment and Council action at the June TIC meeting. Available rest area Capital investment funds increased \$50,000 April over March, totaling nearly \$1.8 million of which \$232,000 are uncommitted.

Rest Area Capital Projects & Other Projects:

Manzanita Sewer Project:

DeSouza updated the committee on the Manzanita Rest Area sewer issues. The original plan for grinder pump replacement is not viable because of changing DEQ requirements. The solution will require full engineering and ODOT and DEQ approval. DeSouza and Pickett will travel to Grants Pass on May 9 to assure the board representatives that the work will be completed as rapidly as possible. With the committee's approval, DeSouza will work with Chair Baldwin to schedule an emergency meeting to approve up to \$160,000 dollars for this work to proceed. Pickett said that the 1981 interagency agreement between the school district and ODOT will need to be updated.

Oak Grove Rebuild: Nash reported the 90% plans were received this week, with final details coming from the engineer. The 90% plans have been submitted for ODOT review. Pickett said the Oak Grove project is the largest contract the agency has approached and is subject to 279c legal sufficiency review. Nash said the next steps would be to review the final plans once they arrive. Heather Swanson can then

finish the contract and sent to DOJ for review. DeSouza said there is a bit of a circular challenge in which we need to submit an invitation to bid to see if the cost estimates are accurate so the Council has something in which to base its decision, but until we have the final plans approved by ODOT, the cost could change.

The conversation moved to upcoming challenges due to the legislative session and the current conversation happening around SB 989's proposal to transfer additional rest areas to TIC management.

ADA: Nash reported that the rest areas continue to upgrade the smaller ADA requirements, such as hand driers that are the required distance from the wall, as part of the \$80,000 first phase.

Santiam & Boardman Paving Projects: Nash said Heather Swanson is completing the contracts with DOJ. Pickett said that due to the need for a DOJ legal sufficiency review and the need for Council approval, these projects would not be ready to begin before July.

DEQ Supplemental Project Status: The completed application has been submitted to DEQ with the tribe's proposal, and ODOT has given us permission to complete the process on ODOT's behalf.

Deadman Pass Well: Nash said three companies have looked at the project and we await quotes. Pickett said the project will likely come before Council at the next meeting because the cumulative costs will exceed \$25,000.

Grove of the States: DeSouza said planning for the Grove continues and Annie von Domitz is working on sponsorships. The landscape design class at OSU designed and installed all of the Grove's irrigation for only the cost of parts. Von Domitz hopes to identify a sponsor or a donation of in-kind labor and materials for ADA-accessible pathways. Finding a major sponsor is proving difficult. A grant has provided funding for the markers about the Grove, and the Historical Marker committee has agreed to work on the text. The project has had the most success with finding sponsors for the individual trees and each tree can have up to three sponsors.

Performance Measures:

Rest Area Inspections: Nash reported he finished the second round of inspections. Overall the rest areas have shown improvement over last year. After the sewer issues at Manzanita, he will create a second inspection that covers in more detail the mechanisms of the rest areas such as sewage grinder pumps, which would be used as internal measures. The first inspection list deals mostly with safety and cosmetic attributes of the rest areas. Russell's goal is to use these measures to be able to predict how much we need to invest in maintenance each year to be able to maintain the rest areas in good condition. He emphasized that we must be able to do a better job anticipating and identifying what we need to do in the rest areas instead of reacting to events, some of which have been major failures.

Staff Performance Evaluation: DeSouza said that management is conducting staff performance evaluations. TIC-authorized merit-based pay increases are scheduled to go into effect July 1. Staff performance overall is above proficiency, but there are some who will be held more accountable than last year for specific shortcomings based on supervisor logs. Every supervisor is required to keep a written log, updated at least weekly with both positives and opportunities for improvement. Supervisors will be looking back for 18 months to create an accurate review, particularly where serious errors have occurred or disciplinary action taken. DeSouza explained how the raises are allocated from the merit pool. There will be future discussion on how the agency would comply with any salary freezes or furlough days required of state agencies.

Legislative/Executive Update:

- SB 375 Human Trafficking Materials: Currently with the Ways and Means committee.
- SB 61 Emergency Preparedness Liaisons: Awaits third reading in the House. It will add our agency to list of liaisons for emergency preparedness.
- Governor's Executive Order: We await word on exempted positions to the hiring freeze from DAS. The current travel limitations apply only to Lottery and General Funds.

Adjournment: Meeting was adjourned at 10:57 a.m.

Next meeting: May 4, 2017, 10:00 a.m. at the OTE offices in Salem.
