



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
OTE Offices, Salem
Thursday, November 2, 2017

Members Participating:

Mike Marsh, Ed Washington, Kathy Watson (by phone), Kenji Sugahara (by phone) (Note: Mike Marsh is now Chair)

Members Excused:

Ryan Snyder

OTE Staff Participating:

Nancy DeSouza, Executive Director; Tim Pickett, Operations Director; Jason Nash, Rest Area Division Administrator, Heather Swanson, Rest Area Operations Manager; Jessica Carbone, Office Assistant; Diane Welter, Accounting Manager (by phone).

The meeting of the Travel Information Council Rest Area Committee was called to order by Marsh at 10:04 a.m.

Business Meeting:

- **Minutes:** Marsh proposed to amend the August 3, 2017 minutes by correcting “July 1, 2018 and July 1, 2018” to “July 1, 2018 and July 1, 2019” in the last line of the second paragraph of page two. Watson moved to approve the August 3, 2017 minutes as amended. Washington seconded the motion. The motion was unanimously approved.
- **2017-19 Biennial Budget Revisions & Planning Post-HB 2017:** Pickett said the real work will begin in January. More information on future staffing needs is still needed, but the mechanical structure that supports budget preparation is in place there should be a draft budget ready for the March Council meeting.
 - **Rest Area Operations Director Recruitment:** There are four excellent candidates being interviewed November 6. Mike Mash and Luci Moore will participate on the hiring panel.
 - **Strategic Planning and Project Priorities:** DeSouza said that the engineering study of the rest areas will begin after the Rest Area Operations Manager is hired and will lead the project. With engineering results, strategic planning can advance. Marsh requested that Travel Oregon be included in the strategic planning conversation. DeSouza said conversations with Travel Oregon are ongoing and include the option to be involved in expanding the electronic kiosk program or defer to local DMOs.

- **Council:** DeSouza gave a brief update to the committee about possible Council member transitions and new member appointments

Rest Area Capital Projects & Other Projects

- **Current Available Funding & Commitments:** Pickett said funds for current rest areas are adequate. After adjusting for the reserve, the amount of money needed to run the program for November and December and about \$800,000 in future projects – which includes Southbound Oak Grove – there remains approximately \$300,000 to cover any unforeseen issues. Marsh asked for clarification of the November to December run costs of about \$1 million; Pickett said these are the normal costs to run the rest areas.
- **Oak Grove Rebuild:** Pickett said that Council has expressed intent to rebuild both sides of the Oak Grove rest area. The original estimate was \$600,000. \$22,000 has been spent to develop southbound plans. An additional \$16,000 is estimated to update building plans to include the northbound side. The contracting effort of the project is expected to begin in January. Phase one will be to raze and rebuild the southbound side of the rest area. Phase two on northbound side will be timed to access available funds from HB 2017 after July 1, 2018.

***Action Item:** Washington made a motion to approve the recommendation to Council of an additional \$16,000 to the Oak Grove rebuild. This will include engineering and related plans for the northbound side. Watson seconded the motion. The motion was unanimously approved.*

- **Deadman Pass Well:** Nash said the project has been completed and we should have the water test results soon and be able to put the well into operation.
- **Manzanita Waterline Replacement Under I-5:** Nash said the start date for the waterline replacement is December 11. It has not been determined if the rest area will shut down completely, but staff are working on plans to keep it open. If they are unable to do so, Nash will meet the 21-day advance requirement to notify ODOT.
- **Santiam & Boardman Parking Lot Resurface/IAA Compliance:** DeSouza let the committee know that the agency failed to give ODOT the required 21-day notice before closing the Santiam rest area to complete resurfacing. We have since apologized and committed to Matt Garrett that it will not happen again.
- **Manzanita Sewer Update/ Discussion:** Pickett updated on progress with the Three Rivers School District concerning the Manzanita sewer system. A 20,000-gallon settling tank has been installed to the system. Over time, OTE's maintenance costs will increase due to having to pump solids out of that tank. A new flow meter will be installed soon. The Superintendent has indicated that it is unlikely the pond will need to be dredged. There will be negotiations regarding the processing rate.
- **Government Camp Update:** The committee discussed the rest area's adjacent parking lot and potential short and long-term solutions.

- **Gettings Creek Testing/DEQ:** The technician from Oregon Water continues to work through the system to get it to work as designed. He was pulled off to help with an immediate problem at Oak Grove, but now that that has been fixed he will return to Gettings Creek. DEQ did not assess a fine in this case.

Sugahara joined the meeting at 10:52 a.m.

- **Charles Reynolds Sewer System:** Project completed at approved cost.
- **ADA Mitigation:** Nash reported the smaller ADA compliance measures, such as hand dryers and lighting, have been completed by rest area staff. The next step is to identify and prioritize larger compliance measures within the remaining budget. ADA compliance measures will also be a part of the rest area engineering study.
- **Grove of the States Update:** DeSouza said von Domitz is working with a professional organization to provide assistance with the grove's pathways. The wording and design for the signage has been completed and awaits approval.

Performance Measures:

- **Rest Area Inspections:** Inspection scores are showing steady increases over previous inspections. Inspection reports will be reported to the public on the agency website starting at the beginning of the year.
- **Counts/Comment Card Responses/Scores:** Swanson reported no large increase in comment cards even with the increased eclipse traffic. Scores remained consistent month over month.

Executive Director Update:

- **Recruitment:** The Executive Director announcement has been posted on NeoGov, Indeed and Mac's List. Several people have already applied and the first review of applications will be Nov. 14, 2017. DeSouza reviewed the interview process with the committee as approved by the TIC and chaired by Bob Garcia. The plan is for the TIC to make a decision at the December 11, 2017 Council meeting.

Other Business:

- **Current RFQs:** Swanson informed the committee of the nine open rest area RFQs that will close on November 17. Seven are for janitorial contracts and two are landscaping contracts.

Adjournment: Meeting was adjourned at 12:14 p.m.

Next meeting: Tentatively, December 14, 2017, 10:00 a.m. to noon at the OTE offices in Salem.