



# Oregon Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

Minutes – Rest Area Committee  
OTA Offices, Portland  
Thursday, December 01, 2016

## **Members Participating:**

Mike Marsh, Ed Washington, Bob Russell

## **Members Excused:**

Kathy Watson, 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

## **Call to Order:**

The meeting of the Travel Information Council Rest Area Committee was called to order by Chair Russell at 10:07 a.m.

## **Business Meeting:**

**Minutes Approval:** Marsh proposed a change to the November 3, 2016 minutes: correcting “brining” to “bringing” in the first line under Sponsorships. Marsh moved to approve the minutes with the proposed amendment. Washington seconded the motion. The motion was unanimously approved.

**The 2017-19 Biennial Budget update:** Pickett reported that the budget process at the agency level continues to be on schedule. The internal and executive reviews have been completed. The first draft has been completed and has been reviewed with Marsh. A copy was then sent to the Finance Committee on Monday. Marsh appreciated the background details used to develop the budget and he feels comfortable with the assumptions used.

DeSouza and Pickett recommend that Council adopt a budget that assumes continuing rest area funding at \$6.55 million through the biennium, as we have no alternate budget assumptions available. Any necessary amendments would be brought before the Council as actual revenues are established. DeSouza proposed an ad-hoc workgroup of Baldwin, Russell, Marsh and staff to brainstorm various budget scenarios and options in preparation for Legislative and other stakeholder inquiries.

**Regulatory Compliance Update:** Nash said a Supplemental and Environmental project to meet DEQ’s requirements has been identified, but is not yet final. He is working with Richard Christiansen of the Fisheries Department from the Umatilla Reservation on a proposal to apply the funds towards the Meacham Creek restoration project just above the rest area, to purchase plants. The project is working toward creating a cost center to be able to accept the funds. DeSouza said we would pay the other 20%

of the penalty to DEQ once the project is completed. Joleen Odens and Mark Baker have completed all the required testing and reports for their respective rest areas. ODOT clarified that those rest areas that do not currently have permits are not required to have them. Swanson reported that, with the exception of the Gettings Creek/Cabin Creek grouping of rest areas, all the required reporting is compiled. Staff are working with the local entity to ensure they are compliant and also working with Oregon Water to develop a full packet of requirements and instructions. Russell was please to see that all of the rest areas and the central office had been tested for lead in the drinking water and had passed the tests.

### **Rest Area Capital Projects:**

**Oak Grove Capacity Expansion:** Nash provided the new Branch Engineering estimate for one side of the rest area, totaling \$498,300. The estimate includes site preparation and rebuild, permit fees, engineering fees, project management fees, special inspection fees, possible energy efficiency upgrade measures, and contingencies.

- Nash met with Energy Trust of Oregon and learned the project is not eligible for grant support because its power is provided by a local co-op.
- Branch Engineering had originally combined project management with engineering and design into the same fee, but DeSouza recommends splitting the tasks and direct contracting for engineering and design, with project management to be determined following Council approval of the overall project. Branch Engineering is on ODOT's recommended list of contractors. Although the engineering and design is under the \$25,000 threshold, staff suggests that a request for approval come before the Council at the December 6 meeting prior to moving forward with the expense. The committee agreed.
- Russell commended the design of a new rest area being built just south of Redding, CA. Washington recommends pursuing the use of solar panels in Oak Grove. Nash said he is in contact with an expert at ODOT to find out more information. Washington offered to reach out to his colleagues at PSU for help.

**ODOT ADA Settlement:** DeSouza said that an addendum will be needed to the current interagency agreement defining specific timelines and responsibilities for the required ADA upgrades in the rest areas. These issues and costs will be included in negotiations for the new agreement at the end of our current IAA, which expires December 31, 2017. The ODOT settlement agreement covers all of their properties' publicly accessible structures and all features. ODOT is focusing first on essential features in restrooms, which are the restrooms, sidewalks, ramps and parking lots. Non-essential features and amenities such as kiosks, picnic tables, and offices will be addressed later. We lack clear answers to many key questions and will coordinate with ODOT for a transition plan to bring all of our bathrooms, sidewalks, ramps and parking lots up to 2010 standards in a five-year period, unless other, to-be-determined requirements trigger more rapid compliance. Russell stressed the importance of ensuring Council is aware of these concerns when discussing the project at Oak Grove.

**Joint Paving Projects with ODOT:** ODOT is providing the opportunity to dovetail on some of their highway paving projects near rest areas, and staff is analyzing the costs and needs. Current highway paving projects are scheduled near French Prairie, where the northbound on-ramp was found to need work; and Santiam, where Council has already approved moving forward with plans for truck parking improvements. More information will follow.

**Travel Oregon Partnership:** DeSouza and Travel Oregon CEO Todd Davidson are preparing the presentation for the joint meeting of their two governing bodies. Topics will include TIC's assumed business name, areas of mutual benefit in messaging in rest areas, kiosks and websites, and how to best coordinate efforts with Travel Oregon and Destination Marketing Organizations statewide. She is confident the meeting will lead to greater cooperation and positive results.

**Oregon State Police Partnership:** DeSouza reported that OSP Lt. Steve Duvall has nearly completed the Exclusion Program trainings. She reports that OTE staff and OSP troopers are working together well to help keep the rest areas safe. After Lt. Duvall completes his trainings in early 2017, he will work with us to develop safety reviews of the rest areas for our performance measures.

**Performance Measures:** Nash reported that ADA inspections have consumed much of his time, but he has been able to complete several additional rest area inspections, with more to come soon. At the committee's request, Swanson divided rest area customer counts by side, going back to January 2016. DeSouza said we are focused on refining the information to be posted on the website before the Legislative session starts in February, and she would reach out to Marsh for advice in January. As reported earlier, staff is working with OSP to develop the safety measurement. The Tourism and Economic development measures will be an outgrowth of the ongoing work with Travel Oregon and the DMOs.

**Sponsorships:** DeSouza said she will reach out to national marketing teams on possible ways to move forward with overall rest area sponsorships, and will seek at least one potential vendor to present to the committee after the first of the year. Annie von Domitz is working to publicize Grove of the States sponsorships, and is reaching out to other groups with fundraising experience for possible assistance.

**Adjournment:** Meeting was adjourned at 11:27 a.m.

**Next meeting:** January 5, 2017, 10:00 a.m. at the OTA Offices, Portland.

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