



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

Minutes – Rest Area Committee
OTE Offices, Salem
Thursday, May 3, 2018

Members Participating:

Mike Marsh, Ed Washington (by phone), Kenji Sugahara (by phone), Katy Brooks (by phone), Mike Card (by phone)

Members Excused:

Ryan Snyder

OTE Staff Participating:

Jim Denno, Executive Director; Tim Pickett, Director of Administration; Daphnee Legarza, Rest Area Operations Director; Nancy DeSouza, Senior Policy Advisor; Heather Swanson, Rest Area Operations Manager; Jessica Carbone, Executive & HR Support; Vicki Vargas, Office 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:** Card moved to approve the April 5, 2018 minutes as presented. Washington seconded the motion. The motion was passed.
- **SB 61 Emergency Management Training:** Pickett said the agency has only been to its initial meeting with the OERS (Oregon Emergency Response) Council. We will join the OERS quarterly meeting on May 24.

Katy Brooks joined the meeting at 10:03 a.m.

The Continuity of Operation Plan (COOP) is in its first draft and is being reviewed by key TIC managers. When the plan is submitted July 1, 2018, it will be sent to the software company BOLD Planning for technical review and rating. It will then be sent to the State Resilience Officer for review. In the meantime, the agency is launching an internal review to document its internal processes. A committee will develop and review a matrix of agency responsibilities. It will create a library of documented processes, mapping and narratives. Card asked if the Council would be given a draft of the COOP for review. Pickett responded that the ORES Council State Resilience Officer has requested that the drafts not be released outside of internal agency review until after they it has been approved. At request of the Council, Pickett will seek permission to release a copy of the plan to Council.

Rest Area Capital Projects & Other Projects

- a) **Current Available Funding & Commitments** –Pickett said total available funds in rest areas grew by \$100,000 in April. There continues to be adequate cash. Legarza continues to refine the project list with a conservative approach, but there is still adequate cash to fund all planned projects.
 - b) **Systemwide Engineering Evaluation** – Legarza said the contractors have completed the final stage of the field work. The final report is still on schedule to be delivered in early June. An early report should be delivered soon for review. Card asked if the final report prioritized projects not just within individual rest areas, but created an overall rest area prioritization list. Legarza said she would ask the contractors and get back to the committee.
 - c) **Oak Grove Rebuild** – Legarza said the Oak Grove project went out to bid last week and is currently in the bidding process. There is mandatory pre-bid scheduled for May 10 and the bid will open May 29. Instead of a set 80 or 90-day completion contract, the bid documents state that the contractor need to have completed and rest area open by August 31, 2018. Just recently ODOT produced a document clarifying ADA requirements. When those are finalized they will be added to the contract by addendum.
 - d) **Government Camp Update** – Denno said that the Forrest Service has applied for the Federal Land Access Program (FLAP) grant. OTE is a supporting partner of the grant. The Forrest Service is the applicant, recipient of the funds and director of the project.
- **Performance Measures:**
- a) **Status of Rest Area Inspections** – Legarza said inspections are 100% complete. She is in the process of compiling her notes and observations. Overall, she was very pleased with the condition of the rest areas. Also, while she was there she took the chance to familiarize herself with each location and focus on utility systems, the level of ODOT and OSP support each rest area receives, the health and conditions of the trees, status of LED upgrades and staff concerns.

Sugahara left the meeting at 10:26 a.m.

- b) **Update on Safety and Economic Development Measures Status** – Denno said he had positive conversations with representatives from Travel Oregon at the Governor’s Tourism Conference. There are plans to set up a meeting for further conversations around a common tourism message in the information kiosks and the development of economic development measures. Legarza and Swanson considered a possible electronic option for traveler feedback. They attended a presentation by the company who runs “Opinionator”. They are currently in over 300 rest areas. Their program could take the place of the comment cards and the rest area phone message service.

Other Business:

Manzanita Update: Denno said discussions have begun with the Three Rivers School District over the current ODOT contract.

Adjournment: Meeting adjourned: 11:35 a.m.

Next Meeting: Thursday, June 7, 2018 at the OTE offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.