



# Oregon Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

Minutes – Rest Area Committee  
OTE Offices, Salem  
Thursday, June 7, 2018

## Members Participating:

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

## Members Excused:

Ryan Snyder, Mike Card

## OTE Staff Participating:

Tim Pickett, Director of Administration; Daphnee Legarza, Rest Area Operations Director; Nancy DeSouza, Senior Policy Advisor; Heather Swanson, Rest Area Operations Manager; Diane Welter, Accounting 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 10:00 a.m.

## Business Meeting:

- **Minutes:** Marsh proposed correcting “positive conservations” to “positive conversations” in the section titled Economic Development. Washington moved to approve the May 3, 2018 minutes as corrected. Brooks seconded the motion. The motion was passed.
- **SB 61 Emergency Management Training:** Pickett said the agency will have a draft copy of the Continuation of Operations Plan (COOP) available at the next Council meeting for review. He will be attending a COOP workshop lead by a trainer from Homeland Security. The agency’s plan is in draft form, and will be submitted by July 1. Staff is selecting an alternate location to work from incase the current offices became inoperable. The Governor’s first table top exercise is scheduled for October. A few changes could be recommended after the exercise is conducted. Washington asked if there are any financial implications to the agency. Pickett said that was hard to predict, but the assumption is that any changes or requirements would come with additional funding.

## Rest Area Capital Projects & Other Projects

- a) **Current Available Funding & Commitments** – Legarza continues to refine the capital projects list which will be further adjusted after the rest area evaluations are complete. For the remainder of the this biennium capital funding, including funds to be carried forward and the first block of capital money from HB 2017, is close to \$4 million dollars. Current project projections use all of these funds as well as a \$100,000 contingency fund.

- b) **Systemwide Engineering Evaluation** – Legarza said all individual rest area draft reports have been received. Staff is half-way through reviewing the draft reports. The reports consist of a narrative, a condition analysis and cost analysis. The cost analysis is broken into two categories maintenance and capital. Work that is placed on the capital list is work that passes the \$5,000 threshold. About half of the draft reports have been returned to Faithful Gold with staff comments to be incorporated into final reports. Final reports are planned to arrive in early July. Pickett said that the review did not reveal any major surprises. The evaluation did confirm an ongoing need to invest in the aging infrastructure. The next step in the discussion will be the impact of the evaluation on long range strategic planning.
  - c) **Oak Grove Rebuild** – Pickett said that because of the limited number of responses to the invitation to bid the project is currently on hold while staff discusses further action.
  - d) **Gettings Creek Sewer Filtration Curtain Replacement** – Legarza said that despite several efforts to operate the sewer system at or under DEQ required limits, the current condition of the system’s filter curtains require replacement. Staff recommends seeking Council approval for an expenditure of \$50,100 dollars for the replacement.
  - e) **ADA- Curb Ramps**- Daphnee gave an overview of the recent training she attended at ODOT. The training covered all of the new requirements that have to be met for any curb ramp construction. The design requirements are much more stringent at every step. There are also new contractor/construction requirements that are more stringent. ODOT is requiring all contractors to go through training on these new requirements before they can bid on new projects. There are 8 different types of ramps and each has its own inspection form when construction is complete. If the ramp does not pass inspection it must be demolished and re-done. To inspect an ADA ramp you must be certified by ODOT. Inspectors must re-certify every two years. Legarza and Shawn White are certified inspectors. All Supervisors will be taking an ADA curb ramp awareness course. The course covers issues such as what to do in case access to a ramp needs to be closed and what clearances are needed.
- **Performance Measures:**
    - a) **Status of Rest Area Inspections** – Legarza said data from the inspections are still being compiled for analysis. Some of the observations in the rest area have already resulted in projects that have been completed. Pickett said that Jim Denno attended a class held by Lt. Duvall from Oregon State Police on situational awareness and inherent bias when interacting with the public. He is working with Lt. Duvall to provide this training to our rest area staff.

**Other Business:**

**Manzanita:** Pickett said that he has received a proposal from the Three Rivers School District. The proposal contains a new draft contract to continue waste treatment. The proposal includes two additional monthly fees along with a just over a penny a gallon cost for processing. If these fees are confirmed by the school district Pickett will submit a request to ODOT to build an internal treatment system and begin discussions with Three Rivers to uncouple from their system.

**Information Centers:** Pickett said that Denno met with Travel Oregon to discuss their involvement in using the information kiosks as an information portal for travelers. Travel Oregon is interested in providing free wi-fi. The wi-fi can be used as a tool to gather information from the traveling public. Diane Cheyne arranged a meeting with a company that distributes brochures to a variety of locations across the state and could take over stocking the information centers. The conversation is ongoing and more information will follow.

**IAA with ODOT:** Pickett said that the agreement is in its final form and will go to Council for final approval for Denno to sign. The agreement goes until end of fiscal 2026. It confirms HB 2017 funding, provides clarity on some compliance elements, adds ADA responsibility and transfers risk reporting responsibilities from ODOT to TIC.

**Opinionator:** Legarza and Swanson meet with a representative from Opinionator. It is a program used by numerous DOTs in other states. It is a program that when travelers are provided with the website or phone number they have a variety of methods to provide specifically chosen feedback and additional comments. There is also the opportunity to shape the program to replace our current on call system. The company representative has offered to present at a committee meeting.

DeSouza said that all the staff members hired for the new rest areas have signed their acceptance letters and will begin the last week in June before we take over management July 1, 2018.

Swanson said that three janitorial contracts have been canceled due to underperformance of the contractors. Those contracts are currently out for RFPs.

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

**Next Meeting:** Thursday, August 2, 2018 at the OTE offices, 1500 Liberty St. SE, Suite 150, Salem, Oregon 97302.