



# Sunset Empire Transportation District TRANSPORTATION ADVISORY COMMITTEE

In person and Microsoft Teams Meeting

**CORRECTED MEETING MINUTES**

**November 18, 2024 10:00 AM**

1. CALL TO ORDER- Tita Montero asked if the committee would like her to chair the meeting. All committee members agreed that Tita should chair the meeting. Chair Montero called the meeting to order at 10:05 am.
2. PLEDGE OF ALEGIANCE-

3. ROLL CALL:

Larry Miller	Lin Anderson	Tita Montero	Pamela Alegria	Nichole Williams	Renee Bickmore
Present	Present by phone	Present	Present	Absent	Absent

Staff –Executive Director Craig Johnston, Financial Officer Kelly Smith, Chief Operations Officer Jennifer Geisler, and Executive Assistant Mary Parker

4. CHANGES TO AGENDA- Chair Montero added discussion about updating the Transportation Advisory Committee By-Laws and Committee Membership.
5. PUBLIC COMMENT- None
6. APPROVAL OF AUGUST 2023 MINUTES- Chair Montero asked for a motion to approve the August 2023 TAC minutes.

Larry Miller moved to approve the August 2023 minutes

Lin Anderson seconded the motion

Comments: Larry Miller commented that the minutes were very well done.

Motion passed unanimously

7. UPDATE OF THE 5310, 5311 AND STIF GRANT FUNDINGS – Executive Director Johnston reviewed the 5310 and 5311 grants saying they are stable compared to last year. Johnston reported that there has been a decrease in the STIF funding. It has been adjusted from 1.7 million to 2.4 million and Johnston said there still could be another adjustment. Johnston also clarified that the STIF funding is stable and SETD will receive it, however the 5310 and 5311 funding goes from the federal government directly to ODOT as a pass through for distribution. Johnston also said they will not distribute the money until they have executed their FTA grants with the Federal Government and received the funds. Johnston said that ODOT is predicting a six-to-nine-month delay before they get us the 5310 and 5311 funds. Chair Montero said these funds are retrospective so how do they expect us to be viable? Johnston said we will be doing a couple of things. One, we are going to have a \$900,000 contingency before we get into this and two, we will be keeping a conservative plan where we use the STIF plan as a match for the 5310 and 5311 plans until they finally get the funding to us. Chair Montero asked if the STIF funding was state and if he anticipated delays. Executive Director Johnston said yes, it is state funding, but it is stable. There was further discussion about the ODOT chart of projections for the 2025 through 2027 biennium.

Johnston explained that this is what the economists are predicting and they come out with new projections every 4 to 5 months.

8. MOTION TO APPROVE THE 5310 APPLICATION-

Executive Director Johnston reviewed the table of projects submitted for the 2025-2027 5310 Formula Grant which supports Travel Mobility Planning and Preventative Maintenance for Fixed Route and ADA Paratransit vehicles.

Pamela Alegria moved to approve the 5310 Formula Grant application to fund Mobility Management and Preventative Maintenance.  
Larry Miller seconded the motion  
Motion passed unanimously

Executive Director Johnston reviewed the table of projects submitted for the 2025-2027 5311 Formula Grant which will be used as a match for Administration, Operations and Preventative Maintenance.

Larry Miller moved that the Transportation Advisory Committee recommends to the board that the 5311 Grant application to fund Administration, Operations and Preventative Maintenance be approved.  
Pamela Alegria seconded the motion.  
Motion passed unanimously

9. OTHER BUSINESS- Chair Montero commented that the last time the TAC had met was in August of 2023 and that they should be meeting at least quarterly. Tita proposed the need for the TAC Committee to count this as a quarterly meeting and to make sure that a draft of the updated TAC By-Laws be presented during the first quarter of 2025. There was a discussion with Executive Director Johnston saying that the TAC will need another meeting before January 15<sup>th</sup>. Larry Miller suggested that the committee receive a copy of the TAC By-Laws so they can review and provide input. Chair Montero said she loved that recommendation. After further discussion, the next TAC meeting was tentatively set for January 8, 2026.  
There was discussion about improving the SETD public meeting recordings and transcription processes. Chair Montero suggested using the Owl Microphone and ChatGPT to assist with meeting transcriptions.

10. ADJOURNMENT-

Larry Miller moved to adjourn the meeting at 11:10 AM  
Lin Anderson seconded the motion  
Motion passed unanimously

Meeting was adjourned at 11:10 AM

Mary Parker, Recording Secretary

Copies and meeting recordings are available on request. Contact Mary Parker mary@ridethebus.org