



**Sunset Empire Transportation District  
TRANSPORTATION ADVISORY COMMITTEE  
APPROVED MEETING MINUTES  
January 8, 2025**

1. CALL TO ORDER- Interim Executive Director, Debbie Boothe-Schmidt called the meeting to order at 10 am.
2. PLEDGE OF ALEGIANCE

3. ROLL CALL: Debbie Boothe-Schmidt asked the committee members to introduce themselves:  
 Lorraine DiBattista said she works at Helping Hands and is on other advisory boards and is very active in the community. Lorraine also said she is proactive in the community and is a student at Clatsop College. Lorraine also said she is well rounded and that it is an honor and a pleasure to be here today.  
 Pamela Alegria said she is a Commissioner on the SETD board.  
 Larry Miller said he is with the Astoria Senior Center, and it was nice to meet everyone.  
 Debbie Boothe-Schmidt said she is currently the Interim Executive Director at SETD  
 Kelly Smith said she is the Finance Officer at SETD  
 Daymon Edwards said he is retired and does not own a vehicle.  
 Tita Montero said she lives in Seaside and has been on the committee for several years  
 Debbie Boothe-Schmidt introduced Jinnifer Giesler, Chief Operations Officer, Mary Parker Executive Assistant to the Board and Executive Director and Jason Jones Mobility Manager and who helps us with our cameras and videos.  
 Lin Anderson is a rider and lives in Seaside and has been on the TAC for many years.

Mary Parker apologized for the short notice of this meeting and explained that this meeting is necessary to complete the updated STIF application process which Kelly will be explaining to you today. Mary also said the deadline for the STIF application is on January 15<sup>th</sup> and required 3 separate meetings to comply with requirements prior to submission. Mary apologized for the meeting minutes not being included in the meeting packet, but said they were distributed today for approval. Mary also apologized for the TAC committee not meeting regularly and kind of being neglected for the past few years and said we will work on that.

Roll Call:

|              |                  |              |                |                  |                     |               |                |
|--------------|------------------|--------------|----------------|------------------|---------------------|---------------|----------------|
| Larry Miller | Lin Anderson     | Tita Montero | Pamela Alegria | Nichole Williams | Lorraine DiBattista | Damon Edwards | Renee Bickmore |
| Present      | Present by phone | Present      | Present        | Excused          | Present             | Present       | Absent         |

SETD Staff Present –Interim Executive Director Debbie Boothe-Schmidt, Financial Officer Kelly Smith, Chief Operations Officer, Jennifer Giesler, Executive Assistant Mary Parker, and Mobility Manager Jason Jones

4. CHANGES TO AGENDA- Tita Montero requested that the approval of the minutes be added to the agenda.
5. PUBLIC COMMENT- None

6. APPROVAL OF THE NOVEMBER 18, 2024 MEETING MINUTES-

Changes or corrections

Tita requested changes to the minutes at the beginning of the meeting that said she announced she would be chair. Tita said she didn't really announce she was going to be chair; she offered to be chair since there wasn't a chair and the rest of the group accepted it. Tita said she would like this to be recorded a little bit differently because if someone that wasn't at the meeting read the minutes, they might think that Tita just came in and took over. Tita said she would like that re-worded. Tita also said that under item #9, there are a couple of things that did not get in the minutes. One was the observation that she made that the committee had not been meeting as it is supposed to and that the last TAC meeting had been in October of 2023. Tita also said that Larry Miller had requested that the committee receive a copy of the TAC By-laws so we could review and provide input, but Tita said she did not think she had ever received them and wanted to point out that Larry's request was in the minutes, but she did not know if they were sent out or not because she did not receive them. Mary said she had not sent them out but said she would.

Lin Anderson commented that she had not received a copy of the minutes and would abstain from voting on the approval of them.

Tita Montero moved to make the two corrections to the minutes, one in the re-wording of item number one and in item number 9 adding the commentary that the advisory committee had not been meeting as required in the past.

Pamela Alegria seconded the motion

Discussion: Pamela Alegria said she did not understand what Tita meant in #7. Tita said she didn't mention #7. Pamela said no, but I have a question on it, and she read "Chair Montero said these funds are retrospective" Pamela asked what does that mean that the funds are received retrospectively. Tita explained that the funds are received after the funds are already expended so it is like we front the money, so to speak.

| Larry Miller | Lin Anderson   | Tita Montero | Pamela Alegria | Nichole Williams | Lorraine DiBattista | Damon Edwards | Renee Bickmore |
|--------------|--|--------------|----------------|------------------|---------------------|---------------|----------------|
| Aye          | Abstained due to not receiving a copy of the minutes | Aye          | Aye            | Excused          | Aye                 | Aye           | Absent         |

Aye- 5  
 Abstained-1  
 Absent-2

Tita Montero asked who was chairing the meeting. Debbie said if you want me to, I'm happy to, but if somebody would want to volunteer or if you want to make nominations that's fine. Debbie asked Tita if she wanted to volunteer. Tita said since she is attending by zoom it is kind of hard to chair and would like somebody there at the meeting to chair, but if no one wants to she will do it. There were no volunteers. Larry told Tita that she had done a good job in the past and did not see a reason why she shouldn't carry forward what we did before and we need that information brought to the table and you're the best person here to do it. Tita agreed to be chair of the meeting.

7. STATEWIDE TRANSPORTATION IMPROVEMENT FUND STIF GRANT COVER LETTER

Financial Officer Kelly Smith read the following explanation of the STIF Grant from the meeting pack into the minutes.

As a reminder, the STIF program was a part of the HB2017 Transportation Bill passed by the Oregon Legislature in 2017, the first time that public transportation was provided a stable source of revenue. This revenue comes from the employee paid, 1/10 of 1% transit tax.

I will explain and the committee will review the attached spreadsheet of projects that we are proposing for the upcoming biennium that begins on July 1st.

Staff is recommending that a motion be made to approve the STIF projects and recommend the priority rankings to the Board of Commissioners of SETD.

8. PRESENTATION OF THE STIF IMPROVEMENT FUND

Financial Officer Kelly Smith explained that staff came together just after we had shut down in 2023 and took the STIF plan we had at that time and rewrote it. The plan we're presenting to you today is very similar. We have kept all the same projects and have listed them in the same order that the committee had requested at that time, so the only difference is just the change in the funds that we will be receiving. On the 2025-2027 STIF worksheet we have the match for the 5310 funds. This project will fund the match for the FDA 5310 funds for fixed route service, preventative maintenance, and Mobility Management. Kelly said this is split into two years and shows what we'll receive and spend each year. Kelly said the 5311 match will fund the match for operations preventative maintenance and administration and is also split out over two years. Administration covers daily tasks and planning. Kelly said we are still planning on purchasing new Financial Software in the future. Kelly said the final project is OTIB debt services which will repay our loan. Kelly said normally this would be split into 2 payments of \$309,168 but we will be making a larger payment at the end of this fiscal year and a smaller payment in 2027 which will pay off the loan. Larry Miller asked what would be done with the extra \$100,000. Kelly said we will have it for software, however if we do not expend this money it will roll forward. Kelley explained that unfortunately with STIF they pay out as they receive it so we don't get it in equal amounts, but we will get this total amount by the end of the biennium. Kelly explained that we plan for 120% because if they receive more than 100% and if we have not approved a plan to bring in that 120%, we do not get to spend it.

Commissioner Alegria suggested adding Clatsop County to the sentence that describes the Transit Tax. Chair Montero said we (TAC) approves this so that it can go to the board and the board can't move on this unless they have this as a recommendation from the TAC committee. Is that correct? Kelly said yes. Commissioner Alegria said that the Board cannot change what the TAC committee recommends unless they write a letter to ODOT. Larry Miller said I think you said these priorities are from last year, so consequently the same considerations are being given this year. Larry asked if the Board could change the priority of the projects. Kelly said not to her knowledge. Kelly clarified that the TAC committee approves the priorities and recommends them to the Board, then the Board approves the recommendation, and it goes to ODOT and then to PTAC for approval and then to OTC for final approval. Kelley said that all these projects are important, and we have all of them to run. Kelly said the ODOT Debt Service was placed as priority number one because it is important that we get it paid and done but they are all very important projects. Chair Montero said the question then on priority is do the first dollar's go to the top and then the next dollar's go the next priority, so that if in the terrible event that we didn't get all the dollars we would not be fully funding like maybe the fifth priority and the money goes to the projects in order of priority? Kelly said yes it does and especially with the debt service because when we receive our STIF payment from ODOT on a quarterly basis, they take the debt service right off the top and we don't ever see it. Then going forward we make sure each project is funded appropriately. Daymon Edwards requested that since this was from the previous year and we're doing the same, I'd like to know from staff if they agree with it because they're the ones that have to deal with the funding. Kelley said as the Finance Officer she agrees with the priority's. Daymon said but what about the other departments that it affects? Mobility Manager Jason Jones said he wasn't totally part of the building of this, but I do approve

of the numbers I see, so ok yes. Chief Operations Officer Jennifer Geisler said she was going to say the same thing that Kelly had already said, even though they're numbered one through five they're all basically a number one because we don't have tires on the road if these aren't all funded. Jennifer said we all work together and make it work. Tita asked what the deadline was for the board to adopt this and send it on. Kelly said our board meeting is tomorrow, and the plan has to be submitted by January 15<sup>th</sup>. Commissioner Alegria said we have been notified that money may be 6 to 9 months forthcoming, so how does that affect this? Kelly said that isn't this plan, that is the FTA reimbursements which are 5310 and 5211 reimbursements that will be behind which is not going to be fun, however Kelly said we are planning for that as we go into budget and my hope is that we won't have to use contingency money that we have set aside. Tita asked Kelly to say what FTA stands for. Kelly said the Federal Transportation Administration. Chair Montero said that the 5310 and 5311 grant is money we get from the feds as opposed to the STIF which we get from the state. Kelly said thank you, yes. Daymon asked if there has been any changes in Federal Transportation Administration under Trump? Debbie said it is kind of unknown right now.

9. MOTION TO APPROVE STIF GRANT-

Chair Montero asked if there were any more questions. There were none.  
 Chair Montero said she would take a motion to approve the STIF Grant and recommend the distribution plan for the STIF Grant money to the Board.  
 Daymon Edwards said he so moved  
 Larry Miller said he seconded the motion  
 Discussion- Commissioner Alegria asked if she as a commissioner could vote on the motion. Chair Montero said we determined from the bylaws at a previous meeting that you can vote Pamela.

|              |              |              |                |                  |                     |               |                |
|--------------|--------------|--------------|----------------|------------------|---------------------|---------------|----------------|
| Larry Miller | Lin Anderson | Tita Montero | Pamela Alegria | Nichole Williams | Lorraine DiBattista | Damon Edwards | Renee Bickmore |
| Aye          | Aye          | Aye          | Aye            | Excused          | Aye                 | Aye           | Absent         |

6 Aye  
 2 Absent

10. OTHER BUSINESS-

Larry Miller said he had requested a copy of the TAC bylaws at the November meeting and had never received them.  
 Mary apologized and said she would send out the by-laws and suggested that the committee schedule another meeting. Larry asked if we could have a committee to work on the by-laws? Chair Montero said yes, the TAC committee can appoint several people who are interested in working on the by-laws. Chair Montero also said she totally agreed with Mary, and we should have another meeting very soon, maybe within 6 weeks which would give people time to work on by-laws and get drafts back to the committee so we can do our work.

Chair Montero asked for volunteers to be on the TAC By-laws Committee.

Chair Montero asked for a motion to approve the TAC Bylaws subcommittee made up of Damon Edwards, Pamela Alegria, Lorraine DiBattista, and Tita Montero to work redrafting the TAC Bylaws.  
 Larry Miller so moved  
 Lynn Anderson seconded the motion  
 All in favor. Motion passed unanimously  
 Damon Edwards volunteered to be chair of the TAC Bylaws Committee

The next SETD TAC Meeting was scheduled for Friday February 21<sup>st</sup> at 10:00 AM at the Astoria Transit Center.

Meeting was adjourned at 10:30 AM

---

Mary Parker, Recording Secretary

Copies and meeting recordings are available on request. Contact Mary Parker [mary@ridethebus.org](mailto:mary@ridethebus.org)