



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE**

**JANUARY 21, 2025 10:00 AM
900 MARINE DR, ASTORIA, OR**

Attend in person or remotely

View Meeting on Microsoft Teams

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 286 362 554 122

Passcode: 5RT2zK7y

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT
6. ELECTION OF OFFICERS
7. APPROVE MINUTES
8. NEW MEMBER
9. TAC BY-LAWS
10. OTHER BUSINESS
11. NEXT MEETING
12. ADJOURNMENT



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE
DRAFT 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 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 15th 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	Daymon 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	Daymon 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, he would 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 he approved of the numbers. 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 15th. 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	Daymon 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 Daymon 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
 Daymon Edwards volunteered to be chair of the TAC Bylaws Committee

The next SETD TAC Meeting was scheduled for Friday February 21st 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

DRAFT

Date: January 15, 2025

To: Transportation Advisory Committee

From: Mary Parker Executive Assistant

Re: Agenda Item 8. Membership

Two previous TAC members have notified me that they will no longer be serving on the TAC. Nicholle Williams recently resigned in an email message, and Renee Bickmore also sent an email confirming that she had moved. Debbie contacted Brian Vitulli, the General Manager of Tillamook County Transportation District and invited him to join the TAC as a representative of a neighboring Public Transportation provider, which is recommended in the TAC Bylaws. Brian submitted his application in January. His application should have been included in the January Board Pack for approval by the Board but unfortunately did not make it in. We will make sure Brian's application is in the February 27th Board pack; however Brian may attend the February TAC meeting as a member of the public until he is approved.

TAC should clarify the representation needed and the total number of TAC members (has been 9 TAC Bylaws page 4)) that will be accepted on the committee for further recruitment of new members.

Thank you,

Mary

Larry Miller	Lin Anderson	Tita Montero	Pamela Alegria	Daymon Edwards	Lorraine DiBattista			



Sunset Empire Transportation District

Transportation Advisory Committee

BYLAWS

SUNSET EMPIRE TRANSPORTATION DISTRICT
900 Marine Drive – Astoria, OR 97103 Phone
(503) 861-7433 -- Fax (503) 861-4299
www.ridethebus.org

Adopted November 29, 2018

PURPOSE OF THE ADVISORY COMMITTEE

The Sunset Empire Transportation District (SETD) Board of Commissioners (Board) has formed an Advisory Committee, known as the Transportation Advisory Committee (TAC) to advise and assist SETD in carrying out the purpose of the Statewide Transportation Improvement Fund (STIF) and prioritizing projects to be funded by STIF moneys as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.

The TAC also serves as the District's Special Transportation Fund Advisory Committee regarding reviewing and making recommendations to the SETD Board for the Oregon Department of Transportation's (ODOT) Special Transportation Fund (STF) and for FTA § 5310 grant funds.

DEFINITIONS

The following definitions apply to terms used in these bylaws and the tasks of the Advisory Committee.

Advisory Committee: A committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1). It shall also assist SETD in carrying out the purposes of the STF Formula Program and Discretionary Program.

High Percentage of Low-Income Households: Areas within the District boundaries with a household income at or below 200% of the current Federal Poverty Level, also known as the Federal Poverty Guideline. The Federal Poverty Level may be found here: <https://www.healthcare.gov/glossary/federal-poverty-level-FPL/> and here: <https://aspe.hhs.gov/poverty-guidelines>

Area of Responsibility: The geographic area for which SETD is responsible to provide STIF Formula Fund moneys is the geographic area within the jurisdictional boundaries of the county or counties in which any part of the District is located.

Discretionary Fund: Up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).

Governing Body: The decision-making body or board of a Qualified Entity. For SETD, this is The Board of Commissioners.

Intercommunity Discretionary Fund: Up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758 (1)(c).

Project: A public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

Public Transportation Service Provider: A Qualified Entity or a city, county, Special District, Intergovernmental Entity, or any other political subdivision of municipal or Public Corporation that provides Public Transportation Services.

Public Transportation Services: Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

Qualified Entity: A county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District, or an Indian Tribe.

STIF Formula Fund: Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Oregon Transportation Commission's approval of a STIF Plan, pursuant to ORS 184.758(1)(a).

STIF or Statewide Transportation Improvement Fund: The fund established under ORS 184.751.

STIF Plan: A public transportation improvement plan that is approved by a Governing Body and submitted to Oregon Department of Transportation, Rail and Public Transit Division for review and approval by the Oregon Transportation Commission for the Qualified Entity to receive a share of the STIF Formula Fund.

STF Formula Fund: Fund to support transportation services for seniors and people with disabilities.

STF Discretionary Grant: Discretionary funds are distributed through a competitive grant program and to projects of statewide importance defined by the Oregon Transportation Commission.

COMMITTEE TASKS

The Advisory Committee will:

- Advise SETD on the development process of the STIF Plan and the STF Plan
- Review the proposed distribution of §5310 Formula Program and STF Formula Program moneys and make recommendations to SETD

- Review STF Discretionary Grant proposals and make recommendations to SETD
- Recommend to SETD any changes to the proposed distribution of STF Formula Program moneys or STF Discretionary Grant applications it considers necessary
- Review and prioritized projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project
- Advise on the development of a definition for “high percentage of low-income households
- Review and recommend projects to receive STIF Discretionary Funds within SETD’s area of responsibility
- Review and recommend projects to receive STIF Intercommunity Discretionary Funds within SETD’s area of responsibility
- Advise SETD regarding opportunities to coordinate STIF funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service

STIF Formula Fund recommendations from the TAC will be considered by the Board in preparation of a STIF Plan.

Discretionary Fund and Intercommunity Discretionary Fund recommendations from the TAC will be considered by ODOT when awarding STIF discretionary grants.

In carrying out its purpose the committee shall:

- Provide a public forum for the discussion of SETD services and maintain communications with groups representing the various ridership groups, such as: commuters, students, low income residents, individuals with limited English proficiency (LEP), and seniors and/or individuals with disabilities.

Convey community views on transportation matters affecting persons who utilize the transit services to the SETD Board.

- Assist in the dissemination of information about transportation services to the various ridership groups, such as: commuters, students, low income residents, limited English speaking individuals, individuals with limited English proficiency (LEP), and seniors and/or individuals with disabilities, throughout the District’s service area.

COMMITTEE MEMBERSHIP

A list of current members and the interests they represent is attached to these bylaws and will be updated as new appointments are made. Member contact information is considered private and will not be disclosed to any third party unless permission has been provided to do so.

Number of members

TAC shall be composed of nine (9) members.

Appointment process

Members will be recruited and recommended through procedures established by the SETD Board. The SETD Board will appoint members and will include a Board member that is appointed by the Board Chair.

Membership criteria

TAC members must meet the following criteria.

- Be knowledgeable about the public transportation needs of residents or employees located with SETD's area of responsibility.
- Be a person who is a member of or represents one or more of the following:
 - Local governments, including land use planners
 - Public Transportation Service Providers or Non-profit entities that provide public transportation services (Mandatory)
 - Neighboring Public Transportation Providers
 - Employers
 - Public Health, social and human service providers
 - Transit users
 - Transit users who depend on transit for accomplishing daily activities
 - Individuals age 65 or older or people with disabilities (Mandatory)
 - Representative of seniors
 - Representative of people with disabilities
 - Low-income individuals (Mandatory)
 - Social equity advocates
 - Environmental advocates
 - Bicycle and pedestrian advocates
 - People with limited English proficiency
 - Educational institutions
 - Major destinations for users of public transit
- The Advisory Committee shall include members from the District's area of responsibility, both within and outside District boundaries.

Terms of Office

- The term of each member shall be for two (2) years, except the SETD Board representative who shall serve at the pleasure of the SETD Chair.
- Terms shall begin on July 1 and end on June 30 two years later. Terms shall be staggered, so that only a portion of the terms will end each year on June 30.

- Members may apply and be considered for reappointment through the established nomination and appointment process.
- Members can serve for an indefinite number of terms.
- Should a member need to resign from the TAC, they may do so by informing the Executive Director of SETD in writing. At this time, SETD may fill the vacancy by the appointment process.

Condition of termination

SETD may end the membership of a committee member under the following conditions.

- If a TAC Member fails to attend two regular meetings within a one-year period without excuse, SETD will consider this a voluntary resignation and may fill the vacancy by the appointment process.

COMMITTEE OPERATIONS AND PROCEDURES

Meeting frequency and location

The TAC will meet, at a minimum, twice a year. Additional meetings may be necessary to complete the work of the committee. The meetings will be held at the Astoria Transit Center unless otherwise announced.

Meeting agenda

TAC meeting agendas and will be provided to members approximately seven days prior to the meeting. Background materials may be included with the agenda for prereading and meeting preparation.

Public notice of meetings

Public notice of meetings will be posted seven days in advance. Notification will be made via social media, website, news media, fliers at transit facilities, and any other means deemed necessary.

Public engagement

Meeting agendas will include time for public comment. Comments can be verbal or written. Comments may be collected via email or through the website. Online surveys may be generated and information booths at community events may be utilized to gather public input.

Meeting records

Meeting discussions and outcomes will be documented by the Executive Assistant and made publicly available via the website.

Written copies of meeting materials will be available to the public for no less than six years, pursuant to OAR 732-040-0030(4)(b).

ROLES AND RESPONSIBILITIES

The TAC is advisory to SETD's Board. To ensure the success of the group, the following roles have been identified.

Governance

A Chairperson and Vice Chairperson shall be selected by the committee at its first meeting after July 1 of each year. If there is a vacancy in these two positions, the committee shall appoint a replacement. The Chairperson and Vice Chairperson may be removed by the committee with a majority vote.

The Chairperson will be responsible for officiating the meeting. They will ensure that there is sufficient time during the meeting to discuss agenda items. They will ensure that discussion on agenda items is on topic, productive and professional. The Vice Chairperson will have the same responsibilities if the Chairperson is absent.

The Executive Director or his/her designee will be the facilitator of the meetings. The Executive Director designee shall prepare agendas for the TAC. The Executive Assistant will assist in the preparation of the meeting packets and shall post the public notices. The Executive Assistant will take the minutes of the meetings and post them.

The TAC has no formal delegated powers of authority to represent SETD or commit to the expenditure of any funds. The TAC will submit recommendations to the Board of SETD.

SETD will include information in the STIF Plan about how the TAC was consulted when developing the STIF Plan and, if applicable, an explanation on why the TAC recommendation was not adopted by the Board of SETD.

Members

Members of the TAC are asked to:

- Come prepared to achieve meeting objectives described in the published agenda
- Listen and appreciate a diversity of views and opinions
- Actively participate in the group
- Focus on the agreed scope of the group operation
- Attend all meetings in a timely manner

- Notify the Executive Director if unable to attend a meeting
- Support and respect each other
- Not speak to the media on behalf of the group unless consent has been provided in writing from SETD and agreed to by the TAC

Meeting attendance

For meetings to take place in an effective way, a minimum of five members must be present. A majority of the members then appointed to the TAC shall constitute a quorum for the purpose of conducting business.

Meeting attendance is mandatory unless previously arranged with the Executive Director. Proxy representation is not permitted.

Conflict of interest

Any apparent, potential, or perceived conflict of interest in matters that may be considered by the TAC should be declared to the Executive Director prior to public meetings to ensure the group's future accountability, transparency, and success. A member shall also declare the apparent, potential, or perceived conflict of interest during public meetings and shall not vote on any funding decision in which they are an applicant or representing an organization for funds.

Actions

- A. All actions of the TAC shall be a motion passed by a majority of the members present and voting. When appropriate for clarification purposes or requested by a member, the Chair shall restate each motion immediately following its introduction.
- B. In situations where extensive discussion or debate occurs following its introduction of a motion, or when an amendment(s) is/are made to a motion, the Chair shall restate each motion immediately prior to calling for the vote. Following the vote, the Chair shall announce whether the motion carried or was defeated.

COMMITTEE STIF REVIEW PROCESS

The TAC shall advise SETD on the development of the STIF Plan process and prioritize projects proposed to receive STIF Formula Funds.

- May conduct public engagement activities
- May request data
- Review all projects proposed for STIF Plan inclusion
- Recommend projects for STIF Plan inclusion
- Consider the criteria outlined in OAR 732-042-0020
- Advise staff on how to coordinate STIF-funded projects
- Develop processes for ongoing monitoring
- Committee decision making process, e.g. voting, consensus, ranking

STIF Formula Funds

TAC members are required to consider the following criteria when reviewing STIF Formula Fund Projects, as described in OAR 732-0042-0020:

- Whether the Project would:
 - Increase the frequency of bus service to communities with a high percentage of Low-Income Households
 - Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households
 - Reduce fares for public transportation in communities with a high percentage of Low-Income Households
 - Result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more
 - Improve the frequency and reliability of service connections inside and outside the Qualified Entity's service area.
 - Increase coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service
 - Expand student transit services for students in grades 9 through 12
- Whether the Project would maintain and existing, productive service
- The extent to which the Project goals meet public transportation needs and are a responsible use of public funds
- Other factors to be determined by the Qualified Entity or Advisory Committee

STIF Discretionary and Intercommunity Discretionary Funds

The TAC shall advise SETD on the review of grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Intercommunity Discretionary Funds, consistent with OAR 732-044-0025.

- SETD staff will provide Discretionary Fund and Intercommunity Discretionary Funds grant applications to the TAC for review
- TAC shall make recommendations on the applications to the Oregon Transportation Commission

Advisory Committee members are required to consider the following criteria when reviewing projects under the discretionary STIF Funds as described in OAR 732-044-0025:

- Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000, which includes:

- The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding
- The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network
- Improves public transportation service to Low-Income Households
- Improves coordination between Public Transportation Service Providers and reduces fragmentation of Public Transportation Services
- Consistent with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
 - Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects
 - Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network
 - Advancement of State greenhouse gas emission reduction goals
 - Support or improvement of a useful and well-connected Statewide Transit Network
- Does not substantially rely on discretionary state funding beyond a pilot phase for operations projects
- Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal)
- Meets any additional criteria established by the Commission

Bylaws

The TAC will maintain written bylaws that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STF Plan, §5310 Plan, and STIF Plan development processes and general decision-making criteria.

These bylaws may be amended by a majority vote of both the TAC and the SETD Board. Prior to action of the SETD Board, all amendments will be reviewed and approved by the TAC.