



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE**

**MARCH 13, 2025 10:00 AM
900 MARINE DR, ASTORIA, OR**

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Meeting ID: 286 862 164 808

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AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES
7. NEW MEMBER SPECIFICS
8. OTHER BUSINESS
9. NEXT MEETING
10. ADJOURNMENT



**Sunset Empire Transportation District
TRANSPORTATION ADVISORY COMMITTEE**

**In person and Microsoft Teams Meeting
TAC AND TAC BYLAW COMMITTEE MINUTES
February 21, 2025 10:00 AM**

- 1. CALL TO ORDER- Board Chair Debbie Boothe-Schmidt called the meeting to order at 10:00 AM
- 2. PLEDGE OF ALEGIANCE-
- 3. ROLL CALL:

Larry Miller	Lin Anderson	Daymon Edwards	Pamela Alegria	Lorraine Battista
Present	Excused	Present	Present	Present

Staff –Executive Director Debbie Boothe-Schmidt and Executive Assistant Mary Parker

- 4. CHANGES TO AGENDA- None
- 5. PUBLIC COMMENT- None
- 6. ELECTIONS OF OFFICERS- Chair Boothe-Schmidt called for the election of a Chair and Vice Chair, Daymon Edwards nominated himself to be Chair. There were no other nominations. Daymon Edwards became chair and chaired the meeting. Pamela Alegria nominated Larry Miller as Vice Chair, however Larry said reported that he has just accepted a job with the state and does not know how busy he will be so declined at this time. Lorraine Battista was asked if she would want to serve as Vice Chair. Lorraine declined, explaining she had a very busy schedule at this time. After discussion Chair Edwards asked for a motion to table the election of a Vice Chair until the committee had more members.
- 7. APPROVAL OF THE JANUARY 8, 2025, TAC MEETING- Chair Edwards asked if anyone had any changes to the minutes. Chair Edwards said we will forgo the spelling and grammar and asked for a motion to approve the minutes. Larry Miller so moved. Commissioner Alegria seconded the motion. Chair Edwards asked if there was any further discussion. There was none. Motion passed by unanimous aye vote.
- 8. NEW MEMBER- Mary Parker reported that Brian Vitulli has applied to be a member of the TAC however his application must be approved by the Board first. Brian’s application will be presented to the Board next week at the February 27th Board of Commissioners’ meeting. Mary also reported that she had not received any response from the many emails announcing the TAC meetings from committee member Renee Bickmore but recently received a phone message from Renee saying that she has moved and will no longer be on the TAC. Mary also reported that she had received an email from TAC committee member Tita Montero stating she was resigning immediately but would remain on the SETD Budget Committee. Mary read Tita’s email to the committee. There was discussion about how new committee members are selected. Mary explained a request for members is done by public notice, however there was discussion that the bylaws need to be updated prior to placing the ad so that the specific background or experience for the new members can be placed in the public notice.

9. TAC BYLAWS- Chair Edwards said our (SETD) bylaws have to meet all the regulatory standards, but we can narrow a lot of this down. Chair Edwards said he and Pamela were on the committee and we would like one more person and we can wait and see if anyone is interested in the new members. Chair Edwards added that mostly this will show the public that even though we represent different areas that conflict of interest is taken care of and how the meetings are run and specifically what our duties are. Chair Edwards added that by us working on the bylaws staff can help us and so where we think we have some authority maybe we don't in that particular case since we are advisory. We can come up with a plan for anything we want since we are an advisory committee and then we can send it up to the board and they decide if it is yes or no. Chair Edwards said we are not here to just rubber stamp the funding when it comes to us.

Commissioner Alegria said there is a question that she has, the selection of the projects is by whom. It seemed like as a board member when we received it, it was done and we could not change it. Chair Edwards said we had the same thing. It was given to us to put in order, but we were told that if we changed anything and sent it up it would have to go through a whole new process. Commissioner Alegria said the bylaws want a lot of representatives from the community, but when push comes to shove there isn't representation on the projects because first it comes through the advisory committee, and they put it in order because it's selected by the executive director and then it's approved by the board, and they can't change it. Chair Edwards said we can change it but if we had changed anything, even a little bit, the board the next day would have had to refile the project and the date that it needed to be submitted was a day or two after the board meeting. Chair Edwards said even if there was something glaring and we wanted to change it, what effect would it have? Chair Boothe-Schmidt explained that the board did not have any time to make any changes with this, but by getting this committee back up and going the board will be able to present issues to the advisory committee earlier that we did. Mary added that the way this has been done in the past is the Executive Director and staff put the grants together and then it is presented to the TAC for their input and approval and then it is brought to the Board for approval. So the function of the committee depends on what is put in the bylaws. Mary added that she would try to get other TAC bylaws as resources. Chair Edwards said the bylaws are the only way we can achieve anything because if it is not in the bylaws we can't do it, so now is the time to think about what this committee does and where the committee fits in the process. Commissioner Alegria said what she would like to see is people from different interests represented. Chair Edwards agreed but said we have to get more people on the committee. Larry Miller asked Chair Edwards if he had met prior to this meeting to review the by laws and had a new document? Chair Edwards said he did not have a document but had met which has brought us to the TAC policy from Bend and this conversation. Chair Edwards said we can't go through and correct the policies if we don't know how the organization is working. He added that if we have the example from central Oregon and a couple of other bylaws it will give us an idea of what other transportation advisory committees are doing and then we can start whittling down the language so it gives us a starting point of what we want to do. Larry asked if the committee had made a document yet. Mary said there has not been enough time to do that and she wants to get a copy of Tillamook TAC bylaws as well. Chair Edwards said there are so many transportation districts in the United States, it is not like we have to reinvent the wheel, and we just need a broader picture. Chair Edwards said when he moved back to Astoria he began using the bus and had some problems using the bus, so he thought being on this committee would be an opportunity and that is his primary goal. Chair Edwards said that he wanted to get more information and resources for the committee to use. Commissioner Alegria said she also thought that having all the OAR's printed out that govern this committee is important because the board and the TAC bylaws committee has to adhere to those. Mary will print out the OAR's for the committee.

Lorraine reminded the committee that she had volunteered to be on the TAC Bylaws Committee at the last meeting and had given her phone number to Pamela, but no one had reached out to her. Chair Edwards said we have not done anything since the creation of the Bylaws committee, just working with Mary to get information about the bylaws and said he had Lorraine on his the list now. Commissioner Alegria apologized saying she thought that Lorraine was going to call or email her so contact her. Chair Edwards apologized and said it was his responsibility and that he had dropped the ball. Mary also apologized for not getting contact information out to the whole committee, but she had sent the 4 original members' phone numbers and emails out to Edwards. Chair Edwards said since Tita has resigned, he thought that just having 3 on the TAC Bylaws committee would be enough people and asked the other members if that was ok and they agreed.

There was discussion about when the next meeting should be. Lorraine said Thursdays were good for her. After discussion it was decided to have the meeting on March 13th TAC meeting at 10:00 AM and the Bylaws committee at 10:45 AM. The meeting packs will go out by the March 7th and include bylaw examples and the OAR's discussed earlier. Larry said he has many years of experience on committees and working with bylaws and

that he had read through the current TAC Bylaws and he said whoever had put them together did an exceptionally good job. They are very good.

10. OTHER BUSINESS- None

11. NEXT MEETING- March 13 at 10 AM.

12. ADJOURNMENT- Larry Miller moved to adjourn the meeting
Commissioner Alegria seconded the motion
Motion passed unanimously.

Meeting was adjourned at 10:42 AM

Mary Parker, Recording Secretary

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

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.

SUNSET EMPIRE TRANSPORTATION DISTRICTY		
TRANSPORTATION ADVISORY COMMITTEE 2-21-2025		
Name	Position	Representing
Miller, Larry	1	Individuals aged 65 or older
Edwards, Daymon	2	Bicycle and pedestrian advocate
DiBattista, Lorraine	3	Transit users who depend on transit
Anderson, Lin	4	Low Income
Vittalli, Brian	5	Neighboring Public Transit Provider
Alegria, Pam	6	Transit Provider