



# **SUNSET EMPIRE TRANSPORTATION DISTRICT APPLICATION TRANSPORTATION ADVISORY COMMITTEE**



December 2025

Dear Interested Community Member:

We are excited that you are interested in serving on the Sunset Empire Transportation District Transportation Advisory Committee (TAC).

Within this packet you will find information about Sunset Empire Transportation District and the TAC as well as what it means to serve as a member of the TAC.

You can access more information about SETD on the website  
<https://nwconnector.org/agencies/sunset-empire-transportation-district/>.

Thank you for your interest in representing your community by serving on the Sunset Empire Transportation District Transportation Advisory Committee.

If you have questions, please contact:

**Tita Montero, SETD Commissioner**  
**[tmontero@ridethebus.org](mailto:tmontero@ridethebus.org)**

# **Sunset Empire Transportation District Information Summary**

## **About Us**

The Sunset Empire Transportation District (SETD) was formed by the Clatsop County Board of Commissioners on March 24, 1993. The District has been providing public transportation in Clatsop County, currently serving a population of more than 40,000 and covering approximately 840 square miles. The District operates a Transit Center located in Astoria. Its operations facility in Warrenton houses bus operations and maintenance, paratransit and mobility services.

Currently SETD operates fixed transit routes which serve Astoria, Warrenton, Gearhart, Seaside and Cannon Beach – five (5) during the week and one (1) on weekends. SETD also operates para transit and dial a ride in the Knappa area as well as micro transit between Seaside and Cannon Beach.

The District also is a member of the NWConnector, an alliance of five transit agencies in NW Oregon that provides coordinated public transportation services to Portland and the Willamette Valley.

## **Mission Statement**

Provide safe, reliable, relevant, and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.

## **Board of Commissioners and Current Officers**

Position 1: Commissioner Penny York

Position 2: Commissioner Tita Montero      Board Secretary/Treasurer

Position 3: Commissioner Kathy Kleczek      Board Chair

Position 4: Commissioner Pamela Alegria      Board Vice Chair

Position 5: Commissioner Matthew Stolberg

Position 6: Commissioner Guillermo Romero

Position 7: Commissioner Kathleen Teeple

## **Commitment**

The Sunset Empire Transportation Board of Commissioners is responsible for setting policy for the operations of all public transportation in Clatsop County and oversees an annual budget of approximately 5 million dollars.

Having engaged, dedicated board and committee members is one of the cornerstones for a successful public transportation agency.

## **Meeting Schedules**

Board meetings are held from 9AM to noon on the fourth Thursday of each month. Board packets are available on the District website <https://nwconnector.org/agencies/sunset-empire-transportation-district/> prior to the Board meeting.

Two TAC meetings per year are required by Oregon state. Quarterly TAC meetings are the goal. Those dates/times will be set by the TAC members at their first meeting in 2026.

While in-person attendance is highly encouraged, meetings may be attended via electronic access.

# **Transportation Advisory Committee (TAC) Member**

## **Volunteer Position – Sunset Empire Transportation District (SETD)**

The Sunset Empire Transportation District (SETD) is seeking volunteers from Clatsop County to serve on its Transportation Advisory Committee (TAC). The TAC provides advice and recommendations to the SETD Board of Commissioners on transportation-related plans, grants, policies, and programs, with particular emphasis on accessibility for senior and disabled riders.

TAC members represent community perspectives and help ensure that SETD services are equitable, responsive, and aligned with public transportation needs.

### **Position Description**

#### **Committee Community Representation Requirements**

Applicants should be able to represent and be knowledgeable about the public transportation needs of one or more of the following groups:

- Public transportation provider (required member)
- Low Income individuals (required member)
- Disabled community (required member)
- Senior community (required member)
- Local governments (including land use planners)
- Employers
- Transit users
- Human service providers
- Social equity advocates
- Environmental advocates
- Bicycle and pedestrian advocates
- Educational institutions

#### **Responsibilities**

TAC members are expected to:

- Maintain a working knowledge of SETD plans, policies, programs, and services.
- Attend and actively participate in scheduled TAC meetings (generally held quarterly)
- Review materials and provide informed recommendations to the SETD Board
- Assist in decision-making when necessary.
- Act in the public interest and uphold ethical standards.
- Attend training in Oregon State Ethics and Public Meetings Laws

#### **Term & Time Commitment**

- **Term Length:** Two (2) years
- **Committee Composition:** Five (5) to nine (9) community members plus one SETD Commissioner. All are appointed by the SETD Board.
- **Meetings:** Typically lasting 2-3 hours and occurring quarterly. Additional meetings may be scheduled as needed. The regular meeting time will be set by TAC members.

#### **Qualifications**

- Residency or employment within Clatsop County
- Must represent a demographic category as set by the state of Oregon
- Interest in public transportation and community mobility
- Ability to work collaboratively with Commissioners, committee members and staff
- Commitment to review materials and prepare for meetings
- No prior board experience required

#### **Compensation**

- This is a volunteer position. No compensation is provided; however, approved expenses are prepaid or reimbursed.

**Sunset Empire Transportation District (SETD)  
Transportation Advisory Committee (TAC)  
Member Application**

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/ZIP** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Representation Category**

Please check all categories you can represent. Indicate your top priority with #1.

<input type="checkbox"/> Low Income community (required member)	<input type="checkbox"/> Local government / land use planning
<input type="checkbox"/> Public transportation provider (required member, may be out of county)	<input type="checkbox"/> Employer
<input type="checkbox"/> Disabled community (required member)	<input type="checkbox"/> Human service provider
<input type="checkbox"/> Senior community (required member )	<input type="checkbox"/> Social equity advocate
<input type="checkbox"/> Transit user	<input type="checkbox"/> Educational institution
<input type="checkbox"/> Transit-dependent user	<input type="checkbox"/> Environmental advocate
	<input type="checkbox"/> Bicycle and pedestrian advocates

Are you able to meet the requirements of the TAC member job description? \_\_\_\_\_

1. Briefly describe your background, experience, or perspective related to public transportation:

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2. How are you familiar with the transportation needs of the group(s) you represent?

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3. What do you think a public transportation system should provide?

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4. What do you know about SETD and its funding?

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**Please submit your application in a sealed envelope addressed to:**

**Sunset Empire Transportation District      ATTENTION: Lauren Hedrick**

**You may mail to or drop off at: Astoria Transit Center, 900 Marine Drive , Astoria Oregon 97103**

**APPLICATION DEADLINE: NOON ON JANUARY 19, 2026**

**ATTENDANCE AT THE SETD BOARD MEETING ON JANUARY 22, 2026 IS REQUIRED,  
PREFERABLY IN PERSON.-**