

**SUNSET EMPIRE TRANSPORTATION DISTRICT
NEW BOARD MEMBER APPLICATION PACKET**

2020



Thank you for your interest in applying to be on the Sunset Empire Transportation District

Board of Commissioners!

Enclosed is a little more information about our District.

Please let us know if you have any questions.

Jeff Hazen Executive Director- jeff@ridethebus.org 503-861-5399



SUNSET EMPIRE TRANSPORTATION DISTRICT
900 MARINE DRIVE

Dear Interested Community Member:

We are excited that you are interested in serving on the Sunset Empire Transportation District Board of Commissioners. We hope that this information packet answers all your questions concerning the open position.

Within this packet you will find information about Special Districts, what it means to be a board member, and how to serve on our board.

Next Steps

- Review this packet
- Attend the September 24th Board of Commissioners Zoom meeting.
 - <https://us02web.zoom.us/j/83544514840>
 - Phone # 1-877-853-5247

Thank you for your interest in serving on our board! If you have any questions, please don't hesitate to contact Executive Director Jeff Hazen, at jeff@ridethebus.org or 503-861-5399.



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 transportation in Clatsop County ever since covering approximately 840 square miles and currently serving over 40,000 citizens.

The District operates 5 weekday routes, 5 weekend routes and several seasonal routes. The District also is a member of the NWConnector, an alliance of five transit agencies in NW Oregon that provide coordinated transportation services to Portland and the Willamette valley. The District operates an Intermodal Transit Center in downtown Astoria, a Transit Office in Seaside and has an Operations facility in Warrenton.

Sunset Empire Transportation District Mission Statement

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

Board of Commissioners and Current Officers

Tamra Taylor-Board Chair

Tracy MacDonald- Vice Chair

Pamela Alegria- Secretary Treasurer

Debbie Boothe-Schmidt- Commissioner

Diana Nino- Commissioner

Charles Withers- Commissioner

Board Commitment

The Sunset Empire Transportation Board of Commissioners is responsible for setting policy for the operations of all public transportation in Clatsop County and oversee a budget of approximately 8 million dollars. A strong, engaged, dedicated board is one of the cornerstones to the successful public service of a special district. It is important to have each seat on the board filled by someone dedicated to seeing the district succeed in serving in the public's best interest. When a board member vacates a seat, there is an opportunity to bring in someone to fill that seat with a fresh perspective and unique experiences of their own, which will help contribute to the board's guidance of the district.

Upcoming Board Meeting Schedules

Board meetings are held at 9 AM on the fourth Thursday of each month. Board Packs are distributed one week before. Currently Board meetings are electronic utilizing Zoom and live streamed on Facebook.



Sunset Empire Transportation District Board Member Duties

A board member of Sunset Empire Transportation District serves on a 7-member Board of Commissioners responsible for conducting the affairs of the district in compliance with Oregon Revised Statutes. The Board of Commissioners has the legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

The board ensures that the district achieves its mission in an ethical, transparent, accountable and prudent manner. Each board member is accountable for the functions described below, all of which are accomplished at board meetings and committee assignments through review of information, strategic planning, conversation and decision making.

Together, the board makes decisions and sets policy for the district. Individually, you do not have any power, but acting with your fellow board members you have an opportunity to have a positive impact on your community. The board's major responsibility is setting policy. The Executive Director is responsible for the operation of the District and implementing the policies established by the Board.

Board members also do the following:

- Attend the board meeting held on 4th Thursday of each month (sometimes special meetings can be held to address specific issues)
- Review and adopt the annual budget
- Approve financial reports
- Set goals and evaluate progress towards those goals
- Ask voters to approve bond measures and local option levies for facilities and operations
- Hire and evaluate the executive director
- Help set standards, controls and policies that support sound risk management practices are in place; e.g. safety and security, insurance, data controls and personnel management practices
- Delegate authority
- Connect with the community



**Sunset Empire Transportation District
Board Member Application**

Applicant Name: _____ Date: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you a resident of our district? _____ Are you a registered voter? _____

Why do you want to serve on the Sunset Empire Transportation District Board?

Describe past experiences or positions held that would assist you as a board member.

Outline strengths, abilities and talents that you would bring to the board.

In your opinion, what is the most important role of a board member?

If appointed, would you be able to serve the entire term? _____

Please submit your application to: jeff@ridethebus.org or drop off at the Astoria Transit Center, 900 Marine Drive, Seaside Transit Office 39 N. Holladay or mail to SETD 900 Marine Drive, Astoria Oregon 97103.

Application Deadline: September 16, 2020 at 5:00 PM.