



**Sunset Empire Transportation District  
BOARD POLICY COMMITTEE MEETING**

**AGENDA**

**DECEMBER 11, 2023**

**10:00 AM**

**900 MARINE DR, ASTORIA, OR**

<https://us02web.zoom.us/j/5148435264>

**1 253 215 8782**

**AGENDA:**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT (3-minute limit)
4. REVIEW AND UPDATE BOARD POLICYS
5. DATE OF NEXT MEETING
6. ADJOURNMENT

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**BOARD OF COMMISSIONERS POLICY MANUAL**

**INTRODUCTION**

Sunset Empire Transportation District was created on March 24, 1993 pursuant to ORS 198.835.

The Sunset Empire Transportation District (SETD) Board of Commissioners is comprised of seven (7) officials elected at large from within the District for a four year term pursuant to ORS 198.825.

The policies of this District, as determined by the Board and set forth in this manual, will guide the decisions made by the SETD Administration concerning the operation of the District.

This manual will be kept current and will be available to the public and District staff at all times.

Since this manual is subject to change, it should not be considered a complete statement of Board policies. It is simply a general summary of the Board's current policies. Since flexibility in making policy changes allows the Board to meet future needs and challenges, the Board reserves the right to amend, modify, and/or eliminate any of these policies if needed.

The Board reserves full discretionary authority to interpret and apply all District policies and reserves exclusive authority to determine how those policies will apply to specific issues and specific circumstances. The determination of the Board on all such matters is final and binding.

This manual supersedes any other oral or written provisions, descriptions, or understandings of the District's policies or rules.

Any policies required by federal and/or state laws and regulations are subject to any changes made to those laws and regulations.

**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Board of Commissioners Policy Manual**  
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(Oregon Government Ethics Law) 2010

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>BOARD ELECTIONS</b>		Policy #	Date Approved
		<b>B-101</b>	<b>July 26, 2018</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

1. The Sunset Empire Transportation District Board of Commissioners shall consist of seven members each serving 4 year staggered terms. No person shall be eligible to be a board member who is not, at the time of election or appointment, a registered voter within the District. Commissioners shall maintain their residency and voter registration throughout their service as a Commissioner.
2. Each commissioner, before entering upon the duties of office, shall take and subscribe to an oath that the commissioner will honestly, faithfully and impartially perform duties as a commissioner and disclose any conflict of interest the commissioner may have in any matter to be acted upon by the board. A copy of the oath shall be filed with the secretary of the board. (ORS 267.120)
3. The Board of Commissioners shall elect three officers from among its members:
  - a. Chair
  - b. Vice-Chair
  - c. Secretary/Treasurer

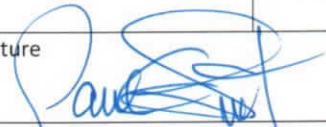
The Sunset Empire Transportation District Board shall elect their officers for the ensuing fiscal year at the first meeting in July. Officers shall be elected for one year and can serve in an office for multiple one (1) year terms.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>BOARD ORIENTATION</b>		Policy #	Date Approved
		<b>B-201</b>	<b>May 23, 2013</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**


The Sunset Empire Transportation District Board of Commissioners shall provide a process to ensure that each new member-elect understands the Board's functions, policies, procedures, and operations of the District, before taking office. The Executive Director shall ensure that each member elect goes through the orientation process as listed in the Board Orientation Document B-201-Attachment A.

Board Member Name-		
<b>Introductions and</b>		Date Completed
Introductory Meeting	Board Chair	
Press Release - Announce new Board Member	Staff	
SETD Email account set up	Staff	
SETD Financial Orientation	Director	
Tour of Astoria/Seaside Transit Offices	Director	
Tour of Operations, Paratransit, Mobility Offices	Director	
Complete Board Member ID Card	Staff	
<b>Board Orientation Book will include documents listed:</b>		
Board Member Contact and Committee List		
SETD Organizational Chart		
List of Employees		
Employee Job Descriptions		
Board Policies		
Board Minutes 2 Months (past 6 months) previous web page		
Financial Reports 2 Months (past 6 months)		
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SDAO Guide for Elected Officials		
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<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>BOARD DUTIES AND RESPONSIBILITIES</b>	Policy # <b>B-301</b>	Effective Date: <i>March 28, 2013</i>
	Signature 	Date of Last Review

**POLICY:**

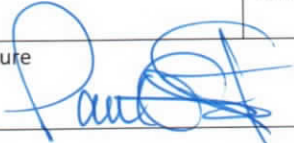
1. The Sunset Empire Transportation District (SETD) Board of Commissioners will consist of 7 members elected at large from within the District pursuant to ORS 198 and 267.
2. The Sunset Empire Transportation District Board of Commissioners is responsible for all the operations and functions of the District. To carry out this responsibility it must
  - a) Clearly establish policy;
  - b) Select and evaluate a qualified professional Executive Director;
  - c) Oversee and ensure District Operations are managed in compliance with District Policies.
3. The Sunset Empire Transportation District Board shall govern using integrity, objectivity, candor and respect. It shall adhere strictly to Sunset Empire Transportation District's Standards of Personal Conduct and Code of Ethics, providing strategic leadership, making collective rather than individual decisions, assuring preparation for each meeting by reading assigned material and/or attending education sessions as needed, establishing clear and distinct Board and Executive Director roles, and periodically monitoring and discussing the Board's process and performance. The Board shall comply with the laws and statues and applicable government regulations, board policies, generally accepted business practices and professional behavior as well as the State of Oregon Attorney General's Public Records and Meeting Manual.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>DUTIES OF CHAIR</b>		Policy # <b>B-302</b>	Date Approved 5/24/18
		Board Chair Signature 	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

1. DUTIES OF THE Chair shall preside at all meetings of the Board of Commissioners:
  - a. Setting a positive tone for the meeting;
  - b. Adhering to the agenda;
  - c. Keeping discussions centered on the issue and allowing all sides an opportunity to be heard;
  - d. Treating all Board members fairly and equally;
  - e. Ensuring that deliberations are fair, thorough, timely and orderly;
  - f. Bringing issues to a conclusion.
2. The Chair should understand and enforce the rules for public meetings outlined in Oregon’s Public Meetings Law as well as all other ORS’ that apply to public meetings of the Board.
3. The Chair, as needed, shall consult with Board members; the Executive Director and the Executive Assistant of the Board regarding the preparation of each meeting’s agenda.
4. The Chair shall have the same right as any other member of the Board to make motions, discuss questions and vote on any issue.
5. The Chair may call a special meeting of the Board as described by the Oregon Public Meetings Law.
6. The Chair shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.
7. The Chair shall speak for the Board on issues involving SETD when authorized to do so by a majority of the Board.
8. The Chair shall create sub-committees and assign board members as needed. Up to 3 Commissioners can be assigned to each committee, which can be either standing or ad hoc committees. Each committee will select its own Chair. Board sub-committees will abide by Oregon Public Meetings Laws and will be subject to Public Record laws notification.
9. Committees will meet regularly, record minutes and report to the Board.
10. The Chair has no authority to make decisions concerning policies created by the Board nor to individually supervise or direct the Executive Director;
11. The Chair, in the absence of the Board Secretary-Treasurer, will appoint a Board member to temporarily act in that capacity.



<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>DUTIES OF THE VICE-CHAIR</b>	Policy #	Effective Date:
	<b>B-303</b>	<i>March 28, 2013</i>
	Signature	Date of Last Review
		

POLICY:

1. In the Chair's absence, or during any disability of the Chair, the Vice-Chair shall have the powers, obligations and duties of the Chair of the Board as prescribed by District policy.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>DUTIES OF SECRETARY TREASURER</b>		Policy #	Date Approved
		<b>B-304</b>	5/24/18
		Board Chair Signature <i>Kathy Klevert</i>	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

Policy:

1. The Secretary-Treasurer of the Board, through the Executive Director or his/her designee, shall cause accurate minutes of each board meeting to be taken as prescribed by Oregon Public Meeting Laws and distributed to each board member in a timely manner for review prior to approval and shall maintain properly authenticated official minutes in chronological order.
2. The Secretary-Treasurer shall countersign all minutes and other official documents as necessary.
3. The Secretary/Treasurer shall preside in the absence of both the Chair and the Vice-Chair.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>DUTIES OF THE CLERK OF THE BOARD</b>		Policy #	Date Approved
		<b>B-305</b>	5/24/18
		Board Chair Signature	
		<i>Kathy Klevecz</i>	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

1. The Clerk of the Board shall be the Executive Director whose duties, either personally or through a designee, will include, but not be limited to, the following:
  - a. Respond directly to routine correspondence;
  - b. Handle correspondence of special interest to the Board by a draft reply for Board consideration; or seek instruction for a reply from the Board, if necessary;
  - c. Prepare the agenda with advice of the Chair, including the addition of any unfinished business;
  - d. Call to the attention of the Board the legal requirements concerning those matters for which the District is responsible;
  - e. Draft policies as requested by the Board;
  - f. Attend all Board meetings;
  - g. Provide notice of Board meetings in accordance with the Public Meetings Law.
2. Together with the Board Policy Committee, coordinate the maintenance and update of the District's Board Policy manual on at least an annual basis.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>BOARD GOVERNANCE</b>		Policy #	Date Approved
		<b>B-306</b>	<b>July 26, 2018</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date


**POLICY:**

1. Board members shall express themselves in a manner that maintains personal decorum when acting in their capacity as a Board member, or when representing the District before the general public or District employees.
2. Board members will participate in board meetings and vote on District matters as part of the board.
3. Board members individually have neither the power nor the authority to act as an agent of the District without a delegation of authority from the Board. A Board member’s unauthorized action may result in personal liability for the Board member when such action costs the District money or damages a third party.
4. Board members have the right of free speech but must recognize the difference between the right to speak and the right to represent (or appear to represent) the Board.
5. Board members must disclose on the record any conflict of interest, either actual or potential, prior to consideration of the issue. This must occur each time the issue is brought before the Board and must be recorded in the minutes.
  - a. Potential conflict: a Board member may participate and vote unless participation would violate the Code of Ethics prohibition of use of office for financial gain.
  - b. Actual conflict: a Board member may not participate or vote.
  - c. Quorum exception: a Board member may vote where a quorum cannot be obtained without their participation.
6. If a Board member needs clarification of or information regarding an issue, communication with the Executive Director is encouraged, always considering the value of and demands upon the Executive Director’s time. However, it is important that no order or request of action be made to the Executive Director or his/her employees by an individual member of the Board. Any such requests need to be made through the Board Chair, who will speak to the Executive Director. This is not to keep anyone from communicating with the Executive Director but rather to make it clear to the Executive Director when he/she is receiving an opinion or an order/request for an action or direction from the entire Board.
7. Board members shall be granted entrance to facilities during facility hours by employees of the District when requesting to communicate with the Executive Director. Officers shall be issued keys to access Administrative facilities only. The Board Chair shall be issued keys to access all facilities of the District.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>FAILURE TO ATTEND MEETINGS AND</b> <b>PERFORM DUTIES</b>		Policy #	Date Approved
		<b>B-307</b>	5/24/18
		Board Chair Signature	
		<i>Kathy Klewats</i>	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**


1. A Board member who is unable to attend a scheduled Board meeting must notify the Board Chair in advance.
2. A Board member may request from the Board of Commissioners an excused absence from a regular Board meeting. The determination of the request will be a part of the regular Board minutes. Excused absences shall include any reason deemed acceptable to the Board of Commissioners.
3. If a Commissioner fails to attend regular meetings of the Board for three consecutive months, or 4 meetings within a one year period without excuse, or otherwise fails to perform any of the duties as a commissioner, the Board Chair, at the Chair's discretion, may take the following steps:
  - a. The member who has missed three meetings without excuse within a twelve month period will be notified in writing by the Chair or Acting Chair.
  - b. The notice will contain the time and place of the next scheduled Board of Commissioner's meeting at which the performance issue(s) will be considered.
  - c. The notice will contain a request for the individual to attend the meeting or submit in writing an explanation for the lack of performance and intentions to properly discharge the duties of the position.
  - d. At the Board of Commissioner's meeting scheduled for consideration of this matter, the Commissioners shall vote on the necessary action to be taken to insure the faithful performance of Duties and Responsibilities up to and including a voluntary resignation.
  - e. The Board may remove any Board officer from office for failure to perform the duties thereof, after giving the officer reasonable notice and opportunity to be heard.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>MID-TERM BOARD VACANCY</b>	Policy # <b>B-308</b>	Effective Date: <i>April 25, 2013</i>
	Signature 	Date of Last Review

**POLICY:**

The Board shall fill a vacancy on the Board by appointment by a majority of the remaining members of the governing body. (ORS 198.320-Filling of vacancies on boards of certain districts.)

1. The Board Chair or the Vice Chair will notify the Board of any Board member's resignation.
2. The appointee will serve until a successor can be elected at the next regular special district election.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>POLITICAL ENDORSEMENT POLICY</b>	Policy # <b>B-309</b>	Effective Date: <i>March 28, 2013</i>
	Signature 	Date of Last Review

POLICY:

1. The Board shall not endorse candidates for public office.
2. The Board shall not, endorse candidates for positions on the District Board of Commissioners.
3. The Board, under no circumstances, shall permit District funds to be used to support or oppose a measure or candidate for office. This does not include the permitted use of public funds to conduct "informational" campaigns.
4. Nothing in this policy is intended to restrict an individual's right to free speech, provided it is clear that such rights are being exercised by that individual as an individual, and not as an agent of the District.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>SELECTION AND DUTIES OF LEGAL COUNSEL</b>		Policy #	Date Approved
		<b>B-310</b>	<b>July 26, 2018</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**


1. The Board shall select legal counsel for the District that is licensed and registered in the State of Oregon
2. The Board authorizes the Executive Director to seek legal counsel before taking action on any District issue that may precipitate litigation. Legal counsel will be sought through Special Districts Association of Oregon, or through a Board approved attorney. If necessary, legal counsel may be sought through a referral made by Special Districts Association of Oregon or from the Board approved attorney. Any additional legal counsel used because of a referral must be licensed and registered in the State in which lawsuit is brought.
3. The Board authorizes the Executive Director to seek legal counsel review of Sunset Empire Transportation District's existing and proposed agreements and contracts including any amendments to such contracts.
4. The Board authorizes the Board Chair and/or the Executive Director to seek legal counsel independently, providing such counsel is consistent with the Board's general direction.
5. The Board expects legal counsel to provide legal advice by responding to specific requests as well as proactively advising on changes to the laws that affect the District.
6. In the event that either the Board Chair or the Executive Director independently seeks legal counsel, such contact should be reported to the full Board at the earliest convenience.



<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>SELECTION AND DUTIES OF LEGAL COUNSEL</b>	Policy # <b>B-310</b>	Effective Date: <i>March 28, 2013</i>
	Signature <i>Paul [Signature]</i>	Date of Last Review


**POLICY:**

1. The Board shall select legal counsel for the District.
2. The Board authorizes the Board Chair and/or the Executive Director to seek legal counsel independently, providing such counsel is consistent with the Board's general direction.
3. The Board expects legal counsel to provide legal advice by responding to specific requests as well as proactively advising on changes to the laws that affect the District.
4. In the event that either the Board Chair or the Executive Director independently seeks legal counsel, such contact should be reported to the full Board at the earliest convenience.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>SELECTION OF AN AUDITOR</b>	Policy # <b>B-311</b>	Effective Date: <i>March 28, 2013</i>
	Signature 	Date of Last Review

POLICY:

1. The Board shall approve the selection of the auditor.
2. The Board shall give the Executive Director, or his/her designee, the authority to contract with the auditor.
3. The Board shall ensure an annual audit is made each year of the District's accounts and fiscal affairs.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>COMMITTEES POLICY</b>	Policy # <b>B-312</b>	Effective Date <i>June 27, 2013</i>
	Signature 	Date of Last Review

**1. Appointment of Committees and Sub-Committees**

- a. The Sunset Empire Transportation District (SETD) Board of Commissioners (BOC) may appoint Committees and Sub-Committees to transact District business as delegated by the BOC.
- b. Committees may appoint Sub-Committees with the approval of the BOC.

**2. Membership**

- a. The Chair of the BOC shall appoint Members to serve on Committees. The Chair may choose to seek nominations for appointment or may directly appoint new members to a Committee.
- b. Membership may be made up of both Board Commissioners and non-Board members. There is no limit to the number of Members per Committee. However, no Committee or Sub-Committee may be made up of more than three (3) Board Commissioners so as not to constitute a quorum for BOC purposes per statutory requirements.
- c. The Exception to this rule is the Budget Committee. Per statutory requirements, the Budget Committee is required to consist of all seven Board Commissioners and an equal number of citizen members. (ORS 294.414)

**3. Operations of Committees and Sub-Committees**

- a. The order of business at the beginning of formation of each Committee or Sub-Committee and again at the beginning of each fiscal year shall be:
  - 1. Election of Chair
  - 2. Election of Vice-Chair
  - 3. Establishment of the minutes taker (typically staff)
  - 4. Establishment of the purpose and goals of the Committee
- b. Each Committee and Sub-Committee shall report on its activities to the BOC on a regular basis or as designated by the BOC.
- c. Committees and Sub-Committees can review material and provide recommendations for action by the District, but only the BOC can authorize an action.

- d. All BOC Committees and Sub-Committees are subject to applicable open meetings laws.

#### **4. Standing Committees of the Board of Commissioners**

The following Committees will last in perpetuity:

- a. Executive Evaluation and Compensation Committee  
This committee convenes on an annual basis.
- b. Northwest Ride Center Advisory Board  
This committee advises the Board on matters relating to the policies and operations of the NWRC. It is governed by its own by-laws.
- c. Seniors and Disabled Advisory Committee  
This committee provides recommendations to the Board on matters regarding seniors and those with disabilities; as well as operates as the District's Special Transportation Fund grant committee and the FTA 5310 grant committee. It is governed by its own by-laws.
- d. Budget Committee  
This committee convenes on an annual basis to review and approve the budget.

#### **5. Ad-Hoc Committees**

The Board of Commissioners may establish as many Ad-Hoc Committees and Sub-Committees as it deems necessary to fulfill the needs of the District.

#### **6. Non-BOC Committees and Sub-Committees**

- a. The Executive Director may establish Committees and Sub-Committees independently from the BOC. These are Non-BOC Committees and are developed and guided under the direction of the Executive Director, with the foreknowledge of the BOC.
- b. Non-BOC Committees and Sub-Committees may or may not contain members of the BOC or the public.
- c. Non-BOC Committees and Sub-Committees report directly to the Executive Director. The Executive Director has the responsibility of reporting the activities of Non-BOC Committees to the BOC.
- d. Non-BOC Committees and Sub-Committees are considered internal District meetings and are not subject to state or federal open meetings laws.
- e. Standing Non-BOC Committees:
  - a. Board Policy Committee

Provides recommendations to the Board regarding policies. It consists of members of the Board as well as the Executive Director and Executive Assistant.

b. Safety and Security Committee

Made up of only employees to regularly evaluate and recommend policies regarding the safety and security of the District and its employees.

c. Employee Committee

Made up of only employees and provides recommendations to the Executive Director on employee matters.

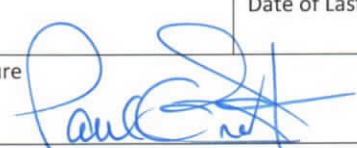
<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>BOARD ETHICS</b>		Policy #	Date Approved
		<b>B-401</b>	5/24/18
		Board Chair Signature	
		<i>Kathy Klewatt</i>	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

The Board of Commissioners of the Sunset Empire Transportation District (SETD) expect all elected officials, employees, and volunteers of the District to familiarize themselves and comply with the provisions of the Oregon Government Ethics Law.

The provisions in the Oregon Government Ethics law restrict some choices, decisions or actions of a public official. Each individual public official is held personally responsible for complying with the provisions of the Oregon Government Ethics law as set forth in ORS Chapter 244 and OAR Chapter 199. This includes conflicts or potential conflicts of interest if family members of a Commissioner are employed by SETD and that all conflicts are announced at Board meetings.


See Appendix A- "A GUIDE FOR PUBLIC OFFICIALS" explaining provisions of the law from the Oregon Government Ethics Commission [www.oregon.gov/ogec](http://www.oregon.gov/ogec)

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>DEFINITION OF PUBLIC OFFICIAL</b>	Policy # <b>B-402</b>	Effective Date: <i>October 25, 2012</i>
	Signature 	Date of Last Review

**POLICY:**

The definition of a Public Official is a person who is:


- a. Elected or appointed to an office or position with a state, county or city government.
- b. Elected or appointed to an office or position with a special district.
- c. An employee of a state, county, city agency or special district.
- d. An unpaid volunteer for a state, county, city agency or special district.
- e. Anyone serving the State of Oregon or any of its political subdivisions, such as the State Accident Insurance Fund or the Oregon Health & Science University.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>GUIDE FOR PUBLIC OFFICIALS</b>	Policy # <b>B-403</b>	Effective Date: <i>October 25, 2012</i>
	Signature 	Date of Last Review

**POLICY:**

A copy of "A GUIDE FOR PUBLIC OFFICIALS" explaining provisions of the law can be obtained via the Oregon Government Ethics Commission website at: [www.oregon.gov/ogec](http://www.oregon.gov/ogec). or thru the Board's secretary.



<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>PUBLIC MEETINGS</b>		Policy #	Date Approved
		<b>B-601</b>	5/24/18
		Board Chair Signature	
			
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**PURPOSE:**

To lay out the policies by which the District will comply with the Oregon Public Meetings Law and to provide the rules that the District will follow in regards to citizen participation and public comment. The District is committed to complying with the requirements, as well as the spirit, of the Law and values public participation at its public meetings.

**POLICY:**

SETD will comply with the Oregon Public Meetings Law, which can be found in its entirety at ORS 192.610 to 192.690. Where the Law is open to local interpretation, the District will establish its own rules. Those local rules are laid out below.

**APPLICATION:**

The Policy applies to all meetings that occur by or under the direction of the District Board of Commissioners. This includes the District Board of Commissioners monthly meetings, work sessions, special meetings, as well as meetings of the Board’s sub-committees.


**DEFINITION:**

1. Public Meeting: The convening of any governing body for which a quorum is required to make or deliberate toward a decision on a matter, or a sub-committee that deliberates towards a recommendation to the Board or to gather information. Decisions must be made in public and secret ballots are prohibited.

**PROCEDURE:**


1. Quorum: For the District Board of Commissioners, a quorum is the presence of four (4) of the seven (7) Commissioners.
2. Electronic Correspondence: Meetings accomplished by telephone conference calls or other electronic means may constitute a public meeting. In such cases the District will provide notice as well as location where the public may listen to or observe the meeting.

3. Meeting Locations: The District Board will hold all of its public meetings within the jurisdictional boundaries of the District, namely within the boundaries of Clatsop County.
4. Notice: SETD will provide a minimum of five (5) days public notice of the time, place and agenda for any regular or special meeting. For emergency meetings, SETD will provide as much public notice as possible depending upon the unique circumstances of the particular emergency.
5. Executive Sessions: The District will comply with ORS 192.660 in regards to the use of executive sessions when appropriate and requested by the Board. SETD will provide notice of such sessions as explained above under the Notice section.
6. Exemptions: Meetings that occur for a purpose other than deliberating about or deciding upon an action of the District are not considered public meetings and are not required to follow the requirements of the Oregon Public Meetings Law.
7. Public Comment: The District Board will provide at least one (1) opportunity to receive comments by the public at each of its regularly scheduled monthly meetings and sub-committee meetings. At special meetings, such as work sessions, the District may provide opportunities for public comment at the discretion of the Board. The public will be allowed a total of three (3) minutes per person to provide their comments, unless otherwise determined by the Board.
8. Media: Representatives of the media are welcome at all public meetings of SETD, including executive sessions. However, the media cannot report or disclose any information that is discussed within an executive session, unless it is outside the scope of the purpose of the executive session. Media are excluded from certain types of executive sessions, such as strategy discussions about labor negotiations and consultations with a lawyer regarding an issue where the media is a party.
9. Minutes: The minutes from the District's public meetings will be made available within a reasonable time after each meeting. Written minutes are not a complete dictation, but will provide: members present; all motions, proposals, resolutions, orders, ordinances and measures proposed; the results of any votes by name; the substance of discussions; and a reference to any document discussed at the meeting.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>EXECUTIVE DIRECTOR ROLE</b>	Policy # <b>B-701</b>	Effective Date: <i>February 28, 2013</i>
	Signature 	Date of Last Review

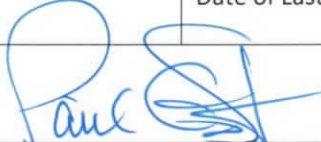
POLICY:

The Executive Director is an employee of the Board and may be removed by the Board by majority vote of its members. The administration of the District (SETD and the NWRC) in all aspects shall be delegated to the Executive Director who shall carry out the administrative functions according to the policies adopted by the Board.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>EXECUTIVE DIRECTOR SELECTION</b>	Policy # <b>B-702</b>	Effective Date: <i>February 28, 2013</i>
	Signature 	Date of Last Review

POLICY:

1. The Board of Directors shall initiate a process that will facilitate the hiring of an Executive Director. The process will be initiated a minimum of four months in advance of a planned vacancy.
2. If necessary, the Board will appoint an interim director.
3. The Board shall confer on:
  - a. The selection process including the timeline and method of advertising for the position;
  - b. The desired management skills and leadership characteristics, including but not limited to:
    - i. Industry and Special District experience and expertise;
    - ii. Operational and strategic planning and implementation experience;
    - iii. Labor relations management;
    - iv. Long-range fiscal planning and management;
    - v. Involvement and good relations with the community;
    - vi. Moral character.
  - c. Consideration will also be given to:
    - i. Education and continued professional development;
    - ii. Professional accomplishments;
    - iii. Professional credentials and affiliations.
  - d. Compensation factors.
4. Candidates for the position of Executive Director may be solicited both internally and externally.
5. The Board may consider a process that solicits input from District citizens, District employees, and local government officials.
6. The selection of an Executive Director and the process used shall be the exclusive decision and at the sole discretion of the Board of Commissioners.
7. Successful candidates for the position will be expected to meet all the requirements of the District's hiring policies.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>EXECUTIVE DIRECTOR REQUIREMENTS</b>	Policy # <b>B-703</b>	Effective Date: <i>February 28, 2013</i>
	Signature 	Date of Last Review

POLICY:

1. Initiate, administer and supervise all activities, functions, operations and programs of the District;
2. Supervise the construction, maintenance, and upkeep of any facilities and equipment owned, operated or maintained by the District.
3. Recommend to the Board the acquisition of new, or sale of used, equipment and facilities;
4. Enforce all policies, resolutions and ordinances adopted by the Board.
5. Keep and maintain proper fiscal records for the District; including monthly financial accounting reports to be reviewed by the Board.
6. Hire and, when necessary, fire, promote, and demote all personnel necessary to carry out the business of the District subject to the limitations of ORS 267.010 to 267.390 and the rules of the Board.
7. Development of position descriptions for each position reporting to the Executive Director based on the role of the position rather than the individual in the position;
  - a. Responsible for periodic review of position descriptions to ensure their compatibility with the management structure and operation of the District.
8. Maintain interagency agreements as to allow appropriate exchange or utilization of interagency resources, thereby maximizing efficiencies.
9. Keep the Board advised as to the needs of the District.
10. Devote the entire working time of the Executive Director to the business of the District;
11. Act as the Clerk of the Board as listed in Board Duties and Responsibilities-Policy B-304.
12. Perform such other duties as the Board requires by resolution.
13. Attend all meetings of the Board and may participate in deliberations, but may not vote.


<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>EXECUTIVE DIRECTOR EVALUATION</b>	Policy #	Effective Date:
	<b>B-704</b>	<i>February 28, 2013</i>
		Date of Last Review
	Signature	

**POLICY:**

The Executive Director shall receive an annual performance evaluation by a committee of the Board of Commissioners. The committee will report their findings to the Board. The Board will vote to approve the annual evaluation and any changes to pay or other compensation.

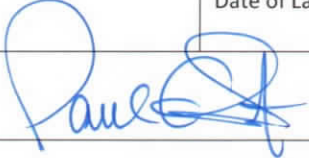
At a minimum, the evaluation committee will consider:

1. Ability to cooperate with the Board, staff, community members, and other local governments;
2. Communication skills;
3. Leadership attributes;
4. Work habits;
5. Use of District resources with an emphasis on operational and fiscal efficiencies;
6. Performance made against Strategic Goals approved by the Board;
7. Goals established in the Executive Director's previous performance evaluation.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>EXECUTIVE DIRECTOR ACTION WITHOUT</b> <b>POLICY</b>		Policy #	Date Approved
		<b>B-705</b>	<b>5/24/18</b>
		Board Chair Signature	
			
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

The Executive Director, in the absence of Board Policy, shall attempt to contact the Board Chair for direction. If the Board Chair is unavailable and immediate action is necessary, the Executive Director shall have the power and latitude to act. The Executive Director shall notify the Board Chair and Vice-Chair as soon as possible of any action(s) taken. The Board Chair shall notify the Board of any action taken. The Board Chair shall inform the Board at their next meeting of any action that may suggest the need for additional Board adopted policy.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>FINANCE AND BUDGET</b>	Policy # <b>B-801</b>	Effective Date: <i>October 25, 2019</i>
	Signature 	Date of Last Review


**POLICY:**

The Sunset Empire Transportation District (SETD) Board of Commissioners (BOC) shall designate the Executive Director to be responsible for the financial management of the District and the North West Ride Center (NWRC). The Executive Director will ensure compliance with all Federal, State and local laws and regulations.

The Executive Director shall be responsible for development and maintenance of operational procedures regarding financial planning; budget; revenue and expenditures. The District shall adhere to the standards set forth by the Governmental Accounting Standards Board.

The adopted budget document shall serve as the financial plan of operation and provide guidelines for carrying out the goals and objectives of the District as stated in the Strategic Plan.

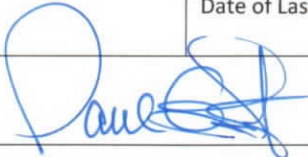


<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>FORMULATION OF THE SETD/NWRC BUDGET AND BUDGET COMMITTEE</b>	Policy # <b>B-802</b>	Effective Date: <i>October 25 2012</i>
	Signature 	Date of Last Review

**POLICY:**

The BOC shall be responsible to insure compliance with all State and County legal requirements for the Budget process.

1. The BOC shall:
  - a. Designate the District budget officer (ORS 294.331)
  - b. Approve budget committee members (ORS 294.336)
  - c. Conduct the budget hearing (ORS 294.430)
  - d. Adopt the budget, make appropriations, declare and categorize property tax amounts or rates (ORS 294.435)
2. The Budget Committee shall consist of the seven members of the BOC and seven appointed community members.
3. No member of the budget committee shall receive compensation for their services.
4. Terms of the community members shall be three years and shall be staggered.
5. The Budget Committee shall elect a Chairperson at its first meeting.
6. The Budget Committee shall hold one or more meetings as necessary to:
  - a. Receive the budget document, and
  - b. Provide the citizens of the District the opportunity to comment on or ask questions concerning the budget document.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>ADMINISTRATION OF THE BUDGET</b>	Policy # <b>B-803</b>	Effective Date: <i>October 25, 2012</i>
	Signature 	Date of Last Review

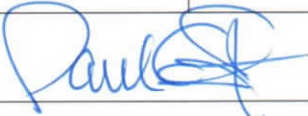
**POLICY:**

1. The adopted budget is the financial plan developed to carry out the programs supporting the SETD and NWRC goals and objectives.
2. The Executive Director will provide financial reports on a regularly scheduled basis showing comparison of revenues and expenditures with budgeted appropriations.
3. The BOC must authorize all transfers of appropriations from one fund to another or within a fund through either a board resolution or the adoption of a supplemental budget.
4. In the event of an emergency or natural disaster, it may be necessary to respond quickly in order to protect public health or safety. In such cases, any expenditures or loans made outside the budget will be authorized by the Board of Commissioners through resolution, or by written order of the Executive Director or his/her designee.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>DEPOSITORIES AND DISBURSEMENT OF FUNDS</b>		Policy # <b>B-804</b>	Date Approved <b>July 26, 2019</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date


**POLICY:**

1. The Board Officers, the Executive Director and the Chief Operating Officer shall be the authorized signers on District Bank accounts.
2. All checks shall be signed by two authorized signers with at least one signer being a Board Officer.
3. The Board shall designate the depositories for the District. Only Qualified Depositories for Public Funds are eligible to be utilized per ORS 295.002. Funds shall be withdrawn only by those individuals authorized by the BOC to sign checks and make disbursements.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>PURCHASE/SALE/LEASE OF REAL PROPERTY</b>	Policy #	Effective Date:
	<b>B-805</b>	<i>October 25, 2012</i>
		Date of Last Review
	Signature	

POLICY:

1. The BOC must approve the purchase, lease, trade, or sale of all real property by the SETD/NWRC.
2. The BOC must approve all rental or lease/purchase agreements.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>LOANS</b>	Policy # <b>B-806</b>	Effective Date: <i>October 25, 2012</i>
	Signature 	Date of Last Review

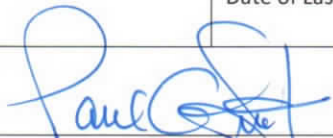
POLICY:

The BOC will approve any and all loans made to SETD/NWRC.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>AUDIT</b>		Policy #	Date Approved
		<b>B-807</b>	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date


**POLICY:**

1. The Executive Director will cooperate with the auditor designated by the BOC to accomplish the annual audit.
2. The Executive Director shall be responsible for filing the audit report with the office of the Secretary of State.
3. The BOC will receive the audit report directly from the auditors.
4. The Executive Director shall be responsible to correct any deficiencies reported by the auditors.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>ASSETS</b>	Policy # <b>B-808</b>	Effective Date: <i>October 25, 2012</i>
	Signature 	Date of Last Review

**POLICY:**

1. To ensure an adequate level of insurance, the District shall maintain an appraisal and inventory of all SETD/NWRC buildings, improvements, fixtures and contents.
2. The District will dispose of surplus property in an appropriate manner that will insure the highest return allowed by regulations.
3. The District will notify the insurance company of any change of status or disposal of assets so deletions and adjustments can be made to the insurance policy.

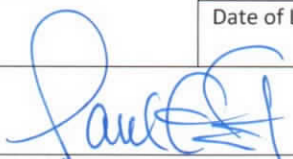
<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>DISTRICT CREDIT CARDS</b>	Policy # <b>B-809</b>	Effective Date: <i>October 25, 2012</i>
		Date of Last Review
	Signature 	

**POLICY:**

The District will issue credit cards to improve purchasing efficiencies and reduce costs.

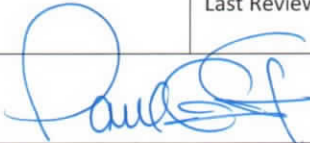
1. The BOC will approve purchasing limits and overall debt limits for District credit cards.
2. The Executive Director will develop and maintain procedures for the use and control of District credit cards.



<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>PUBLIC RECORDS</b>	Policy # <b>B-810</b>	Effective Date: <i>October 25, 2012</i>
	Signature 	Date of Last Review

**POLICY:**

1. The District shall comply fully with Oregon Public Records Law (ORS 192.410 with 192.505)
2. The BOC will approve a fee schedule which will set fees for:
  - a. Copies of public records,
  - b. Certified copies,
  - c. Copies of sound recordings
  - d. Copies of maps and other nonstandard documents,
  - e. Research,
  - f. Additional charges
3. Reduced fee or free copies may be authorized by the BOC or the Executive Director if it is determined to be in the public's best interest.
4. The fee schedule is available upon request.
5. At no time shall an original record of the District be removed from the District's premises except upon authorization by the BOC.
6. On site review of original records can be made if designated fees are paid in advance and a District representative is present. Charges for such a representative's time will be the same as "research" above.
7. Any person attempting to alter, remove or destroy District records shall have their review immediately suspended. The District's attorney shall be immediately notified of the action which has occurred.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b>  <b>BOARD REIMBURSEMENT</b>	Policy # <b>B-811</b>	Effective Date <i>April 25, 2013</i>
	Signature 	Last Review

**PUPOSE:**

To authorize allocations of funds in the budget to provide financial reimbursement of Board members who attend seminars, classes and other meetings in order to better serve the transit district as well as further educate themselves regarding transit and /or special districts.

**POLICY:**

SETD will reimburse Board members for meals, room and mileage, as appropriate, for travel and attendance at business related events which are approved by the Board. Reimbursements will be made in compliance with the Oregon Department of Administrative Services Accounting Manual; Statewide Travel Policy.

The Executive Director will develop and maintain an operating policy guiding staff reimbursement.

**PROCEDURE:**

1. Prior to final approval of the annual budget, the Board will determine which seminars, conferences and meetings will be considered the most beneficial for attendance by Board members so that adequate funds are included in the budget.
2. The Board will recommend the maximum number of Commissioners that will be authorized to attend each event based on available funding.
3. The District will make arrangements for hotel accommodations, when necessary, in order to obtain any available discounts. Individuals who choose to arrange their own accommodations will receive reimbursement equal to the discounted prices.
4. The amount of stipend for meals will be determined by the Board. Reimbursement for meals will not exceed the amount stipulated.
5. Car pooling is encouraged.
6. Conferences attended other than those listed will be approved and reimbursed as funding allows.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b>  <b>BOARD OF COMMISSIONERS</b> <b>INVESTMENT POLICY</b>	Policy #	Date Approved
	<b>B-812</b>	12-11-14
Board Chair Signature		
<i>Katherine A. Klewats</i>		

**PURPOSE**

Sunset Empire Transportation District (District) is designated a special district of Clatsop County that manages county’s public transportation services and provides brokerage services for non-emergent medical transportation needs through its RideCare department.

As a special district it is incumbent upon the governing body and its employees to invest public funds in a manner which will provide a market rate of return, while preserving the principal to meet the daily cash flow needs of the District.

This document describes the policy governing the management of all District’s investments.

**POLICY**

This Investment Policy provides a safeguard that the District’s management and investment of funds will conform to Federal and Oregon State regulations and standards.

The priority of investment criteria for the District is legality first, followed by safety, then liquidity and lastly, return on investment.

The investment policy and practices must conform to all applicable Federal and Oregon State regulations, and other legal requirements, including bond covenants, and prudent money management philosophy. The overall program shall be designed and managed with a degree of professionalism that is worthy of public trust.

**SCOPE**

Both operating and surplus funds will be invested in compliance with the provisions of ORS Chapter 294, these investment policies, and written internal control procedures. Funds held and invested by trustees or fiscal agents are excluded from this policy; however, such funds are subject to regulations established by the State of Oregon. Any revisions or extensions of ORS Chapter 294 and ORS Chapter 295 shall be assumed to be part of this Investment Policy immediately upon being enacted.

**GENERAL OBJECTIVES**

The objectives of the District investment activities, in order of priority, are as follows:

1. **Legality.** The District investments shall be in accordance with all statutes governing the investment of public funds as well as applicable provisions of bond resolutions.

2. **Safety.** Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The District seeks protection afforded by the Federal Deposit Insurance Corporation (FDIC) and any depository institution must also be collateralized as required by ORS Chapter 295. The objective is to mitigate credit risk and interest rate risk to ensure overall portfolio safety.

- a) Credit Risk

The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District will do business in accordance with “Authorized Financial Dealers and Institution” section of this policy.
- Managing the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

- b) Interest Rate Risk

The District will minimize the interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, such as not to directly invest in securities maturing in more than 18 months from the date of purchase.

3. **Liquidity.** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements, which might be reasonably anticipated. Investment maturities shall be matched to anticipated cash flow requirements whenever possible.
4. **Return on Investment.** The District’s investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles that is consistent with the constraints imposed by its safety and legality obligations and cash flow considerations.

## DELEGATION OF AUTHORITY

The Executive Director is responsible for carrying out the policies of the Sunset Empire Transportation District Board of Commissioners. (Board)

For the purposes of carrying out this Investment Policy, the Executive Director and one of the following individuals are hereby authorized to make investment decisions, in strict accordance with this investment policy on behalf of the District:

Finance Officer

All accounts established for the purpose of investing the District's funds shall require the written authorization of the Executive Director and Board Treasurer.

No single individual, acting alone, may initiate an investment activity.

The Executive Director with approval of the Board may delegate investment management and decisions authority, via written agreement, to one or more professional investment advisors/managers that are qualified and registered with the Securities and Exchange Commission under the Investment Advisors Act of 1940. Agents engaged in this capacity shall make investment decisions and transactions in strict accordance with this policy and Oregon State laws and statutes.

The daily management responsibility for the investment program is assigned to the Finance Officer who monitors and reviews investments for consistency with this policy.

## STANDARDS OF CARE

1. Prudence. Investments will be made under the prudent investor rule, which states:  
*"Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering probable safety of their capital as well as the probable income to be derived."*

The Executive Director and designated employees, acting in accordance with written procedures and this policy, and exercising due diligence, will be relieved of personal responsibility for a specific security's credit risk, market price changes, or loss of principal if securities are liquidated prior to maturity provided that these deviations and losses are reported as soon as practical and action is taken to control adverse developments.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. The investment portfolio is subject to public scrutiny and evaluation. The investment program shall be designed and administered with a degree of professionalism

worthy of the public trust. Designated commissioners and employees shall refrain from knowingly entering into transactions which might impair public confidence in the District.

2. **Ethics and Conflict of Interest.** Commissioners and employees involved in the investment process shall comply with state law and statutes and refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions. Also commissioners and employees shall disclose to the Board Chair, in writing, any material financial interest in financial institutions that conduct business within the District, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio, particularly with regard to the time of purchases and sales.

### **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The Executive Director and or Finance Officer will maintain a list of financial institutions authorized by the Board to provide investment services to the District. The list will include broker/dealers and investment advisors authorized to provide investment services in Oregon and to the District.

Employees of any firm or financial institution offering securities or investments to the District are expected to be trained in the precautions appropriate to the public sector, be knowledgeable of the permissible investments and other State of Oregon regulations, and be familiar with the District's investment objectives, policies, and constraints. Dealers and investment advisors providing investment services to the District are expected to make reasonable efforts to preclude imprudent transactions involving the District's funds.

All financial institutions, broker/dealers, and investment advisors who desire to become qualified for investment transactions must supply the following information, if applicable:

- Audited financial statements demonstrating compliance with Oregon State and Federal capital adequacy guidelines.
- Proof of state registration.
- Certification of having read, understood and agreement to comply with the District's Investment Policy.
- Evidence of adequate insurance coverage.
- Investment advisors must be registered under the Investment Advisers Act of 1940.
- Financial Institutions must be collateralized through the State Collateral Pool as required by ORS Chapter 295.

Financial institutions will be reviewed on an on-going basis to ensure they are on the "Qualified Depositories for Public Funds" list per ORS 295.002.

All reviews will be done by either the Executive Director, Treasurer or Finance Officer.

## **SAFEKEEPING, CUSTODY AND COLLATERALIZATION**

1. Safekeeping. Securities will be held in third party safekeeping with a designated custodian. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The custodian will issue a safekeeping receipt to the District listing the specific instrument, selling broker/dealer, issuer, coupon, maturity, Committee on Uniform Securities Identification Procedures (CUSIP) number, purchase or sale price, transaction date, and other pertinent information.
2. Bank Deposits and Certificates of Deposits. The District may hold bank deposits or certificate of deposits at banks qualified under ORS Chapter 295.
3. Internal Controls. The Executive Director will maintain a system of written internal controls which will be reviewed by an independent auditor at least annually or upon extraordinary event, i.e., turnover of key personnel or the discovery of any inappropriate activity. The controls will be designed to prevent loss of public funds due to fraud, error, misrepresentation or imprudent action.
4. Accounting Method. The District will comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP).

## **SUITABLE AND AUTHORIZED INVESTMENTS**

1. Authorized Investments. All investments of the District shall be made in accordance with ORS Chapter 294 statutes addressing investments rules and restrictions. Any revisions or extensions of relevant sections of the ORS shall be assumed to be part of this investment policy immediately upon being enacted.
2. Competitive Selection of Bids or Offers. The Executive Director will obtain at least three offers or bids prior to the purchase of certificates of deposits, and selling securities prior to their maturity and will award the transaction to the most favorable offer or bid so long as the institution/broker/dealer and investment adviser meets the requirements of this policy for doing business with the District.

If the District hires an investment adviser to provide investment management services, the adviser must provide documentation of competitive pricing execution on each transaction. The investment adviser will retain documentation and provide upon request.

3. Monitoring and Adjusting the Portfolio. The Executive Director and Finance Officer will routinely monitor the contents of the investment portfolio comparing the holdings to the markets, relative values of competing instruments, changes in credit quality, and benchmarks. If there are advantageous transactions, the portfolio may be adjusted accordingly.

4. Performance Evaluation. The performance of any investment made by the District will be measured against the performance of the Local Government Investment Pool.
5. Quarterly Report. The Executive Director or Finance Officer will provide a quarterly District Investment Report to the Board.



<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>	Policy # <b>B-813</b>	Effective Date <i>12-11-14</i>
		Date of Last Review
<b>PRE-LOSS LEGAL COUNSEL CONSULTATION</b>	Signature <i>Katherine A Klewick</i>	

**POLICY:**

The Sunset Empire Board of Commissioners authorizes the Executive Director to seek legal counsel before taking action on any District issue that may precipitate litigation. Legal counsel will be sought either through Special Districts Association of Oregon, or through a Board approved attorney licensed and registered in the State of Oregon. If necessary legal counsel may be sought through a referral made by Special Districts Association of Oregon or from the Board approved attorney. Any additional legal counsel used because of a referral must be licensed and registered in the State of Oregon or the State in which lawsuit is brought.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>LEGAL COUNSEL CONTRACT REVIEW</b>	Policy # <b>B-814</b>	Effective Date <b>12-11-14</b>
		Date of Last Review
Signature <i>Katherine A Klewett</i>		

**POLICY:**

Sunset Empire Transportation District Board of Commissioners authorizes the Executive Director to seek legal counsel review of all Sunset Empire Transportation District's existing and proposed agreements and contracts including any amendment(s) to such contracts. Legal counsel will be provided by a Board approved attorney that is licensed and registered in the State of Oregon.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>EXECUTIVE DIRECTOR SIGNING</b> <b>AUTHORITY</b>		Policy #	Date Approved
		<b>B-815</b>	<b>July 26, 2018</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

Pursuant to Sunset Empire Transportation District Ordinance #2018-01, the Board of Commissioners authorizes the Executive Director to sign contracts and agreements on behalf of Sunset Empire Transportation District that do not exceed a total commitment of \$10,000 and are within budget constraints. The Sunset Empire Transportation District Board of Commissioners will be notified at the next regular Board meeting of any contracts signed. Any contract or agreement in excess of \$10,000 will be brought before the Sunset Empire Transportation District Board of Commissioners for approval.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>EXECUTIVE DIRECTOR VACANCY</b> <b>INTERIM PLAN</b>		Policy #	Date Approved
		<b>B-816</b>	<b>July 26, 2018</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**


In the event the Executive Director position becomes vacant the Sunset Empire Transportation District Board of Commissioners shall require that all existing District contracts or agreements under \$5,000 will be approved with dual signatures from the Sunset Empire Transportation District Board Chair or Board designee as one signature and the Chief Operations Officer as the second signature. The Sunset Empire Transportation District Board will be notified of any contract renewals or signings that are signed at the next regular Board meeting. All new Sunset Empire Transportation District contracts or agreements above \$5,000 will require Board approval before signing.

<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b> <b>TIMBER REVENUE</b>		Policy #	Date Approved
		<b>B-817</b>	<b>July 26, 2018</b>
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

**POLICY:**

When the timber revenue receipts exceed the budgeted amount, the Sunset Empire Transportation District (SETD) Board of Commissioners may utilize timber revenues in excess of the budgeted amount to:

- a. pay down long-term interest-bearing debt obligations.
- b. fund special projects identified by staff.
- c. be transferred to the Capital Reserve Fund
- d. be included in the ending General Fund balance.
- e. any combination of (a) through (d)

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS  <b>DISTRICT EQUIPMENT USE POLICY</b>	Policy # <b>B-901</b>	Effective Date <i>December 12, 2013</i>
	Signature 	Date of Last Review

**PURPOSE:**

To provide guidelines for the District’s Board of Commissioners (BOC) and Employees regarding the use of District-owned equipment for non-District purposes.

**POLICY:**

District Commissioners and employees are permitted limited use of District owned equipment for personal use if such use does not interfere with official business and involves minimal additional expense to the District. This limited personal use of District office equipment should take place during the employee’s non-work time. This privilege to use District owned-equipment for non-District purposes may be redefined at any time by the BOC.

This policy also applies to contractors, interns, volunteers and other non-District employees through incorporation by reference in contracts or memorandums of agreement as conditions for using District owned equipment and space.

**APPLICATION:**

The Policy applies to the District’s BOC, employees, contractors, interns, and volunteers.

**ATTACHMENT A:**

**1. DEFINITIONS AND PROCEDURES**

SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS  DISTRICT EQUIPMENT USE POLICY <b>ATTACHMENT A</b>	Policy #	Effective Date
	<b>B-901</b>	Date of Last Review
	Signature	

**ACCOMPANYING DEFINITIONS AND PROCEDURES**

**DEFINITION:**

**District-owned equipment** includes, but is not limited to: personal computers and related peripheral equipment and software, tablets, telephones, facsimile machines, audio/visual devices, photocopiers, office supplies, Internet connectivity and access to internet services, email and vehicles.

- 1) **Minimal additional expense** means that employee’s personal use of District owned equipment is limited to those situations where the District is already providing equipment and the employee’s use of such equipment will not result in any additional expense to the government or the use will result in only normal wear and tear or the use of small amounts of electricity, ink, toner or paper.
- 2) **Employee non-work time** means times when the employee is not otherwise expected to be addressing official business. Employees may for example - use government owned equipment during their own off-duty hours such as before or after workday lunch periods, authorized breaks, weekends or holidays.
- 3) **Personal use** means activity that is conducted for purposes other than accomplishing official or otherwise authorized activity.
- 4) **Information technology** means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement control, display, switching, interchange, transmission or reception of data or information.

**PROCEDURE:**

**Specific Provisions on Use of Equipment and Services**

- 1) Employees are authorized limited personal use of District owned equipment. This personal use must not result in loss of employee productivity or interference with official duties.
- 2) Moreover, such use should incur only minimal additional expense to the District in areas such as:
  - a) Communications infrastructure costs; e.g., telephone charges, telecommunications traffic, etc.;
  - a) Use of consumables in limited amounts ; e.g., paper, ink, toner, etc.;
  - b) General wear and tear on equipment;
  - c) Data usage and storage;
  - d) Transmission and network impacts.

### **Inappropriate Personal Uses**

- 1) Employees are expected to conduct themselves professionally in the workplace and to refrain from using District owned equipment for activities that are inappropriate. Misuse or inappropriate personal use of District owned equipment includes, but is not limited to:
  - a) Any personal use that could cause congestion, delay or disruption of service to any District system or equipment.
  - b) The creation, copying, transmission or retransmission of chain letters or other unauthorized mass mailings regardless of the subject matter.
  - c) Using District owned equipment for activities that are illegal, inappropriate or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
  - d) The creation, download, viewing, storage, copying or transmission of sexually explicit or sexually oriented materials.
  - e) The creation, download, viewing, storage, copying or transmission of materials related to illegal gambling, illegal weapons, terrorist activities and any other illegal activities or activities otherwise prohibited, etc.
  - f) Use for commercial purposes or in support of "for-profit" or "non-profit" activities or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sale of goods or services).
  - g) Engaging in any outside fund-raising activity, endorsing any product or service, participating in any lobbying activity or engaging in any prohibited partisan political activity.
  - h) Use for posting agency information to external newsgroups, bulletin boards or other public forums without authority. This includes any use that could create the perception that the communication was made in one's official capacity as a District Commissioner or employee, unless appropriate approval has been obtained.
  - i) Any use that could generate more than minimal additional expense to the District.
  - j) Downloading of any software or applications that may harm or conflict with District equipment and/or software.
  - k) The unauthorized acquisition, use, reproduction, transmission or distribution of any controlled information including computer software and data that includes privacy information, copyrighted, trademarked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.



### **Proper Representation**

It is the responsibility of Commissioners and employees to ensure that they are not giving the false impression that they are acting in an official capacity when they are using District owned equipment for non- District purposes. If there is expectation that such a personal use could be interpreted to represent an agency, then an adequate disclaimer must be used. One acceptable disclaimer is – *“The contents of this message are mine personally and do not reflect any position of the District.”*

### **Privacy Expectations**

- 1) District Commissioners and employees do not have a right, nor should they have an expectation of privacy while using any District owned equipment at any time, including accessing the Internet and using email. To the extent that employees wish that their private activities remain private, they should avoid using the District’s equipment such as their computer, the internet, phone or email. By using District equipment, Commissioners and employees imply their consent to disclosing the contents of any files or information maintained or that passes through District equipment.
- 2) By using this equipment, consent to monitoring and recording is implied with or without cause, including (but not limited to) accessing the Internet, using email and phones. Any use of District communications resources is made with the understanding that such use is generally not secure, is not private and is not anonymous.
- 3) System managers do employ monitoring tools to detect improper use. Electronic communications may be disclosed to employees who have a need to know in the performance of their duties. District officials, such as system managers and supervisors, may access any electronic communications.

### **G. Sanctions for Misuse**

Unauthorized or improper use of District owned equipment could result in loss of use or limitations on use of equipment, disciplinary or adverse actions, criminal penalties and/or employees being held financially liable for the cost of improper use.