



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD POLICY COMMITTEE MEETING
SEPTEMBER 16, 2024
10:00 AM
900 MARINE DR, ASTORIA, OR**

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

1 253 215 8782

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. POLICY UPDATES AND CORRECTIONS- #304, #306, #308, #309, #312, #601, #705, #803, #808
7. NEXT MEETING
8. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners DUTIES OF SECRETARY TREASURER		Policy #	Date Approved
		B-304	
		Board Chair Signature	
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 ensure 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 be an approved signer on the districts checking accounts.
4. The Secretary/Treasurer shall preside in the absence of both the Chair and the Vice-Chair.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD GOVERNANCE		Policy # B-306	Date Approved July 26, 2018
		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.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD VACANCY		Policy # B-308	Date Approved March 22, 2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

The Board shall fill a vacancy on the Board by requesting applications or by appointment by a majority of the remaining members of the governing body. (ORS 198.3200 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. Following the acceptance of a Board member’s resignation the vacancy shall be filled by appointment by a majority of the remaining board members. If there is not a majority of the board available or if a majority cannot agree on filling the vacancy, the county commissioners will fill the position.
3. A person filling a vacancy will serve until June 30th following the next regular district election at which board members are elected, which is May in odd numbered years. The successor elected at the next regular election serves for the remainder of the unexpired term if any.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners POLITICAL ENDORSEMENT		Policy # B-309	Date Approved March 22, 2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

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.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD COMMITTEES		Policy # B-312	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

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 Director Evaluation and Compensation Committee
This committee convenes on an annual basis.
The Board Chair will assign members and the Executive Assistant will assist the committee with the evaluation process.
- b. Transportation Advisory Committee
This 7 member committee provides recommendations to the Board on transportation matters regarding seniors and those with disabilities and the general public; as well as operates as the District's Special Transportation Fund grant committee and the . It is governed by its own by-laws.
Committee members must apply for a position that is submitted to the Board for final approval. Terms are staggered.
- c. Budget Committee
This 7 member committee convenes on an annual basis to review and approve recommendations to the Board that the budget should be approved. Committee members must apply for a position which is submitted to the Board for final approval. Terms are staggered.
- d. Board Policy Committee
Provides recommendations to the Board regarding Board policies. It consists of Board members appointed by the Board Chair appointed Board members as well as the Executive Director and Executive Assistant.

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.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners PUBLIC MEETINGS		Policy # B-601	Date Approved 3/22/2024
		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. Voting: Except as otherwise provided by law and except where the Sunset Empire Transportation District directs or acts to the contrary, Alice Sturgis’s Standard of Code of Conduct (2d ed 1966) shall govern parliamentary processes of this public body. See Attachment A
3. 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 a location where the public may listen to or observe the meeting.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners EXECUTIVE DIRECTOR ACTION WITHOUT POLICY		Policy #	Date Approved
		B-705	3/22/2024
		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 and if the Board Chair is unavailable shall contact the **Vice Chair** for directions. If the Board Chair is unavailable and the Vice 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 or **Vice 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.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners ADMINISTRATION OF THE BUDGET		Policy # B-803	Date Approved 9- 2024
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. The adopted budget is the financial plan developed to carry out the programs supporting the SETD goals objectives.
2. The Executive Director and the Financial Officer will provide financial reports on a monthly basis showing comparison of revenues and expenditures with budgeted appropriations.
3. The Board Of Commissioners 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 an emergency resolution, or emergency written order by Executive Director or his/her designee.

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners ASSETS		Policy # B-808	Date Approved
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

POLICY:

1. To ensure an adequate level of insurance, the District shall maintain an appraisal and inventory of all SETD 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.

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