



**Sunset Empire Transportation District
BOARD OF COMMISSIONERS
BOARD POLICY COMMITTEE MEETING
OCTOBER 17, 2024
10:00 AM
900 MARINE DR, ASTORIA, OR**

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. APPROVAL OF MEETING MINUTES
7. POLICY REVIEW AND APPROVAL
8. NEXT MEETING
9. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners ASSETS		Policy #	Date Approved
		B-808	
		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 including vehicles following Oregon’s disposal for state and federally funded vehicles and or other appropriate manner that will ensure 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.

<u>SUNSET EMPIRE TRANSPORTATION DISTRICT</u>		<u>Policy #</u> B-306	<u>Date Approved</u>
<u>Board of Commissioners</u> <u>BOARD GOVERNANCE</u>		<u>Board Chair Signature</u>	
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>
<u>Reviewed</u>	<u>Date</u>	<u>Reviewed</u>	<u>Date</u>

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 Bboard. 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 Bboard 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. (a) Board members shall be granted entrance to facilities during facility hours by employees of the District when requesting to communicate with the Executive Director.
(b) Officers shall be issued keys to access facilities of the District.

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6. (c) The Board Chair shall be issued keys to access facilities of the District.

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SUNSET EMPIRE TRANSPORTATION DISTRICT Board of Commissioners BOARD NOTIFICATION OF DELINQUENT FUNDING		Policy #	Date Approved
		B-000	
		Board Chair Signature	
Reviewed	Date	Reviewed	Date
Reviewed	Date	Reviewed	Date

Sunset Empire Transportation receives operational funding through county taxes, timber revenue, local payroll tax, and state and federal grants. SETD staff prepares an annual budget that documents the predicted operational costs and the total funding resources required that will be utilized to cover operational costs. The budget is approved by the budget committee and submitted for final approval by the SETD Board who must approve by June 30 for the continued operation of the SETD.

Each funding source has predicted dates of payment which are factored into the budget and necessary for covering monthly operational costs. Grants may be dispersed by scheduled payments or may be paid as reimbursement to acceptable uses of grant funds which are submitted by SETD staff per grant agreement. If there is a delay in receiving expected grant reimbursements, SETD may not receive needed funds to continue budgeted operations.

1. The SETD Finance Officer will immediately notify the Executive Director of any expected budgeted funding that is 30 days delinquent.
2. The Executive Director will immediately notify the SETD Board of any expected budgeted funding that is 30 days delinquent.
3. The Executive Director will continue weekly updates to the Board about resolution of the delinquent funding and status and plans for SETD's continued operations.
4. Failure to report any 30-day funding delinquency to the Board will result in_____.