

SUNSET EMPIRE TRANSPORTATION DISTRICT

APPLICATION TO FILL BOARD VACANCY



October 2025

Dear Interested Community Member:

We are excited that you are interested in serving on the Sunset Empire Transportation District Board of Commissioners. We hope that this information packet answers all your questions as you apply for the current vacancy on the Board.

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

You can access videos, minutes and agenda packets of past meetings as well as the current budget on the SETD website <https://nwconnector.org/agencies/sunset-empire-transportation-district/>.

Thank you for your interest in the Sunset Empire Transportation District Board of Commissioners!

If you have questions, please contact:

Tita Montero, SETD Commissioner
503-440-4454
tmontero@ridethebus.org



Sunset Empire Transportation District Information Summary

About Us

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

Currently SETD operates fixed transit routes which serve Astoria, Warrenton, Gearhart, Seaside and Cannon Beach – five (5) during the week and one (1) on weekends.

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

Mission Statement

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

Board of Commissioners and Current Officers

Position 1: **Vacant**

Position 2: Commissioner Tita Montero Board Secretary/Treasurer

Position 3: Commissioner Kathy Kleczek Board Chair

Position 4: Commissioner Pamela Alegria Board Vice Chair

Position 5: **Vacant**

Position 6: Commissioner Guillermo Romero

Position 7: **Vacant**

COMMISSIONERS FOR THE SUNSET EMPIRE TRANSPORTATION DISTRICT MUST BE REGISTERED TO VOTE IN THE DISTRICT.

Board Commitment

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

A strong, engaged, dedicated board is one of the cornerstones to the successful public service of a special district. It is important to have each seat on the board filled by someone dedicated to seeing the district succeed in serving in the public's best interest.

Board Meeting Schedules

Board meetings are held from 10 AM to noon on the fourth Thursday of each month. Board packets are available on the District website <https://nwconnector.org/agencies/sunset-empire-transportation-district/> prior to the Board meeting. While in-person attendance is highly encouraged, Board meetings may be attended via electronic access.



Sunset Empire Transportation District Board Member Duties

A Commissioner of Sunset Empire Transportation District serves on a 7-member Board of Commissioners responsible for conducting the affairs of the district in compliance with Oregon Revised Statutes (ORS198) and Oregon Administrative Rules (OAR). The Board of Commissioners has legislative authority and power to establish policies and procedures that are in the best interest of the residents it serves.

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

Together, the Board makes decisions and sets policy for the district. No individual Commissioner may act on behalf of or represent the Board unless so authorized by a vote of the Board. It is only as a Board that a Commissioner has the opportunity to have a positive impact on Clatsop County. The Board oversees the Executive Director who is responsible for the operation of the District and implementing the policies established by the Board.

Commissioners are responsible to:

- Attend and participate in Board meetings.
- Participate in activities of the Board outside of regular Board meetings.
- Prepare for Board meetings by reading and considering all information on the agenda and contained in Board packets.
- Participate in budget committee activities so as to review, approve and adopt the annual budget in an informed fashion.
- Review all financial reports so as to discuss and accept in an informed fashion.
- Participate in strategic planning and goal setting activities for the District.
- Hire, oversee and evaluate the performance of the Executive Director.
- Participate in setting standards, controls and policies that support sound risk management practices are in place, e.g., safety and security, insurance, data controls, financial controls, personnel management.
- Comply with Oregon public meetings laws and Oregon ethics laws.
- Connect with the community, promoting use of public transit.



Sunset Empire Transportation District

APPLICATION FOR MID TERM COMMISSIONER VACANCY

Applicant Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you registered to vote in Clatsop County? _____

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

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

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

In your opinion, what is the most important role of a Commissioner and Board member?

If appointed, would you seek to be elected as a Commissioner in the future? _____

Please submit your application in a sealed envelope addressed to:

SETD Commissioner Tita Montero.

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

APPLICATION DEADLINE: NOON ON DECEMBER 1, 2025