



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Feb. 13, 2026 | 1 p.m.
Board Policy Committee Meeting Minutes
APPROVED

1. CALL TO ORDER

Commissioner Tita Montero called the meeting to order at 1:06 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners present: Tita Montero, Penny York, Matthew Stolberg
Staff present: Jason Jones, Sara Schilling

4. PUBLIC COMMENT

None

5. NEW BUSINESS

a. Select chair

Commissioner York nominated Commissioner Montero to be committee chair.
Commissioner Stolberg seconded the motion.
Discussion: Commissioner Montero said she's willing to serve on a short-term basis.

	Montero	York	Stolberg
Aye	X	X	X
Nay			
Excused			

Aye: 3

Nay: 0

Excused: 0

Motion passed unanimously

b. Set mission

Commissioners agreed that the committee should be a standing committee.
Commissioners discussed setting a mission, or charge, for the committee. They agreed by consensus that the following ideas should be included in the charge:

- The committee will draft, review, revise and recommend policies

- The committee's work will be timely and done periodically
- The committee's work is needed so that the agency and board can operate with consistency and transparency, according to law and in the public interest

Commissioner Montero will create a draft with help from AI and bring it back to the committee at the next meeting for more discussion and editing.

c. Bylaw work

Commissioner Montero will reach out to her contact at the Special Districts Association of Oregon, or SDAO, for board policy-related resources.

Commissioners discussed how they'll go about their policy work, and they agreed by consensus on principles for board policies:

- They should be written at a fifth-grade level, in simple language
- Policies will have a standard formatting
- Changes will be recorded
- The committee will work efficiently and in a timely manner
- The committee will assume every policy needs to be reviewed and re-signed
- The committee will start with a complete review that will end with recommendations for changes. They'll check that policies reflect current reality.

d. Policy priorities

Commissioners discussed how they'll prioritize review of policies and the formatting they'd like to see used in policies. They provided direction to staff on desired formatting changes, including reworking the heading and adding a section dealing with each policy's purpose.

Commissioners set the next meeting for 12:30 to 2:15 p.m. on Thursday, Feb. 19.

The meeting was adjourned at 3:02 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:



Tita Montero, committee chair

Future outstanding actions:

- Commissioner Montero will reach out to SDAO for board policy resources
- Ms. Schilling will create a table of contents, provide information on APA and MLA citation styles, and create a policy formatting template