



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Feb. 26, 2026 | 1 p.m.
Board Policy Committee Meeting Minutes
Approved

1. CALL TO ORDER

Commissioner Tita Montero called the meeting to order at 1:01 p.m.

2. ROLL CALL

Commissioners present: Tita Montero, Penny York, Matthew Stolberg

Staff present: Jason Jones, Sara Schilling

3. PUBLIC COMMENT

None

4. CHANGES TO AGENDA

Commissioner Montero added discussion of a legislative advocacy policy to the agenda.

Commissioner York added discussion of Board Policy B-312 to the agenda.

5. NEW BUSINESS

a. Review SDAO input

Commissioner Montero reported that she's working to arrange a time to talk with the manager of SDAO's consulting services.

b. Set mission

Commissioner Montero presented several AI-assisted draft mission statement options, and commissioners discussed and refined the wording.

They liked the following combined option but noted it still needed some wordsmithing:

"To develop, review, evaluate and recommend policies that promote consistent, transparent and effective governance for the SETD board's actions and processes, supporting effective oversight as well as optimal district operations."

Commissioner Montero will bring a clean draft back for consideration.

c. Board Policy B-312

Commissioners discussed Board Policy B-312, which deals with board committees, and made several suggested revisions and additions throughout. Ms. Schilling will capture the changes in a new draft for discussion at a future committee meeting.

d. Legislative Advocacy Policy

Commissioner Montero requested that staff use assistance from AI to modify the Legislative Advocacy Policy template from SDAO into SETD’s voice for review and discussion at a future committee meeting.

Ms. Schilling also was asked to use AI assistance to create a draft board policy manual table of contents for review and discussion at a future meeting.

e. Minutes

Commissioner York moved to accept the minutes from the Feb. 13 meeting

Commissioner Stolberg seconded

	Montero	Stolberg	York
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously

6. ADJOURNMENT

The meeting was adjourned at 2:28 p.m.

The next meeting is 11 a.m. to 1 p.m. on Thursday, March 12. Future meetings are set for the second Thursday of the month, from 11 a.m. to 1 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

Tita Montero, committee chair

Future outstanding actions:

- Commissioner Montero will continue trying to connect with SDAO for resources
- Ms. Schilling will capture changes to B-312 in a draft
- Ms. Schilling will use AI assistance to modify the Legislative Advocacy Policy template from SDAO into SETD’s voice
- Ms. Schilling will use AI assistance to create a draft board policy manual table of contents