



Sunset Empire Transportation District BOARD POLICY COMMITTEE MEETING

March 12, 2026 | 11 a.m. to 1 p.m.

Meeting location: Astoria Transit Center, 900 Marine Drive, Astoria, OR 97103

Meeting link: <https://bit.ly/4rcmSfj> | Meeting ID: 254 143 386 500 24 | Passcode: TJ9t7rn3

Dial in by phone: 1-872-333-9477 | Phone conference ID: 420 063 387#

Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT (3-minute limit)
5. APPROVAL OF MINUTES - **pg. 2-4**
6. CONTINUED BUSINESS
 - a. Discuss mission
 - b. Review board policy resources from SDAO - **pg. 5-8**
 - c. Review draft board policy manual table of contents - **pg. 9-12**
 - d. Review edits to Board Policy B-312 - **pg. 13-16**
 - e. Review legislative advocacy policy draft - **pg. 17-21**
7. ADJOURNMENT

This meeting location is accessible to people with disabilities. Upon request, Sunset Empire Transportation District will make reasonable accommodation, including assistive listening devices, sign language interpreters, large print materials, or other auxiliary aids. Please contact Sara Schilling at (503) 861-5370 or sara@ridethebus.org at least 48 hours before the meeting to request accommodation.



Sunset Empire Transportation District BOARD POLICY COMMITTEE

Item 5 Minutes

Date: March 12, 2026

Summary: One set of committee meeting minutes are ready for review.

Attachments:

- Minutes from the Board Policy Committee meeting on Feb. 26, 2026.



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

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



Sunset Empire Transportation District BOARD POLICY COMMITTEE

Item 6b Minutes

Date: March 12, 2026

Summary: SDAO provided a board policy manual template.

Attachments:

- Table of contents from SDAO board policy manual template

BOARD DUTIES AND RESPONSIBILITIES
POLICY MANUAL

[DISTRICT NAME]

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3.6 Minutes	
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Sunset Empire Transportation District BOARD POLICY COMMITTEE

Item 6c Draft Board Policy Manual Table of Contents

Date: March 12, 2026

Summary: The executive assistant was asked to use AI assistance to create a draft board policy manual table of contents for review and discussion.

The executive assistant used ChatGPT to create the draft. The prompt used was: *Help me write a table of contents or Sunset Empire Transportation District's board policy manual, with a framework for the types of policies that should be included. The special district is in Clatsop County, Oregon.*

Chat link: <https://use.ai/share/abc17056-2442-4167-894c-ed9fab8d4701>

Attachments:

- Draft board policy manual table of contents

Sunset Empire Transportation District

Board Policy Manual

Draft Table of Contents

Prepared for the Board Policy Committee meeting on March 12, 2026 with ChatGPT

1. Introduction and Governance Framework

- Purpose of the Policy Manual
- Mission, Vision, and Core Values
- Authority of the District (Oregon Revised Statutes references, especially ORS Chapter 267)
- Role of the Board of Commissioners
- Role of the Executive Director
- Organizational Structure Overview
- Definitions and Key Terms

2. Board Governance and Operations

- Board Composition, Qualifications, and Terms
- Board Member Roles and Responsibilities
- Board Code of Conduct and Ethics
- Conflicts of Interest, Disclosure, and ORS 244 Compliance
- Board Chair and Officer Responsibilities
- Board Committees (standing and ad hoc)
- Board Meetings (regular, special, emergency)
- Meeting Procedures and Parliamentary Rules
- Executive Sessions (ORS 192 compliance)
- Public Participation in Meetings
- Board Communications and Records
- Policy Adoption and Revision Procedures

3. Strategic Planning and District Oversight

- Long-Range Transportation Planning
- Annual Strategic Goals
- District Performance Measures
- Monitoring of Executive Director Performance
- Annual Report and Transparency Standards

4. Financial Management Policies

- Budget Development and Adoption (ORS 294 Local Budget Law compliance)
- Financial Reporting Requirements
- Capital Improvement Planning
- Reserve and Contingency Policies
- Procurement and Contracting Standards (including thresholds)
- Grants Management

- Asset Management and Depreciation
- Debt Management
- Fare Policy and Revenue Collection Oversight
- Fraud Prevention and Internal Controls

5. Human Resources & Personnel Governance

- Board–Executive Director Relationship
- Executive Director Hiring, Evaluation, and Termination
- Compensation and Benefits Oversight
- Workplace Safety Oversight
- Nondiscrimination, DEI, and Title VI Responsibilities
- Labor Relations and Collective Bargaining Oversight
- Whistleblower Protections and Reporting Procedures

6. Transit Operations Policies

- Service Standards and Performance Expectations
- Service Planning and Changes (public process, Title VI compliance)
- Safety and Security (including Transit Safety Plan oversight under FTA regulations)
- ADA Paratransit Service Policies (ADA compliance)
- Vehicle and Fleet Management Standards
- Customer Service Expectations
- Emergency and Disaster Response Roles
- Lost and Found Procedures (board-level oversight only)

7. Compliance, Transparency, and Public Accountability

- Public Records (ORS 192 compliance)
- Records Retention (state archives standards)
- Transparency and Open Meetings Compliance
- Ethics and Anti-Corruption Requirements
- Title VI Civil Rights Program
- ADA and Accessibility Oversight
- Environmental Compliance and Sustainability Policy
- Risk Management and Insurance Requirements
- Complaint and Appeal Processes

8. Community Engagement and Government Relations

- Public Engagement Policy
- Media and Public Communications (board-level expectations)
- Partnerships with Local Governments and Tribes
- Coordination with ODOT and Statewide Transit Programs
- Intergovernmental Agreements (IGA oversight)

9. Board Development and Evaluation

- Board Training and Orientation

- Continuing Education and Conferences
- Board Self-Evaluation Procedures
- Board succession planning

10. Appendices

- Relevant Oregon Revised Statutes excerpts
- Board bylaws
- District organizational chart
- Key forms and templates
- Resolutions archive list
- Code of Conduct acknowledgement form

DRAFT



Sunset Empire Transportation District BOARD POLICY COMMITTEE

Item 6d Board Policy B-312

Date: March 12, 2026

Summary: The executive assistant was asked to memorialize the discussed edits and revisions to Board Policy B-312 in a draft for further discussion.

Attachments:

- Draft of revised Board Policy B-312

SETD Board Policy Title: Board Committees		SETD Board Policy #: B-312
Board Adoption Date: June 27, 2013	Chair Signature: Paul Lewicki	Chair Signature Date:
Board Review/Update Date: No Revision: <input type="checkbox"/> Revision: <input checked="" type="checkbox"/> Sept. 24, 2024	Chair Signature:	Chair Signature Date:
Board Review/Update Date: No Revision: <input type="checkbox"/> Revision: <input type="checkbox"/>		

Purpose: *purpose text goes here*

Policy:

1. Appointment of Committees

- a. The Sunset Empire Transportation District (SETD) Board of Commissioners (BOC) is required to have a Budget Committee and a Transportation Advisory Committee.
- b. The BOC may appoint other committees to advise the board regarding district business as delegated by the BOC.

2. Standing Committees of the Board of Commissioners

The following committees are standing committees of the BOC.

- a. Budget Committee
The 14-member committee convenes on an annual basis to review and approve recommendations to the board that that budget should be approved. Members are appointed by the BOC to three-year terms. The terms are staggered.
- b. Transportation Advisory Committee
The five-member committee provides recommendations to the board on transportation matters regarding seniors, those with disabilities, and the general

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Purpose: *purpose text goes here*

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- b. Transportation Advisory Committee
The five-member committee provides recommendations to the board on transportation matters regarding seniors, those with disabilities, and the general

public; and it operates as the district's Special Transportation Fund grant committee. It's governed by its own bylaws.

Committee members must apply for a position that is submitted to the board for final approval. Terms are three years and are staggered.

- c. **Board Policy Committee**
Provides recommendations to the board regarding board policies. It consists of three BOC members appointed by the board chair with concurrence from the BOC. Terms are one year.
- d. **Executive Director Evaluation Committee**
The committee convenes on an annual basis. The board chair assigns members, and the HR director or another designee selected by the board assists the committee. Terms are one year.
- e. **Finance Committee**
Consists of three members, including the BOC treasurer, a BOC member and one member of the public who may apply for the role and/or be appointed with concurrence from the BOC. The public member shall be part of the Budget Committee and/or a person with financial expertise. Terms are one year.

3. Ad-Hoc Committees

The Board of Commissioners may establish as many ad-hoc committees as it deems necessary to fulfill the needs of the district.

4. Operational Committees

- a. The executive director may establish operational committees independently from the BOC. These are non-BOC committees and are developed and guided under direction of the executive director, with the foreknowledge of the BOC.
- b. Operational committees don't include members of the BOC.
- c. Non-BOC committees report directly to the executive director. The executive director has the responsibility of reporting the activities of non-BOC committees to the BOC.
- d. As per Oregon Revised Statutes, operational committees aren't subject to open public meetings law.

5. Operations of Committees and Sub-Committees

- a. The order of business at the beginning of formation of each committee and again at the beginning of each fiscal year shall be:
 1. Election of chair
 2. Election of vice-chair
 3. Set meeting dates and times
- b. Each committee shall report on its activities to the BOC on a regular basis or as designated by the BOC.

DRAFT



Sunset Empire Transportation District BOARD POLICY COMMITTEE

Item 6e Legislative Advocacy Policy

Date: March 12, 2026

Summary: The executive assistant was asked to use AI assistance to modify the legislative advocacy policy template from the Special Districts Association of Oregon into a draft SETD policy.

The executive assistant used Microsoft Copilot 365. The prompt used was:
Please rework this into a policy for Sunset Empire Transportation District in Clatsop County, Oregon.

Attachments:

- Draft legislative advocacy policy

<u>SETD Board Policy Title:</u> Legislative Advocacy		<u>SETD Board Policy #:</u> B-313	
<u>Board Adoption Date:</u>	<u>Chair Signature:</u>	<u>Chair Signature Date:</u>	
<u>Board Review/Update Date:</u> No Revision: <input type="checkbox"/> Revision: <input type="checkbox"/>	<u>Chair Signature:</u>	<u>Chair Signature Date:</u>	

Purpose

The purpose of this policy is to guide Sunset Empire Transportation District (SETD) officials and staff in evaluating and responding to legislative or regulatory proposals that may impact SETD’s services, operations, funding, governance, or community responsibilities. This policy ensures that SETD can respond in a timely, coordinated manner to legislative issues at the local, state, and federal levels.

This policy also establishes legislative advocacy procedures to provide clear direction for SETD staff and the SETD Board of Commissioners regarding how to monitor, evaluate, and act on legislative proposals during state and federal sessions. Adhering to these procedures ensures that all advocacy is consistent, coordinated, and aligned with the advocacy priorities adopted by the Board of Commissioners. These procedures also provide the executive director, board chair, or designee the discretion to advocate for SETD’s best interests in a manner consistent with board-adopted goals and priorities.

Policy Principles

This policy authorizes SETD’s executive director, board chair, or designee to take positions on legislation in a timely manner, provided such positions align with the advocacy priorities established by the Board of Commissioners.

- The Board of Commissioners shall adopt advocacy priorities to provide policy direction and decision-making criteria.
- When a legislative issue aligns with these priorities, staff may take a position without additional board approval.
- When no advocacy priority addresses a particular issue, the matter must be referred to the Board of Commissioners for direction.

<u>SETD Board Policy Title:</u> Legislative Advocacy		<u>SETD Board Policy #:</u> B-313	
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- The Board of Commissioners shall adopt advocacy priorities to provide policy direction and decision-making criteria.
- When a legislative issue aligns with these priorities, staff may take a position without additional board approval.
- When no advocacy priority addresses a particular issue, the matter must be referred to the Board of Commissioners for direction.

- SETD will generally not engage in issues unrelated to its mission or local government service delivery, including social issues or international matters.

Legislative Advocacy Procedures

SETD will proactively monitor and advocate for legislation consistent with board direction and SETD's adopted advocacy priorities. This includes engagement with local, state, and federal government agencies, as well as participation in regional, statewide, and national organizations.

Monitoring legislation is a shared responsibility of the Board of Commissioners and the executive director or designated staff. The following procedures guide SETD's responses to legislative issues:

1. Review of Legislative Requests

The executive director, board chair, or designee shall review all requests for SETD to take a position on legislation to determine alignment with SETD's advocacy priorities.

2. Use of External Analysis

When determining positions, the executive director, board chair, or designee will review analyses and recommendations from organizations such as the Special Districts Association of Oregon (SDAO), the Oregon Transit Association (OTA), and other relevant local government or transportation organizations.

If the issue aligns with SETD's advocacy priorities, advocacy may be conducted through letters, emails, calls, testimony, or other appropriate methods.

3. Drafting of Legislative Correspondence

All legislative correspondence initiated by the executive director, board chair, or designee shall clearly indicate SETD's position:

- **Support** – advances SETD's goals and priorities.
- **Support if Amended** – supports in concept but requires modifications.
- **Oppose** – harms or negatively impacts SETD or does not support SETD goals.
- **Oppose Unless Amended** – opposition may be removed with specific changes.

All correspondence shall include justification for the recommended position.

4. Expressions of Interest Without Formal Position

The executive director or board chair may submit correspondence expressing concern, interest, or requests for clarification on legislative matters without taking a formal position.

5. Legislative Notifications

When SETD sends correspondence to a state or federal legislative body, copies shall be provided to the appropriate legislators representing Clatsop County and SETD's service area. Copies may also be provided to SDAO, OTA, and other relevant organizations.

6. Criteria for Adopting Positions Without Board Meeting

A legislative position may be adopted by the executive director, board chair, or designee when:

- a. The position is consistent with SETD's adopted advocacy priorities;
- b. The position aligns with positions taken by organizations of which SETD is a member; or
- c. The position is approved by a board-created committee.

7. Reporting to the Board of Commissioners

Any legislative position adopted outside a regular board meeting must be reported to the board at its next regularly scheduled meeting. The executive director, board chair, or designee may provide written or verbal updates.

Advocacy Priorities

1. Revenue, Finances, and Taxation

- Protect and enhance funding for reliable and safe transit services in Clatsop County.
- Oppose diversion or reduction of local transit revenues without SETD's consent.
- Support financial independence and diversified revenue sources for special districts.
- Promote SETD's competitiveness for state, federal, and regional grants and dedicated transit funding streams.
- Support funding opportunities that offset capital costs, expand service, and maintain system sustainability.

2. Governance and Accountability

- Support governance structures that protect SETD's independence, local control, and responsiveness to community needs.
- Encourage policies that avoid unnecessary, duplicative, or overly burdensome requirements.
- Oppose new public meeting or records burdens that do not meaningfully enhance transparency.
- Support local decision-making authority regarding service delivery, governance structures, reorganizations, and potential consolidations.
- Oppose measures that weaken liability protections for special districts or district officials.

3. Human Resources and Personnel

- Support policies that increase flexibility in hiring, benefits, workforce management, recruitment, and retention.
- Promote cost-effective HR practices to maintain a highly qualified transit workforce.
- Support positive relationships between management and employees.
- Oppose state mandates that restrict SETD's ability to use contracted services or manage staffing efficiently.

4. Infrastructure, Innovation, and Investment

- Support investments in long-term, resilient, and innovative transportation infrastructure.
- Promote contracting flexibility and financial tools that enable SETD to meet changing regional mobility needs.
- Encourage sustainable, efficient, and cost-effective delivery of transit services.
- Oppose one-size-fits-all public works requirements that raise costs or reduce local autonomy.