



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
March 12, 2026 | 11 a.m.
Board Policy Committee Meeting Minutes
Approved

Link to meeting video: <https://bit.ly/4sY3Yuw>

1. Call to Order

Commissioner Tita Montero, committee chair, called the meeting to order at 11 a.m.

2. Pledge of Allegiance

3. Roll Call (0:00:40)

Commissioners present: Tita Montero, Penny York. Matthew Stolberg was excused.

Staff/visitors present: Jason Jones, Sara Schilling.

4. Changes to Agenda (0:00:57)

Commissioners added discussion of financial policies and other policies related to the ODOT forensic audit and RLS reports to the agenda.

5. Public Comment (0:02:25)

None

5. Approval of Minutes (0:02:35)

Commissioner York moved approval of the Feb. 26, 2026, committee meeting minutes.

Commissioner Montero seconded the motion.

	Montero	Stolberg	York
Aye	X		X
Nay			
Excused		X	

Motion passed unanimously.

Commissioners discussed making a recommendation to include committee meeting minutes in the Board of Commissioners' regular meeting packets.

Commissioner York moved to include placing approved committee meeting minutes in the Board of Commissioners packet.

Commissioner Montero suggested minutes from committee meetings that have occurred since the last board meeting. Commissioner York accepted the friendly amendment. Commissioner Montero seconded the motion.

	Montero	Stolberg	York
Aye	X		X
Nay			
Excused		X	

Motion passed unanimously.

6. Continued Business

a. Discuss Mission (0:06:25)

Commissioner Montero read the draft mission: “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 York suggested eliminating the first “effective,” so the mission would read, “to develop, review, evaluate and recommend policies that promote consistent and transparent governance for the SETD board's actions and processes, supporting effective oversight as well as optimal district operations.”

Commissioner Montero said she was fine with that.

Commissioner York moved to adopt the amended mission as the committee’s mission.

Commissioner Montero seconded the motion.

	Montero	Stolberg	York
Aye	X		X
Nay			
Excused		X	

Motion passed unanimously.

Commissioner Montero said she’d like to see the mission statement printed under “agenda” and above “call to order” on the agendas going forward. Commissioners agreed to that by consensus.

b/c. Resources from SDAO/Review Draft Board Policy Manual Table of Contents

(0:09:25)

Commissioner Montero reported that the SDAO has a table of contents from its draft policy manual available online. She also noted that Executive Assistant Schilling also prepared a draft policy manual table of contents for the meeting using assistance from AI.

Commissioners discussed how to blend them. They also discussed extracting policy recommendations from the ODOT forensic audit and RLS reports.

Commissioners agreed by consensus that Ms. Schilling should use AI to create a spreadsheet that compares the existing SETD policy manual table of contents and the SDAO and AI models to determine overlap/gaps. Ms. Schilling also will use AI to extract policy recommendations from the ODOT forensic audit and two RLS reports that followed.

d. Review Edits to Board Policy B-312 (0:26:30)

Commissioners proposed several revisions to B-312, which deals with committees, including reorganizing the policy and adding some standardized language.

e. Review Legislative Advocacy Policy Draft (1:04:10)

Commissioners tabled the legislative advocacy policy draft for the next meeting so they can have more in-depth discussion.

f. Financial Policies/Other Policies (1:06:27)

Commissioner Montero said she’s concerned that the district only has one person authorized to move money between accounts, and she’d like to see redundancy built in. Commissioner York brought up the idea of including a financial policy review in the budget officer scope of work that the full board will consider at its March 13 meeting. She said the ODOT audit should be specifically mentioned as something to be reviewed.

Commissioner Montero agreed.

Commissioner Montero proposed revising policy B-804, which deals with authorized signers. Commissioners proposed splitting the policies, calling them B-804a (Disbursement of Funds) and B-804b (Depositories) for now, and discussed the policy purpose, including to ensure separation of duties, restrictions on funds, proper tracking, proper disbursing and sufficient trained staff.

In B-804b Depositories, the financial officer and executive assistant would both be authorized to effect transferring district funds, for redundancy.

Commissioner York moved that after the executive assistant has created drafts of the proposed policies based on the committee’s discussion and the drafts have been reviewed by the committee chair, they’ll go the full board at its next meeting.

Commissioner Montero seconded the motion.

	Montero	Stolberg	York
Aye	X		X
Nay			
Excused		X	

Motion passed unanimously.

Commissioner Montero noted that the board is set to discuss the ticket bank program at its next meeting and perhaps the committee would want to look at policy around the program.

7. Adjournment

The meeting was adjourned at 12:45 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:



Tita Montero, committee chair

Action items from the meeting:

- The committee recommended placing committee meeting minutes from meetings that have happened since the last board meeting in the board packet.
- The committee's mission statement will be placed on the committee agenda.
- Ms. Schilling will use AI to create a spreadsheet that compares the existing SETD policy manual table of contents and the SDAO and AI models to determine overlap/gaps.
- Ms. Schilling will use AI to extract policy recommendations from the ODOT forensic audit and two RLS reports that followed.
- Ms. Schilling will capture revisions of B-312 discussed at the meetings and create a new draft for committee review.
- Ms. Schilling will create drafts of B-804a and B-804b for review by Chair Montero. Once they're reviewed, they'll go to the full board at its next meeting.