



# Sunset Empire Transportation District EXECUTIVE DIRECTOR EVALUATION COMMITTEE

Regular Meeting  
April 17, 2026 | 2-5 p.m.

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

**Meeting link:** <https://bit.ly/41U14uz> | **Meeting ID:** 223 376 590 690 58 | **Passcode:** MT6CT6Z7

**Dial in by phone:** 1-872-333-9477 | **Phone conference ID:** 361 750 751#

## Agenda

		Action	Responsible
<b>Item 1</b> 2 p.m.	<b>Call to Order</b>		
<b>Item 2</b> 2:01 p.m.	<b>Pledge of Allegiance</b>		
<b>Item 3</b> 2:03 p.m.	<b>Roll Call</b>		
<b>Item 4</b> 2:05 p.m.	<b>Changes to Agenda</b>	Review/Approval	Chair York
<b>Item 5</b> 2:10 p.m.	<b>Public Comment</b> (3-minute limit per person)		Public
<b>Item 6</b> 2:15 p.m.	<b>Approval of Minutes   pg. 2-5</b> a. Committee meeting on 4/3/2026	Review/Approval	Chair York
<b>Item 7</b> 2:20 p.m.	<b>Continued Business</b> a. Review survey questions	Review/Approval	Chair York
2:40 p.m.	b. Review survey communication	Review/Approval	Chair York
3 p.m.	c. Review community/peer list from executive director   <b>pg. 6-7</b>	Review/Approval	Chair York
3:20 p.m.	d. Discuss next meeting date	Review/Approval	Chair York
<b>Item 8</b> 3:40 p.m.	<b>Committee Member Comments</b>	Information/ Discussion	Committee
<b>Item 9</b>	<b>Adjournment</b>		Chair York

Times are approximate guidelines and may change.

*This meeting location is accessible to people with disabilities. Upon request, SETD 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](mailto:sara@ridethebus.org) at least 48 hours before the meeting to request accommodation.*



## Sunset Empire Transportation District EXECUTIVE DIRECTOR EVALUATION COMMITTEE

### **Item 6 Approval of Minutes**

**Date:** April 17, 2026

**Summary:** Minutes from the Executive Director Evaluation Committee meeting on April 3, 2026, are ready for review.

**Attachments:**

- Minutes from the committee meeting on April 3, 2026



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Executive Director Evaluation Committee**  
**April 3, 2026 | 2 p.m.**  
**Meeting Minutes**  
**Draft**

Link to meeting video: <https://bit.ly/4tz6o2r>

**1. Call to Order**

Chair York called the meeting to order at 2 p.m.

**2. Pledge of Allegiance (00:00:19)**

**3. Roll Call (0:00:38)**

Commissioners present: Tita Montero, Kathleen Teeple, Penny York.  
Staff/visitors present: Jason Jones, Sara Schilling, Marcelle Sannen.

**4. Changes to Agenda (0:00:50)**

None

**5. Public Comment (00:01:00)**

None

**6. Approval of Minutes (00:01:35)**

Commissioner Montero moved to approve the March 23, 2026, meeting minutes.  
Commissioner Teeple seconded the motion.

	<b>Montero</b>	<b>Teeple</b>	<b>York</b>
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

**7. New Business**

**a. Discuss Consultant Work (0:02:21)**

Marcelle Sannen from HR Answers introduced herself. She said the goals of an evaluation process include determining if the employee being evaluated is meeting expectations and

if the organization's goals are being met, providing meaningful feedback, helping determine areas of improvement, and providing a written record.

She went over the steps of the HR Answers process, including:

- Working together to determine expectations, goals and desired outcome
- Determining the expectations that the executive director is aware of
- Developing the survey and communication
- Delivering the survey to staff and others
- Collecting and analyzing feedback
- Developing results in presentation format

Ms. Sannen said HR Answers typically uses Survey Monkey for its surveys.

Ms. Sannen and commissioners discussed how the survey results will be reviewed.

Commissioners said they see the committee's role as developing the survey questions/process with the consultant, and the results will be reviewed by the full board.

Commissioner York will provide Ms. Sannen with the draft strategic plan report.

Commissioner Montero said she feels that an introductory message from the committee chair to all the stakeholders who'll be receiving surveys is a good idea. It'll be important for the stakeholders to know that this is being handled outside the agency, to build trust.

Ms. Sannen said she has drafts she can present at a future meeting for review.

Ms. Sannen and commissioners discussed and revised evaluation factors, ranging from ability to collaborate with the board and community stakeholders, to communication skills.

Ms. Sannen and commissioners discussed that all survey questions might not be applicable to all recipients and how to handle that. Commissioners agreed by consensus that all recipients should get the same survey questions.

Ms. Sannen and commissioners discussed survey length and making the survey simple for recipients to fill out.

#### **b. Define Evaluation Process and Timeline (1:08:24)**

Ms. Sannen and commissioners discussed how to move forward with the survey. Ms.

Sannen will provide commissioners with a draft by April 8, and commissioners will respond directly to her with feedback by the end of the day April 10, paving the way for finalization at the April 17 meeting. The committee meeting set for April 10 won't be needed.

Commissioners discussed the benefit of the board doing self-evaluations.

Chair York will ask Executive Director Carr for a list of community peers to participate in the evaluation. She'll ask for their names, titles and emails to discuss at the April 17 meeting.

#### **8. Adjournment (1:24:15)**

The meeting was adjourned at 3:16 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

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**Action items from the meeting:**

- Commissioner York will provide Ms. Sannen with the draft strategic plan report.
- Ms. Sannen will provide commissioners with a draft of the survey by April 8, and commissioners will respond directly to her with feedback by EOD April 10.
- Chair York will ask Executive Director Carr for a list of community peers to participate in the survey. She'll ask for their names, titles and emails.

DRAFT



## Sunset Empire Transportation District EXECUTIVE DIRECTOR EVALUATION COMMITTEE

### Item 7c Review Community/Peer List From Executive Director

**Date:** April 17, 2026

**Summary:** Executive Director David Carr submitted a list of several community leaders/peers, per the committee's request.

**Attachments:**

- Community leader/peer list from Mr. Carr

## Community/Peer List from Executive Director Carr

Name	Title	Email
Arla Miller	Regional transportation coordinator for ODOT	arla.miller@odot.oregon.gov
Brian Vitulli	Tillamook County Transportation District general manager	bvitulli@tillamookbus.com
Bruce Hansen	ATU president	bruceh@atu757.org
John Lansing	District representative for Oregon state Rep. Cyrus Javadi	john.lansing@oregonlegislature.gov
Don Bohn	Clatsop County manager	dbohn@clatsopcounty.gov
Jarrold Hogue	Clatsop Community College president	jhogue@clatsopcc.edu
David Reid	Executive director of the Astoria-Warrenton Chamber of Commerce	david@oldoregon.com
Sarah Lu Heath	Executive director of the Columbia Pacific Economic Development District	sarahlu@nworegon.org
George Dunkle	SDAO senior consultant	gdunkel@sdao.com
Jack Ficken	VP relationship manager for Lewis & Clark Bank (Maps Credit Union)	jficken@lewisandclarkbank.com
Scott Spence	Astoria city manager	sspence@astoria.gov