



Sunset Empire Transportation District  
BOARD OF COMMISSIONERS  
BOARD WORK SESSION AGENDA  
THURSDAY JULY 28, 2022  
11:30 AM  
900 MARINE DR, ASTORIA, OR

<https://us02web.zoom.us/j/84203959772>

1-877-853-5247

**AGENDA:**

1. CALL TO ORDER
2. ROLL CALL
3. CHANGES TO AGENDA
4. BOARD PRACTICES ASSESSMENT
5. ADJOURNMENT

**\*Connection options and instructions to participate in the public meeting remotely\***

**ONLINE MEETING ZOOM**

At start of our Public Meetings, you will be able to join our online ZOOM meeting using your mobile or desktop device and watch the live video presentation and provide public testimony.

Step #1: Use this link: <https://us02web.zoom.us/j/84203959772>

Step #2: Install the Zoom software on your mobile device, or join in a web browser

Step #3: If prompted, enter the Meeting ID number: 84203959772

*Note: Your device will automatically be muted when you enter the online meeting. At the time of public testimony, when prompted you may choose to select the option within the ZOOM software to "raise your hand" and notify staff of your desire to testify. Your device will then be un-muted by the Host, and you will be called upon, based on the name you entered within the screen when you logged in.*

**TELECONFERENCE ZOOM**

At start of our Public Meetings, you will be able to **dial-in using your telephone** to listen and provide public testimony.

Step #1: Call this number: 253-215-8782 or 877-853-5247

Step #2: When prompted, enter the Meeting ID number: 84203959772

*Note: Your phone will automatically be muted when you enter the conference call. At the time of public testimony,*

*when prompted, you may dial \*9 to "raise your hand" and notify staff of your desire to testify. Your phone will then be un-muted by the Host and you will be called upon based on your phone number.*

Date: July 20, 2022

To: Board of Commissioners

From: Jeff Hazen

Re: Workshop Agenda Item 4. Board Practices Assessment

Jim Knight, a Senior Consultant with SDAO will facilitate the Board through this assessment. Here is the email that he sent you on Tuesday:

My name is Jim Knight, and I am a Senior Consultant with the Special Districts Association of Oregon (SDAO). It is my privilege to be your facilitator for your upcoming Board Meeting (July 28, 11:30 AM) in which the Board will participate in the "Board Practices Assessment" or "BPA". This is a facilitated discussion that assists SDAO member boards with a self-evaluation of your perceptions of the performance of your organization in six key elements, they are:

- Duties and Responsibilities
- Operational Compliance
- Budget and Finance
- Customer Relations
- Personnel Administration
- Policies and Procedures

Attached, you will find the questionnaire that will help guide us through our discussions. Please take a moment to review the questions and consider your individual perceptions of those questions in preparation for our upcoming meeting. The questionnaire is yours to keep and is simply a guide to help you think about how well the Board and the organization are performing in the six key areas. You are welcome to make your own notes regarding your perceptions but the document itself is not turned in to anyone. The great value in the BPA process is having the ability to share your thoughts and listen to the perceptions of the other board members. Each category contains a "Rating" - GOOD; CAUTION; DANGER. My role will be to facilitate your discussions toward obtaining a board consensus of how the board feels they are performing.

If you are a relatively new board member, you will find this process very helpful in understanding how others feel about the Ratings in each category. New board members frequently help existing board members in learning about perceptions from outside of the board. Our overarching goal through this process is to assist your organization in focusing on what is working well and what areas need some attention. SDAO's desire is to simply help our member districts become the best they can be in serving the needs of their community and fulfilling their mission.

**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**Board: Sunset Empire Transportation District**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				
Demonstration of good governance practices				
<b>Operational Compliance</b>				
Overall regulatory compliance				
Timeliness of compliance reporting				
Potential compliance challenges				

<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				
Soundness of financial practices				
<b>Customer Relations</b>				
Management of service problems				
Improvements to customer service				
<b>Personnel Administration</b>				
Staff morale and work climate				
Management of employee performance				
Alignment of positions with work assignments				
<b>Policies and Procedures</b>				

Soundness of administrative policies				
Consistency between work practices and policies				
Efficiency of staff and work systems				