



Sunset Empire Transportation District
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
DECEMBER 30, 2024 10:00 AM
MEETING MINUTES
APPROVED

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Present: Chair Rebecca Read, Commissioner Tracy MacDonald, Commissioner Pamela Alegria, Secretary-Treasurer Paul Lewicki and Commissioner Charles Withers attended by phone. Commissioner Guillermo Romero- Excused.

4. STAFF: Interim Executive Director Debbie Boothe-Schmidt, Chief Operations Officer Jennifer Geisler, Finance Officer Kelly Smith, Executive Assistant Mary Parker and Mobility Manager Jason Jones

5. CHANGES TO AGENDA- (0:2:12) Interim Executive Director Boothe-Schmidt requested that the Board add the approval of the removal of Craig Johnston from all SETD Bank accounts to the agenda. The addition was approved. Chair Read requested that New Business follow the Executive Session.

6. PUBLIC COMMENT- None

7. NEW BUSINESS-

a. EXECUTIVE SESSION- (0:3:56) At 1:05 PM, Chair Rebecca Read closed the regular Board Meeting to the public and opened Executive Session to consider the following:

ORS 192.660(2)(a) Consider the Employment of a Public Officer

ORS 192.660 (2)(f) Information or Records that are Exempt from Disclosure

Open Session (0:5:33) At 1:16 PM Chair Rebecca Read closed Executive Session and re-opened the regular Board Meeting to the public.

Commissioner MacDonald moved to accept the Interim Executive Director Agreement Secretary-Treasurer Lewicki seconded the motion.

Discussion-None

Name	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		
Nay							
						Excused	

5 Aye

0 Nay

1 Excused

Motion passed unanimously

Commissioner MacDonald moved to approve that Chair Read sign the Interim Executive Director Contract
Secretary-Treasurer Lewicki seconded the motion
Discussion- None

Name	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		
Nay							
						Excused	

5-Aye
0-Nay
1-Excused
Motion passed unanimously

- b. REMOVAL OF EXECUTIVE DIRECTOR CRAIG JOHNSTON AS A SIGNER FROM BANK ACCOUNTS- (0:7:55) Finance Officer Kelly Smith requested that Craig Johnston be removed as a signer and Interim Director Debbie Boothe-Schmidt, Chair Rebecca Read, Secretary-Treasurer Paul Lewicki and Operations Officer Jennifer Geisler remain as signers on all SETD bank accounts. Commissioner Alegria asked if Kelly needed to have a copy of the minutes stating this. Kelly said yes and everyone will also need to go into the bank and update their signatures again.

Commissioner Alegria moved to remove Executive Director Craig Johnston as a signer from all SETD bank accounts and to keep Interim Executive Director Debbie Boothe-Schmidt, Chair Rebecca Read, Secretary-Treasurer Paul Lewicki and Chief Operations Officer Jennifer Geisler as signers on the accounts.
Secretary-Treasurer Lewicki seconded the motion
Discussion- None

Name	MacDonald	Lewicki	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x		
Nay							
						Excused	

5-Aye
0-Nay
1-Excused
Motion passed unanimously

8. The meeting was adjourned at 11: 45 AM PM Mary Parker, Recording Secretary

Approved by:

Paul Lewicki, Board Secretary-Treasurer