



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Aug. 28, 2025 | 10 a.m.
Board Meeting Minutes
Approved

1. CALL TO ORDER

Chair Kathy Kleczek called the meeting to order at 10:03 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Kathy Kleczek, Commissioner Debbie Boothe-Schmidt, Commissioner Pamela Alegria, Commissioner Tracy MacDonald, Commissioner Tita Montero, Commissioner Guillermo Romero (excused)

Staff: Executive Director David Carr, Chief Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Finance Officer Kelly Smith, Mobility Manager Jason Jones

Visitor: ODOT representative Arla Miller

4. CHANGES TO AGENDA

Commissioner Montero moved to approve the agenda as presented.

Commissioner Boothe-Schmidt seconded the motion.

Name	Kleczek	Alegria	Boothe-Schmidt	MacDonald	Montero	Romero
Aye	X	X	X	X	X	
Nay						
Excused						X

Aye: 5

Nay: 0

Excused: 1

Motion passed unanimously

5. PUBLIC COMMENT

None

6. APPROVAL OF JULY 24, 2025, AND JULY 30, 2025, BOARD MINUTES

Commissioner Boothe-Schmidt moved to approve the minutes of the board meetings from July 24 and July 30, 2025, as corrected.

Commissioner Alegria seconded the motion.

Discussion: Commissioners Montero and Alegria requested corrections, including expansion of acronyms and formatting fixes.

Commissioner Boothe-Schmit moved to approve the minutes with the requested corrections.

Commissioner Alegria seconded the motion.

Name	Kleczek	Alegria	Boothe-Schmidt	MacDonald	Montero	Romero
Aye	X	X	X	X	X	
Nay						
Excused						X

Aye: 5

Nay: 0

Excused: 1

Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner Alegria shared about highway rest areas in Canada with public benches, suggesting it as a possible amenity idea.

Chair Kleczek reported on recent legislative testimony regarding the 2025-27 transportation package and encouraged the board and staff to closely monitor developments that could affect transit funding and policy.

8. FINANCIAL REPORT

Finance Officer Kelly Smith presented the quarterly financial report and noted that third-quarter reimbursements have been received. An extended discussion occurred regarding the format and content of future financial reports and items the board would like modified or added.

Commissioner Montero moved to accept the Q3 financial report.

Commissioner Alegria seconded the motion.

Discussion: Commissioner Alegria asked whether any law or rule requires the board to “approve” rather than “accept” financial reports. Commissioner Montero clarified that it’s a best practice to “accept” rather than “approve,” based on her research. Commissioner Boothe-Schmidt noted that she previously sent information about why that’s the case to commissioners.

Name	Kleczek	Alegria	Boothe-Schmidt	MacDonald	Montero	Romero
Aye	X	X	X	X	X	
Nay						
Excused						X

Aye: 5

Nay: 0

Excused: 1

Motion passed unanimously

9. CONTINUED BUSINESS

a. SCHEDULE BOARD BUDGET REVIEW WORK SESSION

The board discussed scheduling a future budget review work session and potential days/times.

b. CONSENT AGENDA DISCUSSION

Chair Kleczek said an upcoming strategic planning session is the appropriate setting for a consent agenda discussion, and commissioners agreed by consensus.

c. RURAL TRANSIT LETTER

Chair Kleczek noted that the board asked Executive Director David Carr at a previous meeting to draft a letter to state elected officials on the impact of STIF money on rural transit operations. Mr. Carr wrote and sent the letter, as requested. Commissioners discussed the letter and provided feedback for future communications.

Commissioner Boothe-Schmidt moved to approve the letter.
Commissioner MacDonald seconded the motion.

Name	Kleczek	Alegria	Boothe-Schmidt	MacDonald	Montero	Romero
Aye	X	X	X	X	X	
Nay						
Excused						X

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

d. STIF LOAN PAYMENT REVERSAL

Executive Director David Carr reported that he asked ODOT about the possibility of a previously repaid STIF-funded loan being returned to the district, and the state ended up returning the money prior to the board review and approval. Mr. Carr requested to retain the funds for the time being.

Commissioners discussed the benefits and drawbacks of keeping versus returning the funds to the state. Commissioner Montero moved to retain the repayment the district made to ODOT.

Commissioner MacDonald seconded the motion.

Discussion: Commissioner Alegria asked whether the district has enough money to pay its bills if the money is returned to the state. Finance Officer Kelly Smith said the district does have enough. She discussed restrictions on the money.

Name	Kleczek	Alegria	Boothe-Schmidt	MacDonald	Montero	Romero
Aye	X	X		X	X	
Nay			X			
Excused						X

Aye: 4
Nay: 1
Excused: 1

Motion passed in a 4-1 vote

e. HR OFFICE WALL

Executive Director David Carr reported that he canceled plans to build a wall for the proposed Human Resources office at the Transit Center in Astoria, saying he instead has a different plan for office organization.

10. NEW BUSINESS

a. BOARD MEMBER RESIGNATION

The board discussed the process for replacing Commissioner Paul Lewicki, who resigned. Commissioner Montero said the application packet needs to be updated and more time is needed to attract and select a new commissioner. She noted that while board policy says commissioners must appoint a replacement at the next board meeting following a resignation, the board can grant an exemption.

Commissioner Montero moved that the board exempt itself from policy B308 and allow the application process to extend to the October board meeting, providing time to update the packet and give the public at least four weeks to consider applying.

Commissioner Boothe-Schmidt seconded the motion.

Name	Kleczek	Alegria	Boothe-Schmidt	MacDonald	Montero	Romero
Aye	X	X	X	X	X	
Nay						
Excused						X

Aye: 5

Nay: 0

Excused: 1

Motion passed unanimously

Commissioner Montero agreed to work with Executive Assistant Mary Parker to update the application packet.

b. TAC VACANCIES

Executive Assistant Mary Parker reported that four new members are needed for the TAC.

Chair Kleczek suggested Boothe-Schmidt work with Ms. Parker on an application packet, to be presented at the next board meeting.

c. WORK SESSION ON REFORMATTED FINANCE REPORT

Commissioners scheduled a finance report work session for 9 a.m. prior to October board meeting.

d. TRAINING ON EHTICS

Chair Kleczek emphasized that the ethics information in the packet is vital for commissioners to review. The information covers topics including serial meetings, which aren't allowed under state law.

e. STRATEGIC PLAN WORKSHOP

Executive Director David Carr and commissioners discussed holding a strategic plan workshop in the next few months.

11. CORRESPONDENCE

a. Victor Key letter

12. EXECUTIVE DIRECTOR REPORT

Executive Director David Carr reported on several topics, including:

- Cyber security issues, needs and grants
- Southwest Washington Transit Forum
- Outreach: OPB, KAST, and KRKZ radio
- Northwest Oregon Area Commission on Transportation meeting

13. ADJOURNMENT

Chair Kleczek adjourned the meeting at 12:30 p.m.

SETD Administrative staff produced these minutes collectively

Minutes approved by:



Tita Montero, board secretary/treasurer

