



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Board of Commissioners**  
**Oct. 23, 2025 | 9 a.m.**  
**Financial Report Workshop Minutes**  
*Approved*

**1. CALL TO ORDER**

Chair Kathy Kleczek called the workshop to order at 9:07 a.m.

Present: Chair Kathy Kleczek, Commissioner Tita Montero, Commissioner Guillermo Romero.

Commissioner Pamela Alegria arrived partway through.

Staff: Executive Director David Carr, Chief Operations Officer Jennifer Geisler, Executive Assistant Mary Parker, Financial Officer Kelly Smith, Mobility Manager Jason Jones, ODOT representative Arla Miller

**WORKSHOP DISCUSSION:**

Chair Kathy Kleczek explained that the workshop was scheduled to discuss the formatting of the monthly financial reports. Chair Kleczek handed the meeting over to Financial Officer Kelly Smith.

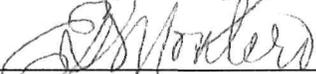
Ms. Smith and commissioners discussed several report items, including:

- **Dashboard**
  - Commissioners asked that exception reports be made when items on the dashboard need greater explanation.
  
- **Profit and loss reports**
  - Ms. Smith submitted two profit and loss report options for review, and commissioners indicated a preference for the version with lines and columns.
  - Commissioners made formatting requests for reports, including that line numbers and column headers be added and the district's name and date be included on all pages.
  
- **Accounts payable and accounts receivable**
  - Commissioner Montero asked that all reports have the same lined format. She requested that a column for 90 days plus be added.
  - Commissioners gave positive feedback on the AR format.
  - Commissioners discussed a future board policy on AR account aging process.
  
- **Consolidated balance sheet**

- Chair Kleczek asked if the account numbers used match the numbers used in the budget, and Ms. Smith confirmed that they do.
- Chair Kleczek asked that the district's name be added to the titles section.
- **Cash flow projection**
  - Ms. Smith answered questions and made clarifications about the report format.
- **Quarterly reports**
  - Ms. Smith explained the quarterly reports.
  - Commissioners discussed including more explanatory information in the board packets while balancing cybersecurity and financial risk.
- **Check listing**
  - Commissioner Montero asked whether the report lists every check in order, and Ms. Smith clarified that it's for checks greater than \$5,000, per previous board direction. Commissioner Montero suggested adding that information to the header.
- **Staff overtime**
  - Commissioners and staff discussed how the district tracks staff overtime.
- **Credit card use**
  - Commissioners and staff discussed the district's credit card policy, how staff credit card usage is monitored and the board's role.

SETD Administrative staff produced these minutes collectively

Minutes approved by:



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Tita Montero, board secretary/treasurer