



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Dec. 18, 2025 | 9 a.m.
Board Meeting Minutes
Approved

1. CALL TO ORDER

Chair Kathy Kleczek called the meeting to order at 9:05 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Kathy Kleczek, Commissioner Pamela Alegria, Commissioner Tita Montero, Commissioner Guillermo Romero

Staff: Executive Director David Carr, Chief Operations Officer Jennifer Geisler, Financial Officer Kelly Smith, Mobility Manager Jason Jones

Visitors: Kathleen Teeple, Penny York, Matthew Stolberg, John Layton, Craig Holt

4. CHANGES TO AGENDA

Commissioner Alegria suggested tabling approval of the minutes from the following meetings to give commissioners more time for review:

- Board meeting on Aug. 23, 2025
- Finance report workshop on Oct. 23, 2025
- Board meeting on Oct. 23, 2025

Commissioner Alegria made a motion to table approval of the minutes to the next meeting.

Commissioner Montero seconded the motion.

Discussion: Chair Kleczek thanked staff for preparing the minutes.

Name	Montero	Kleczek	Alegria	Romero
Aye	X	X	X	X
Nay				
Excused				

Aye: 4

Nay: 0

Excused: 0

Motion passed unanimously

5. PUBLIC COMMENT

None

6. REPORTS FROM CHAIR AND COMMISSIONERS

Commissioner Romero reported that he was glad to see candidates apply for the vacancies on the Board of Commissioners. He also reported that he attended the Oregon Transportation Association conference in Bend and had a positive experience.

Commissioner Alegria: No report.

Commissioner Montero reported that she attended the Oregon Transportation Association conference in Bend and found it valuable. She shared conference materials and information with staff. She also reported that she shares information about transit when she attends senior luncheons at the Bob Chisholm Community Center in Seaside. She noted that people there are interested in learning more about the micro transit project. She noted that senior meals – including in Knappa and Warrenton – are good places for outreach and community engagement.

Chair Kleczek reported that she worked in the background on several items, including board vacancies. She also attended the Oregon Transportation Association conference in Bend, including a session on STIF funding. She will pass on information from the session to Executive Director David Carr.

7. FINANCIAL REPORT

Financial Officer Kelly Smith presented a financial report.

Commissioner Montero asked whether November financial data was available. Ms. Smith noted that reports are typically prepared two to three weeks before the monthly board meeting, and the December meeting was held earlier than usual, which affected November data availability.

Ms. Smith clarified differences between ODOT loan figures on the balance sheet and dashboard, explaining that one reflects the bank account balance and the other audit numbers.

She also addressed questions about deferred revenue and property taxes.

Ms. Smith agreed to provide a list explaining general ledger codes and dashboard items to enhance understanding for commissioners and the public.

Commissioner Montero made a motion to accept the financial report.

Commissioner Alegria seconded the motion.

Name	Montero	Kleczek	Alegria	Romero
Aye	X	X	X	X
Nay				
Excused				

Aye: 4

Nay: 0

Excused: 0

Motion passed unanimously

8. CONTINUED BUSINESS

a. BOARD VACANCIES: Commissioners interviewed four candidates for three vacant board positions: Penny York, John Layton, Kathleen Teeple and Matthew Stolberg. Candidates were introduced and asked a standardized set of questions. A fifth candidate, William Ray, applied but was unable to attend the meeting.

Chair Kleczek explained the nomination and voting process, and she noted that the votes to appoint new commissioners will need to be unanimous to pass since the board only has a quorum.

Position 1:

Commissioner Alegria nominated Ms. York for Position 1.

No other nominations were received.

Name	Montero	Kleczek	Alegria	Romero
Aye	X	X	X	X
Nay				
Excused				

Aye: 4

Nay: 0

Excused: 0

Ms. York was appointed to Position 1 in a unanimous vote.

Position 5:

Commissioner Montero nominated Mr. Stolberg for Position 5.

No other nominations were received.

Name	Montero	Kleczek	Alegria	Romero
Aye	X	X	X	X
Nay				
Excused				

Aye: 4

Nay: 0

Excused: 0

Mr. Stolberg was appointed to Position 5 in a unanimous vote.

Position 7:

Commissioner Romero nominated Mr. Layton for Position 7.

Commissioner Alegria nominated Ms. Teeple for Position 7.

Name	Montero	Kleczek	Alegria	Romero
Layton				X
Teeple	X	X	X	
Excused				

Layton: 1

Teeple: 3

Excused: 0

Nominations failed because the vote wasn't unanimous.

Commissioner Montero nominated Ms. Teeple for Position 7.

Commissioner Romero nominated Mr. Layton for Position 7.

Name	Montero	Kleczek	Alegria	Romero
Layton				X
Teeple	X	X	X	
Excused				

Layton: 1

Teeple: 2

Excused: 0

Nominations failed because the vote wasn't unanimous

Chair Kleczek proposed leaving the position open until after the swearing in of the new board members. Commissioner Montero moved to suspend nominations for Position 7 until the two new commissioners are sworn in. Commissioner Romero seconded the motion.

Name	Montero	Kleczek	Alegria	Romero
Aye	X	X	X	X
Nay				
Excused				

Aye: 4

Nay: 0

Excused: 0

Motion passed unanimously.

Ms. York and Mr. Stolberg were sworn in.

Commissioner Montero nominated Ms. Teeple for Position 7.

Commissioner Romero nominated Mr. Layton for Position 7.

Name	York	Montero	Kleczek	Alegria	Stolberg	Romero
Teeple	X	X	X	X	X	
Layton						X
Excused						

Teeple: 6

Layton: 1

Excused: 0

Ms. Teeple was appointed to Position 7.

Ms. Teeple was sworn in.

b. TAC COMMITTEE TIMELINE: Chair Kleczek explained that the district must have a TAC under an agreement with ODOT for STIF funding. Commissioner Montero presented a fast-track timeline for reestablishing the committee. Commissioners Montero and York agreed to lead a work group to verify the current TAC membership, determine which positions are open, update application packets and prepare a recruitment news release, with the goal of presenting applicants for board selection at the Jan. 22, 2026, board meeting. A staff member will also be part of the group.

Commissioner Montero made a motion to allow the work group to develop and distribute application materials for TAC. Commissioner Romero seconded the motion.

Name	York	Montero	Kleczek	Alegria	Stolberg	Romero	Teeple
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7

Nay: 0

Excused: 0
Motion passed unanimously

9. NEW BUSINESS

a. SDAO CONFERENCE

Chair Kleczek explained that the SDAO 2026 annual conference is Feb. 5-8, 2026, in Seaside. All commissioners are encouraged to attend the full conference, especially the new commissioners.

b. CMH LETTER OF SUPPORT

Executive Director David Carr reported that Columbia Memorial Hospital is seeking support from the district as it applies for Rural Health Transformation funds through the state of Oregon.

Commissioner Montero made a motion to support CMH’s effort and authorize Mr. Carr to sign and send a letter of support.

Commissioner Alegria seconded the motion.

Name	York	Montero	Kleczek	Alegria	Stolberg	Romero	Teeple
Aye	X	X	X	X	X	X	X
Nay							
Excused							

Aye: 7
Nay: 0
Excused: 0
Motion passed unanimously

10. CORRESPONDENCE

None

11. EXECUTIVE DIRECTOR REPORT

Executive Director David Carr provided updates on weather-related operations, funding uncertainties, grant activities, cost-saving measures, HR and operations developments, and ongoing community engagement.

12. TEAM REPORTS

Maday Ross, human resources manager, reported on recent hiring activities, development of a tuition reimbursement program, and the completion of job description drafts.

Kelly Smith, financial officer, reported that the district passed its workers' compensation audit. She also noted that she assisted in job candidate interviews, sat in on various meetings and training sessions, and attended an Oregon Government Finance Officers Association conference in Eugene.

Jennifer Geisler, chief operations officer, said staff identified Verizon-related cost savings, leading to about \$330 in savings per month. Some staff members are getting updated phones or tablets. Ms. Geisler also discussed how staff handled recent inclement weather.

Jason Jones, mobility manager, provided an overview of his duties.

13. ADJOURNMENT

Chair Kleczek adjourned the meeting at 11:44 a.m.

Minutes submitted by Sara Schilling, executive assistant

Minutes approved by:

A handwritten signature in cursive script, appearing to read "Tita Montero", is written over a horizontal line.

Tita Montero, board secretary-treasurer