SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Jan. 27, 2026 | 12 p.m.
Special Board Meeting Minutes
Approved

Link to meeting video: https://bit.ly/4tgeEVI

1. CALL TO ORDER
Chair Kathy Kleczek called the meeting to order at 12 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
Commissioners present: Penny York, Pamela Alegria, Tita Montero, Kathy Kleczek, Guillermo Romero, Kathleen Teeple, Matthew Stolberg
Staff present: David Carr, Jennifer Geisler, Kelly Smith, Jason Jones, Sam Bedair, Sara Schilling

4. CHANGES TO AGENDA (1:25)
Commissioner York moved to approve the agenda as presented.
Commissioner Alegria seconded the motion.

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

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

5. PUBLIC COMMENT (1:57)
None

6. REVIEW AND DISCUSS THE FY25/26 BUDGET (2:05)
Chair Kleczek explained that the previous board committed to reviewing the FY25/26 budget during the first quarter of the fiscal year. It's past the first quarter now, but circumstances arose that kept the session from happening earlier, she said.
Chair Kleczek explained that this meeting is a chance to review the budget and determine if any amendments are needed. She also issued a reminder that discussion must stay focused on the FY25/26 budget and not on the future budget.
Financial Officer Kelly Smith gave a presentation, covering topics including the purpose of the special meeting, board context, budget review and compliance, Oregon budget law and required forms, how the budget is used during the year, how the budget is monitored, key technical topics, state reporting and budget submission.
Ms. Smith and commissioners discussed the contingency fund, including why it was shown in the FY25/26 budget as a footnote versus a resource/expenditure.
Commissioner York brought up the board's financial policies and whether changes and/or updates are needed. After discussion, commissioners agreed by consensus that the Board Policy Committee should prioritize financial policies in its work.
Executive Director David Carr reported that, overall, the district is performing as expected financially this year and is spending within normal parameters.
Commissioner Montero said some capital line items are significantly over budget on the expenses side, and in her experience that indicates that expenditures aren't laid out over the year adequately. She raised the idea of a board policy that would address the issue. Discussion among commissioners and staff followed.

Commissioner Teeple moved to make a line item in the budget for contingency funds as a resource and an expenditure going forward.
Commissioner Alegria seconded the motion.
Discussion: Commissioner Montero asked whether, on the resources side, it would be separate from cash brought forward or part of cash brought forward. Discussion followed and Commissioner Teeple ultimately withdrew her motion.

Commissioner Montero moved to direct staff to include contingency funds as available cash on hand in line 1 of the resource description in budgets going forward.
Commissioner Teeple seconded the motion.

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

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

7. ADJOURNMENT (1:28:33)
Commissioner Montero moved to adjourn the meeting.
Commissioner Stolberg seconded the motion.

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

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

The meeting was adjourned at 1:30 p.m.

Action items from the board meeting:

- Commissioners agreed by consensus that the Board Policy Committee should prioritize financial policies in its work.
- Commissioners directed staff to include contingency funds as available cash on hand in line 1 of the resource description in budgets going forward.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

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Tita Montero, board secretary-treasurer