



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Feb. 16, 2026 | 9 a.m.
Strategic Planning Workshop
Approved

Link to meeting video: <https://bit.ly/4svVzhh>

1. CALL TO ORDER

Chair Kathy Kleczek welcomed commissioners, staff and visitors to the strategic planning workshop at 9 a.m.

2. ROLL CALL

Commissioners present: Penny York, Pamela Alegria, Tita Montero, Kathy Kleczek, Kathleen Teeple, Matthew Stolberg

Staff present: David Carr, Jennifer Geisler, Kelly Smith, Sam Bedair, Jason Jones, Sara Schilling

Visitors present: Mark Knudson, Butch McConnell, Leah Griffith, Mitra Vazeen, Melvin Johnson

3. CHANGES TO AGENDA

None

4. STRATEGIC PLANNING WORKSHOP

Mark Knudson, consultant with the Special Districts Association of Oregon, or SDAO, facilitated a strategic planning workshop.

Attendees discussed:

- Objectives for the strategic plan, including that it provides future focus, defines the organizational direction, increases internal alignment, increases efficiency, grows the culture and increases accountability.
- Meeting ground rules
- Vision, mission and values of the district

Attendees took part in a SWOT exercise in which they assessed the district's strengths, weaknesses, opportunities and threats (or external factors that could derail efforts).

Attendees brainstormed goals for the district and participated in an exercise where they identified priorities by placing dots on their top goals.

Mr. Knudson and attendees discussed next steps in the strategic planning process. Mr. Knudson recommended the following course of action: he'll prepare a workshop summary report, then staff will develop an implementation plan. Those documents are combined into a strategic plan for board review and adoption.

Mr. Knudson said the process could take multiple months.
Commissioners asked to receive a copy of the workshop summary report to help in the budget process, which is underway and will wrap up by June.

5. ADJOURNMENT

Meeting was adjourned at 2:45 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:



Tita Montero, board secretary-treasurer

Action items from the workshop

- Commissioners will receive a copy of the workshop summary report to help in the budget process