



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
Feb. 26, 2026 | 9 a.m.
Board Meeting Minutes
Approved

Link to meeting video: <https://www.youtube.com/watch?v=0JXTWK6E-M4>

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL (0:43)

Commissioners present: Penny York, Pamela Alegria, Tita Montero, Kathy Kleczek, Kathleen Teeple, Matthew Stolberg. Guillermo Romero was excused.

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

Visitors present: Johnathan Niebuhr, James Ferry, Craig Holt

Staff present virtually: David Carr, Stephanie Halverson, Lauren Hedrick, Victoria Davis

Visitors present virtually: DC Lewis

4. CHANGES TO AGENDA (1:05)

Commissioner Teeple 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
Nay							
Excused					X		

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

5. PUBLIC COMMENT (2:38)

None

6. APPROVAL OF MINUTES (2:52)

a. Board Meeting on Jan. 22, 2026

Commissioner Montero moved to approve the minutes from Jan. 22, 2026.

Commissioner Stolberg seconded the motion.

Discussion: Commissioner Montero asked whether commissioners liked the addition to the minutes highlighting action items/to-do items. Chair Kleczek and Commissioner Stolberg both said they were in favor.

Commissioner Alegria asked to have the minutes reflect that commissioners gave her permission to make a presentation about special districts. Chair Kleczek said the minutes could reflect that the board had no objections to her presentation.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

b. Special Board Meeting on Jan. 27, 2026

Commissioner Montero moved to approve the minutes from Jan. 27, 2026.

Commissioner Teeple seconded the motion.

Discussion: Commissioner Alegria asked to add a header with the date on the minutes.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

7. REPORTS FROM CHAIR AND COMMISSIONERS (8:27)

Commissioner Stolberg: nothing to report.

Commissioner Teeple: nothing to report.

Commissioner York: nothing to report.

Commissioner Alegria: nothing to report.

Commissioner Montero: nothing to report.

Chair Kleczek noted that changes have been made to the agenda and packet to better facilitate recordkeeping and for ease of use. She reported that more changes are coming and asked commissioners to reach out if they have concerns or ideas for improvement. Chair Kleczek asked Executive Assistant Sara Schilling to work on coordinating the first TAC meeting and the first Executive Director Evaluation Committee meeting, and to help the Board Policy Committee set a regular meeting schedule.

8. FINANCIAL REPORT (11:34)

Financial Officer Kelly Smith presented the financial report covering Jan. 1 through Feb. 12, 2026. Ms. Smith noted that 5310 Q1 and 5311 Q2 were received after the financial report was generated and will be reflected in the next financial report. She also noted that 5310 Q2 has been approved and should be processing soon, per ODOT.

Ms. Smith noted that the district received more property taxes in November than anticipated and will likely see less than expected for the rest of the year as a result.

Commissioner Alegria asked for an employee count to be included in the report.

Commissioners discussed CTA and other membership/dues/subscription costs. Staff will provide a breakdown of the specific membership and subscription costs.

Commissioner Montero asked that the ledger code explainer document be included in the financial report each month.

Chair Kleczek asked how 5310, 5311 and 5399 expenditures are tracked. Ms. Smith said she tracks them in a spreadsheet and they're tracked in AccuFund. Chair Kleczek said the board should be able to see expenditures, and commissioners agreed by consensus.

Commissioner York noted that she hasn't seen an analysis of the district's financial difficulties from a couple years ago and how they've been addressed, and she'd like to.

Chair Kleczek noted there was an ODOT audit and a report from RLS, and the board hasn't seen those. Ms. Smith said she would compile the 2023 forensic audit and the RLS reports for distribution to the board. Commissioner York said she'd also like a verbal report from staff on how the issues identified have been addressed, and Chair Kleczek said that could happen at the board meeting following distribution of the documents.

Ms. Smith announced her resignation, effective March 12, 2026.

Commissioner Teeple moved to accept the financial report.

Commissioner York seconded the motion.

Discussion: Chair Kleczek said she's grateful for all the work Ms. Smith put into the financial reports, providing all the information the board requested. Commissioner Alegria added that Ms. Smith took the district through a difficult time and she's grateful.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

9. CONTINUED BUSINESS

a. Resolution 2026-02 Recreational Immunity Opt-In (30:20)

Chair Kleczek explained that the board previously authorized the district to opt in to recreational immunity. An opt-in resolution was presented for consideration. Commissioner Montero moved to adopt Resolution 2026-02 and authorize the chair to sign. Commissioner Stolberg seconded the motion.

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

Aye: 6
 Nay: 0
 Excused: 1
 Motion passed unanimously

b. Astoria Urban Renewal Annual Report for FY 2025-25 (33:27)

Executive Director David Carr noted that the Astoria Urban Renewal Annual Report was shared with the board for informational purposes. He also reported that the Astor-East Urban Renewal Area amendment is moving forward as planned. Commissioner Montero said she believes SETD’s letter was noted when city officials discussed the amendment. She reiterated to a city council member that the district is concerned about impact, and the city is aware of the concern, she said. She proposed that the district keep track of any impact. Mr. Carr said he’s met with city officials, and they’re open to working with the district on passenger infrastructure in the future. Commissioner Montero said she’s glad the city is open to discussion and hopes it’s also open to investing money. Chair Kleczek asked that the district’s amendment letter be shared with the board. She noted that some urban renewal funds haven’t yet been spent, and creating public amenities is a goal. SETD should request investment in public transit amenities, she said.

c. Clatsop Community College MOU (39:37)

Mr. Carr presented a memorandum of understanding with Clatsop Community College providing students and staff with fare-free rides and the district with marketing assistance. Commissioner Montero asked whether the district’s attorney had reviewed the agreement, and Mr. Carr confirmed that was the case. Commissioner Montero also pointed out that the effective date of the agreement needs to change as it would be retroactive. Commissioners discussed other points they’d like to see in the agreement, including:

- The responsibilities of and benefits to each party clearly spelled out

- The name and contact information of each group’s responsible party, plus a timeline for dealing with problems that arise
- More detail about expectations
- More detail about the purpose/intent of the MOU. That purpose/intent includes increased ridership for SETD and serving the community and college
- Clarity about insurance coverage and its limits

Commissioner Montero moved to direct Mr. Carr to rework the MOU with Clatsop Community College and bring back something that addresses the concerns raised. Commissioner Stolberg seconded the motion.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

d. Microtransit pilot program report (1:11:19)

Mobility Manager Jason Jones and Chief Operations Officer Jennifer Geisler presented information on the district’s microtransit pilot program. Program participant James Ferry was in attendance and shared his positive experience.

e. Budget Committee vacancies (1:42:56)

Chair Kleczek explained that three Budget Committee members from last year are willing to serve again, which leaves four vacant positions.

Commissioner Montero reported that she spoke with two people – Leah Griffith from the district’s TAC, and Zach Fleck, Seaside’s director of finance – who are willing to serve.

Commissioner Montero moved to appoint Leah Griffith and Zach Fleck to the committee. Commissioner Teeple seconded the motion.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

10. NEW BUSINESS

a. Appointment of a Budget Officer (1:57:04)

The budget officer appointment discussion was tabled.

Commissioner Stolberg asked to reopen the Budget Committee item.

He moved to appoint Johnathan Niebuhr, a member of TAC, to the Budget Committee.

Commissioner Montero seconded the motion.

Discussion: Commissioner York said she spoke with a citizen who's interested in being part of the committee, but she thought the board would recruit applicants rather than bring forward nominations. She asked that the final committee slot not be filled until she can talk with the citizen who expressed interest. The board had no objections.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

b. Legislative advocacy policy/resolution (2:00:50)

Chair Kleczek explained that it became apparent after the SDAO conference that a legislative advocacy policy/resolution would be good to revisit.

She noted that the board approved a similar resolution in the past, but in order for the current board to fall back on it, discussion is needed.

Commissioners agreed by consensus that the Board Policy Committee will review the model policy and be prepared with a recommendation at the March meeting.

Mr. Carr reported that he sent a letter to the Oregon House Committee on Transportation in support of HB 4008 dealing with rural transportation funding. He will provide a copy of the letter to the board.

c. Declaration of Surplus Buses and Reclassification of Fleet Asset (2:20:50)

Ms. Geisler reported that SETD has three buses that have exceeded their life expectancy, are no longer functional and are out of service. She recommended declaring them as surplus and authorizing them to be sold or scrapped. She also recommended reclassifying Van 22 as an administrative (equipment) vehicle.

Commissioner York moved to approve declaring the three buses as surplus and authorizing them to be scraped or sold and reclassifying Van 22 as an administrative vehicle.

Commissioner Alegria seconded the motion.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

d. RVHT Grant Application (2:25:14)

Mr. Carr explained that the district applied for a Rural Veterans Healthcare Transportation grant through ODOT and the state Department of Veterans' Affairs. If awarded, the grant would provide SETD with funding for a new microtransit project serving veterans.

Mr. Carr said the application was made without board approval, citing time constraints.

Commissioner York said the program seems useful and she's supportive of the application, but fine tuning is needed to ensure the board is informed and supportive in instances like this before community support is sought and an application is submitted.

Commissioner Alegria said the executive director should have leeway under time constraints.

Commissioner Montero said she doesn't want to see the district lose out on funding, but the board has fiduciary responsibility and must ensure the district can meet all obligations. She expressed disappointment in how the application process proceeded.

Chair Kleczek said she's supportive of veterans transportation. She noted that the board should have been consulted before the letter of interest was submitted.

She also noted that the district has gotten in trouble in the past for serving one part of the population and excluding others. She wants to ensure that SETD can use district equipment and staff to serve one part of the population and not others. Before the district accepts any grant funding, it would need to answer that question.

Commissioner York moved to approve the grant application contingent on receiving information that the program wouldn't be legally discriminatory.

Commissioner Alegria seconded the motion.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

e. ODOT Gap Funding Response (2:47:58)

Ms. Smith explained that ODOT is making a shift from the state fiscal year to the federal fiscal year, which will create a funding gap between the current biennium and the next. The district must complete a form to secure funding to cover the gap.

Commissioner Montero moved to authorize the chair to sign the ODOT gap funding response.

Commissioner Teeple seconded the motion.

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

Aye: 6

Nay: 0

Excused: 1

Motion passed unanimously

f. Reports on SDAO Conference from Attendees (2:52:10)

Commissioners York, Alegria, Montero, Teeple, Stolberg and Kleczek reported on their experiences at the SDAO annual conference, and so did Mr. Carr, Ms. Geisler, Ms. Smith, Mr. Jones, Mr. Bedair and Ms. Schilling from the SETD staff.

11. CORRESPONDENCE (3:11:20)

a. Commissioners reviewed thank-you notes from Avamere at Seaside and Debbie Saylor.

12. EXECUTIVE DIRECTOR REPORT (3:12:14)

Executive Director Carr reported on his work activities in January and February.

13. TEAM REPORTS (3:19:10)

Ms. Geisler, Ms. Smith, Mr. Bedair, Mr. Jason Jones and Ms. Schilling provided reports on their work activities in January and February.

15. ADJOURNMENT (3:32:48)

Commissioner York moved to adjourn the meeting.

Commissioner Alegria seconded the motion.

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

Aye: 6

Nay: 0

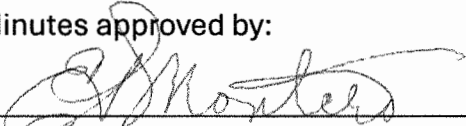
Excused: 1

Motion passed unanimously

The meeting was adjourned at 12:34 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:



Tita Montero, board secretary-treasurer

Action items from the board meeting:

- Ms. Schilling will coordinate the first TAC meeting and the first Executive Director Evaluation Committee meeting, and she will help the Board Policy Committee set a regular meeting schedule
- The ledger code explainer document will be included in the financial report each month
- Copies of the ODOT audit and RLS reports discussed will be provided to the board and staff will prepare to report on progress of addressing issues
- Copies of the Astor-East Urban Renewal Area amendment letter and Mr. Carr's HB 4008 letter will be shared with the board
- Copies of the presentation materials from the SDAO conference downloaded by Commissioner Montero will be shared with the board
- Mr. Carr will rework the MOU with Clatsop Community College and bring back something that addresses the concerns raised by the board
- Commissioner York will speak with her Budget Committee candidate ahead of the March meeting
- Staff will check with ODOT on the discrimination question related to the RVHT grant
- The Board Policy Committee will review the model legislative advocacy policy and bring back a recommendation to the board

Items in progress:

- Clatsop Community College MOU
- Budget Committee appointments
- RVHT grant application
- Legislative advocacy policy
- Report on audit/RLS progress