



SUNSET EMPIRE TRANSPORTATION DISTRICT
Board of Commissioners
March 6, 2026 | 9 a.m.
Special Board Meeting Minutes
Approved

Link to meeting video: <https://youtu.be/zWb57pm0u7Q>

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

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

Visitors present: none.

Staff present virtually: Victoria Davis.

Visitors present virtually: Debbie Boothe-Schmidt, Julie B. (full name not given) and citizen (name not given).

4. CHANGES TO AGENDA

None

5. PUBLIC COMMENT

None

6. BUDGET OFFICER APPOINTMENT DISCUSSION (2:35)

Chair Kleczek explained that it's been past practice in the district for the financial officer or the executive director to serve as the district's budget officer during budget preparation and adoption. Because the district's financial officer has given notice of her resignation, the board needs to discuss options for a budget officer.

Executive Director David Carr reported that he's talked with Merina+Co and the Special Districts Association of Oregon (SDAO) to determine what support they could provide. He said he doesn't have details yet as there's no scope of work.

He reported that the district also has been in touch with a CPA from H&R Block.

Mr. Carr said three SETD staff members, including himself, Victoria Davis and Sam Bedair, could perform the budget officer role with some additional support.

Commissioner Montero suggested the Oregon Government Finance Officers Association as a potential resource. She also outlined research she did on SDAO consultants, noting that Betty Nielsen in particular seems to have the expertise needed.

Discussion followed about potential budget officer candidates and the best approach moving forward, with commissioners and Mr. Carr weighing in.

Commissioner Montero moved to direct Mr. Carr to put together a statement of work to contract with SDAO for budget officer services, with Betty Nielsen as the first choice, and, if she's not available, for SDAO to recommend the best qualified person to fill the role.

Commissioner Alegria seconded the motion.

Commissioner Montero asked to amend the motion to include that the statement of work must be submitted to commissioners by the end of next week.

Commissioner Alegria accepted the amendment.

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

Aye: 5

Nay: 0

Excused: 2

Motion passed unanimously

6. OTHER FINANCIAL OFFICER POSITION-RELATED QUESTIONS (40:42)

Executive Director Carr explained that a staff member not involved in preparing payments must be able to transfer funds in the SETD accounts. With the finance officer leaving, someone needs to be appointed.

Commissioner Alegria moved to authorize Executive Assistant Sara Schilling to be the person on staff to transfer funds between bank accounts until a new finance officer is found.

Commissioner Teeple seconded the motion.

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

Aye: 5

Nay: 0

Excused: 2

Motion passed unanimously

Commissioners continued discussion of the hiring process and timeline for a new financial officer. Commissioner Montero suggested placing the job announcement on the Oregon Government Finance Officers Association job board in addition to the current postings on Indeed.com and SDAO classifieds, and she suggested drawing on board and committee member financial expertise in the interview process.

Commissioner Montero moved to direct Executive Director Carr to include a board member, plus TAC member Brian Vitulli and Budget Committee member Zach Fleck, in the whole interview process.

Commissioner Stolberg seconded the motion.

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

Aye: 5

Nay: 0

Excused: 2

Motion passed unanimously

Chair Kleczek appointed Commissioner York to be the board member to participate in the interview process. If she's not able to participate, Commissioner Montero will do so.

Commissioner Montero asked that detailed information about which district funds are in which accounts be presented to the board. Staff was also directed to provide

Commissioner Montero – board secretary/treasurer – district bank statements as required.

7. ADJOURNMENT (1:15:55)

Commissioner Teeple moved to adjourn the meeting.

Commissioner Montero seconded the motion.

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

Aye: 5

Nay: 0

Excused: 2

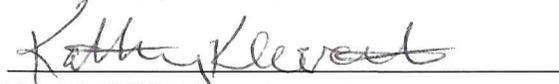
Motion passed unanimously

Meeting was adjourned at 10:17 a.m.

The next meeting is a special board meeting set for 1 p.m. on Friday, March 13, 2026.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:



~~Tita Montero, board secretary-treasurer~~

Board Chair

Action items from the board meeting:

- Executive Director David Carr will prepare a statement of work for SDAO Consulting Services for a budget officer, for board review at the March 13 meeting.
- Staff will advertise the financial officer position on the Oregon Government Finance Officers Association job board.
- Mr. Carr will include Commissioner Penny York (or Commissioner Montero if Commissioner York can't participate), plus TAC member Brian Vitulli and Budget Committee member Zach Fleck in the financial officer hiring process.
- Staff will provide detailed information about which district funds are in which bank accounts.
- Staff will follow up and ensure Commissioner Montero is provided with a way to access the district bank statements.