Lane Transit District
Executive Team Meeting

March 19, 2026
Next Stop Center
8:30-10:00 a.m.

Meeting chair: Brianna Gutierrez-Thorne

Executive Team Members: Brianna Gutierrez-Thorne; Carmen Jackson-Brown; Cosette Rees; Dave Roth; Eric Breitenstein; Eric Evers; Jeff Sherman; Jerad DeJong; Joe McCormack; John Ahlen; Josh Flick; Josh Schmit; Michael Hursh; Pam Strutz; Rebecca Melhorn; Sam Kelly-Quattrocchi;

Unable to attend: Aimee Reichert; Anni Katz; Bill Bradley; Wendi Frisbie

Guest:

Topic	Owner	Outcome Needed
ICE BREAKER: ***SHARE ONE WIN YOUR TEAM EXPERIENCED THIS WEEK.*** • First Board meeting in new Board Room was Wednesday night! Thanks to everyone who was a part of making that a success. • LTD has received notice to proceed on the Long-Range Mobility Plan, with Dave Roth managing that project. • LTD also got the agreement back on the ATTAIN grant, meaning we've been awarded funding. Brandon Melton will be managing this project. • Winners for LTD's Student Art Contest have been selected, thanks to LTD staff who participated in the judging process. • Thanks to everyone, including members of the public, for making Transit Employees Appreciation Day such a special one. • Received approval from the Board on Wednesday to purchase 10 more buses. • Finance Director has been hired, she's a fan of transit and will be starting in the next few weeks. • Customer Service is thrilled to be getting a new Guard Card printer (used to produce all ID cards). • New fares available for purchase via Umo, starting May 1. This includes Diamond Express, Rhody Express, etc. Ian Tuck has been really proactive and helpful with the tech end. • Public Safety is almost fully staffed. • Procurement is putting cooperative agreements into the ERP, and Materials Management is putting a new version of EAM into the system. • On-site trainer has been at LTD to train our technical staff on the radio system and on the software. • IT has posted a job for an IT manager to help with the workload on the operational side.	All	

BOARD AND PUBLIC MEETING STATUS & UPDATES • Board retreat will take place over the summer, in August. • Working on a refresh for the way department reports are written, including prompts and a template. Idea is to connect it more directly to the Strategic Business Plan.	Brianna	Alignment

SETTING THE FEDERAL LOBBYING AGENDA
• Sam Kelly-Quattrocchi will be in DC for about half of April, is collaborating with staff to get a sense of District priorities and general projects so he can communicate that to elected officials and federal government staff.
• Priorities top of mind are:
  o Transportation Reauthorization Program and how do we continue to fund programs.
  o Buy America program, in terms of bus purchasing.
  o NEPA reform connects to Facilities
  o Transit Oriented Development funding
  o Workforce Development funding
• Project priorities are:
  o ATTAIN grant
  o Fleet fall protection
  o Trip planner
  o Purchasing new buses
  o Bike share
  o Fare integration
  o Mobility Hub in Florence
• Reach out to Sam if you have additions to these lists or people you'd like him to meet with in DC.
	Sam	Input Requested

EVERBRIDGE EMPLOYEE NOTIFICATION SYSTEM • Everbridge is designed for emergency communications, either to the public or internally. Municipalities all over the US use it, also Defense Department and Coast Guard. • LTD plans to use Everbridge to send critical emergency notifications to employees. • This is same system that sends out Lane Alerts, for anyone who receives those. • All you need is a cell phone connection and an app, no Wi-Fi or internet signal. • User gets to choose how they want to receive notification – personal cell, work email, voicemail, phone call. • Employees will receive a more detailed communication about how to sign up and use.	Mike	Alignment
FY27 BUDGET UPDATE • Seeing some increases in operating revenues, so the budget includes a projection of what that will look like in 2026 and 2027. • Already noticing a difference in day passes since PSOs increased their fare checks. • Oregon's Office of Economic Analysis is where Finance bases their projections. They have revised what wage levels look like and it was a more positive outlook - total resources will go up about 5.6%.	Pam	Informational

• Expenses remain high. Couple areas are challenging – tech upgrades (IT itself went up by $1 million); and insurance and risk services. Workers Comp went up by $300K. • Several new positions were requested for this cycle and virtually all of them are in the budget. • For the administrative sides, we're going with a 2% COLA and 3% merit. • In our current year budget, we are dipping into our reserves $4.3 million. Next year, it's anticipated to be $4.5 million. That's not unexpected.		
Q2 SBP UPDATE • Dave Roth is temporarily handling the Strategic Business Plan (SBP). • The SBP is due for a report to the Board in April or May. • The Board adopted the new SBP in December. Four categories are Community Value, Customer Satisfaction, Employee Engagement, and Financial Health. • A survey will be sent to Executive Team to collect a status update on initiatives identified in the SBP. The update will focus on the most impactful initiatives and we will also want to identify key metrics that BI can help report on.	Dave	Alignment/Input Required
ORGANIZATION UPDATE • Changes outlined in an email Jameson Auten sent 3/19, and begin 7/1: o Effective July 1, Joe McCormack will serve as Director of Facilities and report to Mike Hursh, Deputy Chief Executive Officer. As part of the Operations unit, Joe will use his experience and collaborative approach in that key area. o Effective July 1, Aimee Reichert will serve as the Director of Business Intelligence and will report to Mike Hursh, Deputy Chief Executive Officer. Aimee will work more closely with Operations teams to develop reports used for operational decision-making and educating key stakeholders. o Effective July 1, Information Technology and Planning will report to Wendi Frisbie, Chief Administrative Officer. o Effective immediately, Jessica Ramsey and Ashley Ziert are rejoining the HR department. o Effective immediately, Business Intelligence will temporarily be housed in the Planning department. • Both Jameson and Mike Hursh are available for questions.	Mike	Informational
Adjourn		

Reminder: No laptop/cellphone use during the meeting.

*****Recurring Monthly Items: *Status and Priorities for Recruiting, Risks and Challenges, Procurement, Board and Public Meeting Status, Project Communication Strategy, Project Status and Workload Visibility, Budget Updates, Public and Neighborhood Meetings*

Action Items:

Parking Lot: