**Operations Committee Meeting**

**January 13, 2020 10:00 AM**

**101 Queen City Road, Burlington VT 05401**

Present:

Commissioner Waninger

Commissioner Sharrow

Commissioner Wallis (Phone)  
Commissioner Chittenden

Jon Moore, Interim General Manager

Jamie Smith, Director of Marketing and Planning

Chris Damiani, Transit Planner

Nick Foss, Director of Finance

**Open Meeting**

Commissioner Sharrow opened the meeting at 10:01AM

**Adjustment of the Agenda**None

**Public Comment**No members of the public present.

**Approval of Committee Minutes**Commissioner Sharrow noted that the prior month’s minutes said Commissioner Chittenden opened meeting and it should say Commissioner Sharrow. He also mentions that as of 10:03AM, the committee did not have a quorum*.*

Commissioner Wallis joined the call later in the meeting and the committee came back to the minutes for approval. Commissioner Waninger made a motion to approve the minutes with the change noted earlier, Commissioner Chittenden second. All were in favor and the motion carried.

**Performance Improvement Plan (PIP)**Commissioner Sharrow gave an overview of the updated Performance Improvement Plan. He noted the EEO goals versus retention in the Maintenance Department didn’t align. Mr. Moore gave a brief update on complaints and how they are tracked. Commissioner Sharrow asked about ADA complaints, and if GMT staff tracks the number of requests made and number of requests not served. Mr. Moore said we legally have to provide all trips. Commissioner Sharrow clarified and asked, when someone requests a trip and there is something that that prevents the trip form being made, do we track those trips that have to be rescheduled at a larger date and time?

**Electric Bus Update**Mr. Moore gave an update on the arrival of the electric buses and said training starts next week for the Operations Trainers and Maintenance staff, driver training will occur after that.

Mr. Foss gave a brief update on the solar roof lease. Commissioner Waninger asked staff to look into a potential USDA grant for capital investment in solar.

**AVL & On-Time Performance Update**

Mr. Moore gave an update on the new on-time performance module in Transit app. GMT will be piloting new on-board hardware to improve the auto-assignment issue that sometimes prevents the app from functioning properly. Mr. Moore as spoke about a recent CSched training. He said CSched observed in dispatch for 5 hours. Hopefully GMT will soon be able to pilot a Dispatch module.

**Bus Parts Inventory**Commissioner Sharrow asked if there is a way to make our parts inventory more efficient? Who sets the inventory levels? Mr. Moore said our Maintenance Coordinator, Justin Town, does with input from the Foreman. He said, we set the target inventory levels as lean as possible, our software Dossier has an inventory target level. Auto-reorder doesn’t happen due to our procurement process.

**Public Transit Agency Safety Plan (PTSAP)**

Mr. Moore gave an update on the new PTSAP that FTA is requiring each agency to have by July 20, 2020. Mr. Moore said he is leaving for an FTA workshop this week to learn more about the transit safety plan.

**Next Meeting Date**

No February meeting scheduled, tentatively planning the next meeting on the second Monday in March.

**Adjourn**

Commissioner Chittenden made a motion to adjourn, Commissioner Wallis seconded. All were in favor and the meeting adjourned at 11:01AM.