



Operations Committee Meeting Minutes
Monday, October 8, 2018 at 9:30am, GMT Board Room
15 Industrial Parkway, Burlington

Present:

Commissioner Chittenden	Mark A. Sousa, General Manager
Commissioner Waninger (via phone)	Trish Redalieu, Director of Human Resources
Commissioner Sharrow	Matthew Young, Admin Support Specialist
Commissioner Miles	

Meeting started 9:30 am

1. Adjustment of the Agenda – None
2. Public Comment- None
3. Approval of June 2018 Meeting Minutes – A motion was made to approve the May minutes as presented by Commissioner Sharrow, seconded by Commissioner Miles. All were in favor and the minutes were approved as presented.
4. Discussion of Performance Improvement Plan (PIP) – Mrs. Redalieu presented the PIP to the Committee and noted quarter one information has not yet been entered. There was discussion on the PIP.

Commissioner Sharrow asked why the rural PMs seem to be increasing. Mr. Sousa informed the Committee that maintenance was short staffed, however a new Master Mechanic has started working this week at the Berlin facility. The Berlin facility will do more work onsite due to having a master mechanic on site.

Mrs. Redalieu is also looking into which industry standards to use for comparison because there are so many available it is hard to decide which ones are best to use.

Commissioner Waninger suggested adding notes into that charts that explain the peaks and valleys for future staff and commissioners to reference.

Commissioner Sharrow suggested having an energy audit performed.

- a. Strategic Plan update – The Committee discussed LA Metro’s Strategic plan. Mr. Sousa informed the Committee that he wanted to structure our plan in a similar format. Mr. Sousa would like GMT to have five overarching goals that



will be set by the GMT board and allow staff to then fit our current objectives from the Strategic plan into the five new goals as sub goals.

Commissioner Waninger would like to have the PIP track goals that coincide with our five major goals.

5. Staff Review of Ongoing Projects- Mr. Sousa informed the Committee that the ramp project that connects 1 industrial and 15 Industrial has been completed ahead of schedule and under budget. Mr. Sousa informed the committee that GMT is close to a decision on the electric bus procurement. There was discussion on the electric buses. Mr. Sousa will update the committee once a timeline is established for getting these buses in service.
6. Next Meeting Date- Next Operations Committee meeting is Monday November 12th, 2018 at 9:30 AM at 15 Industrial Parkway Burlington.
7. Adjourn- Commissioner Sharrow made a motion to adjourn, Commissioner Miles seconded the motion. All were in favor, and the meeting adjourned at 10:29 am.