

Date: _____ December 19, 2007

Committee Meeting Date: _____ N/A

Board Meeting Date: _____ January 3, 2008

BOARD MEMORANDUM

ACTION ITEM

TO: Santa Clara Valley Transportation Authority
Board of Directors

THROUGH: Michael T. Burns
General Manager

FROM: Bill Lopez
Chief Administrative Officer

SUBJECT: Employees of the Month for January 2008

RECOMMENDATION:

Recognize Thang Tran, Mail Messenger, River Oaks Administration; Cirilo Paredes, Coach Operator, Chaboya Division; and Steve Holt, Transit Mechanic, Chaboya Maintenance, as Employees of the Month for January 2008.

BACKGROUND:

Thang Tran, Mail Messenger in the Contracts and Materials Management Department at River Oaks, is the Administration Award Winner for January. Thang has been with VTA since 1998. He is known by his coworkers for going out of his way to help others. Thang recently assisted a fellow employee by locating an important item in the mailroom and personally making the delivery to the yard to ensure that the item was received by its critical deadline. Thang's management notes that he is a hard worker, stepping up to challenging tasks and learning new skills as needed. Thang's exceptional courtesy and willingness to assist his internal customers help make VTA a better place to work. Congratulations to Thang Tran, Administration Employee of the Month for January!

Cirilo Paredes, Chaboya Division Coach Operator, is January's Operations Award Winner. Cirilo has been with VTA for over 10 years, and performs his job with high standards. In addition to his Coach Operator duties, Cirilo serves as a Line Instructor for the Bus Technical Training unit, coaching new Operator trainees on the techniques of driving a bus and learning VTA bus routes. Students have said that he is a very patient and knowledgeable instructor whose great sense of humor helps put everyone at ease. Recognized by his supervisors for his dedication and professionalism, Cirilo sets a great example for his fellow employees. Cirilo upholds VTA's commitment to quality work performance, and is very deserving of this award. Congratulations to Cirilo Paredes, Operations Employee of the Month for January!

Steve Holt, Transit Mechanic at Chaboya Division, is our Maintenance Employee of the Month for January. Steve has 33 years of service with VTA. His current assignment as a Lead Transit Mechanic, is to oversee the bus maintenance activities at Chaboya. When coaches are brought into the yard with mechanical trouble, Steve diagnoses the problem and recommends repairs. Noted by his supervisors as a highly respected employee with a can-do attitude and exceptional attention to detail, Steve is a positive role model to his fellow employees. Whether he is locating replacement bus parts, dealing with vendors, or discussing warranty issues, Steve puts VTA's interests first. Congratulations to Steve Holt, Maintenance Employee of the Month for January!