

Date: _____ March 21, 2008

Committee Meeting Date: _____ N/A

Board Meeting Date: _____ April 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 April 2008 and Supervisor of the Quarter

RECOMMENDATION:

Recognize Travis Weeks, Contract Administrator, River Oaks Administration; Richard Lewis, Coach Operator, Cerone Division; and Jeff Howard, Transit Mechanic, North Maintenance Division, as Employees of the Month for April 2008; and Mark Weilert, Transportation Supervisor, Guadalupe Division, as Supervisor of the Quarter for the second quarter of 2008.

BACKGROUND:

Travis Weeks, Contract Administrator in the Contracts and Materials Management Department at River Oaks, is the Administration Award Winner for April. Travis has been with VTA for 6 years. He is known by his coworkers for anticipating and meeting the needs of his internal customers and for solving problems with a high level of professionalism. Travis was instrumental in supporting the Downtown and South Line Retrofit projects by effectively managing all related contracts. He is a valued member of the Contracts group. His great attitude and friendly demeanor help make VTA a better place to work. Congratulations to Travis Weeks, Administration Employee of the Month for April!

Richard Lewis, Cerone Division Coach Operator, is April's Operations Award Winner. Richard has been with VTA since 1979, and consistently meets the high performance standards of his job. Richard has received numerous positive customer comments for showing patience and helpfulness to his passengers. Recognized by his supervisors for displaying exceptional courtesy and professionalism, Richard is an excellent role model to his fellow Operators. Congratulations to Richard Lewis, Operations Employee of the Month for April!

Jeff Howard, Transit Mechanic at North Division, is our Maintenance Employee of the Month for April. Jeff has been with VTA for over 9 years. In his current assignment as a Transit Mechanic, Jeff performs skilled mechanical work on VTA buses and support vehicles. Jeff takes great pride in his work, carrying out his duties with the utmost care and attention to detail. Always willing to share his technical expertise to help solve problems, Jeff upholds VTA's standards of quality

job performance, and is very deserving of this award. Congratulations to Jeff Howard, Maintenance Employee of the Month for April!

Mark Weilert, Transportation Supervisor in the Guadalupe Operations Division, is Supervisor of the Quarter for the second quarter of 2008. Mark started with VTA in 1997. In his current position, Mark serves as an Operations Control Center controller, assisting with any issues that arise on VTA's light rail trains. Mark handles emergency situations in a professional manner, always striving to minimize disruption to VTA's service to the public. Recognized by his Division leadership as a key member of the department, Mark is viewed by the Operators and his fellow supervisors as a fair and knowledgeable supervisor who creates a positive work environment for others. Mark is clearly an asset to his Division as well as to VTA. Congratulations to Mark Weilert, Supervisor of the Quarter!

Prepared by: Mitsuno Baurmeister, Employee Relations Department