

**KINGS TRANSIT AUTHORITY  
Regular Board Meeting Minutes  
July 20, 2011**

KTA Garage Facility 4:45 p.m.

**PRESENT**

Vice-Chairman William Zimmerman, Wolfville

**Councillors**

Anna Ashford-Morton, Berwick  
Janet Newton, Deputy Warden - Kings County  
Basil Hall, Kings County  
Jim Taylor, Kings County  
Tom Brown, West Hants  
Peter Newton, Annapolis County  
Randall Amero, Digby County

**Kings Transit Staff**

Ron Mullins, General Manager  
Dave Burleton, Operations Manager  
Stephen Foster, Drivers HR Manager  
Ingrid Mooy, Office Clerk

**Absent**

Chairman Mark Pearl, Kentville  
Darlene Brownell, KTA Office Manager

**2. APPROVAL OF AGENDA**

ON MOTION OF COUNCILLOR ASHFORD-MORTON AND COUNCILLOR TAYLOR  
FOR THE APPROVAL OF AGENDA.  
**MOTION CARRIED**

**3. APPROVAL OF MINUTES**

Correction to the Minutes: Councillor Hall was not present and did not approve the  
General Manager's Report. This motion was made by Deputy Warden Newton and  
Councillor Smith.

MOVED BY COUNCILLOR ASHFORD-MORTON AND DEPUTY WARDEN NEWTON  
TO APPROVE THE MINUTES OF JUNE 22, 2011 AS CIRCULATED.  
**MOTION CARRIED**

**4. Ridership & Revenue – June 2011**

The Core

- Ridership for June – up 4% / yearly down 2%
- Revenue for June – down 2% / yearly down 6%
- Repairs & Maintenance June – spent 15% of what has been budgeted.

#### Annapolis East

- Ridership for June – up 16% / yearly up 3%
- Revenue for June – up 6% / yearly down 5%
- Repairs & Maintenance June – spent 13% of what has been budgeted.

#### Annapolis West

- Ridership for June – up 3% / yearly down 12%
- Revenue for June – down 6% / yearly down 16%
- Repairs & Maintenance June – spent 34% of what has been budgeted.

#### Digby

- Ridership for June – down 5% / yearly down 18%
- Revenue for June – down 15% / yearly down 24%
- Repairs & Maintenance June – spent 33% of what has been budgeted.

#### Hants County

- Ridership for June – No Change 0% / yearly up 10%
- Revenue for June – down 5% / yearly up 5%
- Repairs & Maintenance June – spent 22% of what has been budgeted.

Fuel will be a challenge as we are paying more than what was budgeted for.

Councillor Newton raised concerns about financial numbers being posted a month behind and for this month being two months behind. Manager Mullins stated that the posting of financials will always be a month behind and currently the reason for being two months behind is due to staff members being on holiday.

**MOVED BY DEPUTY WARDEN NETWON AND COUNCILLOR HALL TO ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR JUNE 2011  
MOTION CARRIED**

## **5. GENERAL MANAGER'S REPORT**

Manager Mullins went over the following:

### **Bus Shelters**

- 1) Kentville: Gave Atcom the name of the owners of the old gas station across from the Fire Station (Annex Investments of Truro)
- 2) Hospital: Nothing new to report at this time.
- 3) Greenwood: Currently waiting to hear back from Planning at Kings County as on July 14<sup>th</sup>, Heather from the Planning Department promised to send an email on what was needed by Atcom. Nothing has been received at this time.

4) Aylesford: On June 17<sup>th</sup>, Leo Glavine met with Rick Balsor (Aylesford Commission) and Mike Best of DOT. Leo stated that Aylesford is willing to pay something towards the cost of the shelter of which Atcom is in agreement with.

Deputy Warden Newton raised the question of whether or not Aylesford would be able to have some say as to the kind of advertising is placed on the shelter should they contribute to the cost. Manager Mullins will look into this query.

5) Waterville: on June 27<sup>th</sup> Atcom responded back that at this time they do not have the capital to install a shelter in Waterville but will look at this request in the future

### **Digby**

Manager Mullins stated that he is trying to schedule a follow up meeting to plan the beginning of servicing the downtown area. An email was sent forward to Linda Fraser asking for a meeting and to date Manager Mullins has not received a response.

### **Fuel Costs**

Fuel costs for the month of June was \$0.92 / litre. We are using less fuel at 42,000 / month and the average cost has increased from \$38,000 per month last year to \$45,000 per month this year.

### **Facility**

Manager Mullins added a small chart that shows what the cost of Bus Rentals for the month of May would be as well as the amount of billable hours for our Mechanics and what buses where worked on.

### **Outstanding Action Items**

U-Passes – Still waiting for final information and this will not be complete until the students have returned in September.

Personnel Sick Days – On today's agenda.

### **Certifications**

We are following the guidelines and requirement of the Occupational Health and Safety Act.

Source deductions have been remitted. It has been requested by Deputy Warden Newton to report that they have been paid on time.

**MOVED BY DEPUTY WARDEN HALL AND COUNCILLOR HALL TO ACCEPT  
THE GENERAL MANAGER'S REPORT AS PRESENTED  
MOTION CARRIED**

## **6. OPERATION MANAGER'S REPORT**

Manager Burleton reviewed the following:

### **Buses**

July has been a busy month as far as repairs go. To date we have been performed brake work in our shop on two of our buses without having to send them to an outside vendor.

Delays up to two weeks have been experienced in having warranty repairs done by the G.M. Dealer on some buses.

Our Insurance Company has paid us for the repairs on Bus # 46 & #55. Bus #46 has been fully repaired whereas Bus #55 has been partially repaired and back on the road as we are still waiting for parts fully complete the job. The wait for these parts has no impact with the bus being functional and returning to its regular route.

### **Building**

A ventilation specialist was in to give a quote on installing an exhaust fan in the shop as Office Staff were complaining of exhaust fumes entering the offices. Another company will be sought out for another quote.

### **Brooklyn Fuel Site**

Quotes from several companies have been received with the cost being \$11,000 which has not been budgeted for.

### **Surplus Equipment**

2 MCI buses and a Rotary Hoist (Procured in purchase of building) were posted on Kijiji to see if we could liquidate them. There was an empty lead on the buses and a cash offer of \$ 4,500.00 for the hoist. No decisions have been made at this time.

### **Road Construction**

Again this summer our schedules are being impeded by construction. To minimize the effect on our passengers a spare bus and driver have been put in place on the North Kentville run from 3 - 6 pm. This allows the Wolfville bound bus from Greenwood to bypass North Kentville saving 20 – 25 minutes that have been lost due to long wait times in construction areas.

### **Outside Meetings**

**Connors Diesel** - A meeting was held with the Parts Manager from Connors Diesel. This meeting was to discuss the possibility of Connors being a parts supplier for Kings Transit.

Benefits of having Connors as a Parts Supplier:

- 1/ reduce the high cost to fully stock a functional parts department.
- 2/ reduce the cost of carrying numerous high ticket parts for long periods of time
- 3/ elevate the need of full time Parts Employee

The decision was made to utilize Connors as our main supplier of parts and in turn they ensured to have the necessary parts on hand. Also guaranteed was that they would continue to source aftermarket parts whenever possible.

**Middleton Council Meeting June 20<sup>th</sup>** – The future role of Kings Transit with the Town of Middleton and Annapolis County was discussed in the event of dissolution of agreement between Kings Transit and Annapolis. Middleton's support of Kings Transit was encouraging.

MOVED BY DEPUTY WARDEN NEWTON AND COUNCILLOR HALL TO ACCEPT THE OPERATION MANAGER'S REPORT AS PRESENTED  
**MOTION CARRIED**

## **7. DRIVERS HR MANAGER'S REPORT**

Manager Foster reviewed the following:

A brief overview was given as to the tasks completed by the OH&S Committee in June. Manager Foster also commented on a recent inspection completed by the OH&S of the Department of Labour where Kings Transit was commended by the excellent job done in regards to Occupational Health and Safety and as a result of the inspection was given Two warnings were given for minor infractions for a required electrical plug and forklift certification.

At this time there is no training taking place however Manager Foster is currently developing a Pre-Trip Inspection Refresher Program for all drivers.

At this time there is no requirement for additional staff to be hired.

MOVED BY COUNCILLOR TAYLOR AND COUNCILOR ASHFORD-MORTON TO ACCEPT THE DRIVERS HR MANAGER'S REPORT AS PRESENTED  
**MOTION CARRIED**

## **8. CORRESPONDENCE**

There is no correspondence at this time.

## **9. NEW BUSINESS**

### **a) Amending Inter-Municipal Agreement – Capital Funding & Servicing Partners**

Manager Mullins stated that he was waiting for information from the Solicitor about changing the wording to our Inter-municipal Agreement to allow the service partners to vote on any future Capital Funds received.

**b) Audit Committee**

Manager Mullins presented a draft audit committee policy for the board members to review. The board discussed the number of meetings a year and the honorarium paid to the citizen member. The amount agreed upon was deemed to be \$100 per meeting up to a maximum \$500 a year. The policy will be amended accordingly and approved at the next board meeting.

**c) Sick Leave Policy**

Currently our employees are only able to accumulate up to 30 days. This needs to be reviewed where our municipal partners allow their employees to accumulate up to 90 - 120 days.

The number of days where a doctor's certificate may be needed was increased from 2 to 3 days. The board members discussed the definition of immediate family to mean your spouse, children or parents living within your household for whom you are the care-provider.

It has been agreed upon by the Members of the Board that the number of sick days be increased from 30 to 90 affective April 1<sup>st</sup>, 2011.

ON MOTION OF DEPUTY WARDEN NEWTON AND COUNCILLOR HALL THAT THE PERSONNEL SICK DAYS POLICY BE AMENDED AS DISCUSSED EFFECTIVE APRIL 1, 2011.

**MOTION CARRIED**

**10. IN-CAMERA – LEGAL ISSUE**

**11. NEXT MEETING DATE**

Tentatively scheduled for September 21<sup>st</sup>, 2011 – 4:45 p.m.

**12. ADJOURNMENT**

MOVED BY COUNCILLOR TAYLOR AND COUNCILOR HALL TO ADJOURN THE MEETING

**MOTION CARRIED**

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**CHAIRMAN**

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**SECRETARY**