

**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
December 13, 2011**

The regular board meeting of Kings Transit Authority was held on the above date at 4:30 p.m. at Kings Transit Authority – New Minas

PRESENT

Chairman: Mark Pearl, Kentville
Vice Chairman: William Zimmerman, Wolfville

Councilors

Anna Ashford-Morton, Berwick
Basil Hall, County of Kings
Tom Brown West Hants
Ron Trimper, Annapolis County
Randall Amero, Digby County
Dale Lloyd, County of Kings
Patricia Bishop, County of Kings

KTA STAFF

Ron Mullins, General Manager
David Burleton, Operations Manager
Stephen Foster, Drivers' HR Manager
Darlene Brownell, Office Manager
Toby Walker, Technician

SPECIAL GUESTS

Derek Gillis, Clean NS
Diane Mombroquette, CAO – Town of Wolfville
Tom MacEwan, Solicitor for Kings Transit

ABSENT

Fay Brown, Kings Point to Point – General Manager
Ingrid Mooy, Kings Transit Authority – Office Clerk

2. APPROVAL OF AGENDA

Chair Pearl added In-Camera Items A & B to today's agenda.

Chair Pearl requested that the election of Chair and Vice Chair of the Board be moved forward as Councilor Hall has to adjourn early.

**ON MOTION OF COUNCILORS LLOYD & HALL FOR APPROVAL OF AGENDA
MOTION CARRIED**

3. APPROVAL OF MINUTES

MOVED BY COUNCILORS LLOYD & BISHOP TO APPROVE THE MINUTES
OF DECEMBER 13, 2011 AS CIRCULATED

MOTION CARRIED

4. GENERAL MANAGER'S REPORT

Bus Shelters

- 1) Kentville** - This shelter has been moved to the Pine View Inn (formally The Wandlyn) in Coldbrook.
- 2) Hospital** - This shelter has been ordered and will be delivered in January. Not sure if the concrete pad has been installed or if it is in process.
- 3) Greenwood** – Kings Transit is working with ATCOM to lend them money to complete this shelter and move an existing shelter that is not being used to this location.
- 4) Aylesford** – A shelter has been installed in Aylesford with thanks to the Village Commission. It is located in front of the Post Office.
- 5) Waterville** – A request was submitted by a previous Councilor, Jim Taylor, to have a shelter placed at the end of County Home Road (meeting Hwy #1) in Waterville.

Chair Pearl clarified that it is not up to Kings Transit Authority to erect or maintain bus shelters throughout the system. This is done either by the contractor for Advertising, which is ATCOM, or by the Municipalities/Community wishes to have a shelter.

Budget

Manager Mullins is currently working on the budget for the next fiscal year. I have met with the Directors of Finance from Kings County, Kentville and Wolfville to seek their advice and input on the 10 year Capital Budget. They suggested three areas:

1. Reserving annually the amortization of vehicles which is approximately \$200K
2. Reserving funds received from Hants County service partners for bus leasing
3. Possible use debt for future purchases (related to buses)

Chair Pearl commended Manager Mullins for seeking out knowledge and assistance from the Directors of Finance and recommended that he (Manager Mullins) continue to meet with said Directors on a regular basis.

Vice Chair Zimmerman suggested that for the new budget and all going forward that a fuel reserved be considered.

Manager Mullins stated that following the board's input and approval of the budget, he would like to schedule presentations with each council.

Vice Chair Zimmerman suggested that it would be better for Manager Mullins attend Joint Council meetings to present these reports as spending time going to each council may not be the best use of his time. More people are present at the Joint Council Meetings.

Commuter Rapid Transit Proposal

A full presentation will be given later in the meeting by Manager Mullins and Derek Gillis.

Digby

Kings Transit has applied to the URB to amend the schedule/license to allow for two new stops in the downtown area. This request should take approximately two months to complete and it is hoped that these new stops will be in place for February 2012.

At the request of Annapolis County, KTA has reverted back to the old transfer point at the Cornwallis Lifeplex. There has been a shift in ridership where as there is an increase in Digby's numbers and a decline in Annapolis'.

Fuel Costs – November 2011

On average fuel costs are at \$0.969 per liter. We used 43,789 liters and we are averaging \$50,000 per month in cost.

Outstanding Action Items:

U-Passes

Manager Mullins and Vice-Chair Zimmerman both stated that there is nothing new to report at this time.

Certifications

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

Source deductions have been remitted and on time.

MOTION MOVED BY COUNCILORS ASHFORD MORTON AND HALL TO APPROVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED

5. OPERATION MANAGER'S REPORT

This report has been conveyed verbally & recorded.

Bus # 56 (Annapolis) – work has now been complete and returned to Annapolis.

Bus # 54 – Is still in the process of a full refurbish. The panels need to be put in place and hoping to have it painted in the next few weeks.

Manager Burleton stated that he still has two Work Orders to complete for October before he can begin to complete November's.

MOTION MOVED BY VICE CHAIR ZIMMERMAN & COUNCILOR LLOYD TO APPROVE THE OPERATION MANAGER'S REPORT.

MOTION CARRIED

6. DRIVERS' HR MANAGER REPORT

Occupational Health & Safety

Manager Foster stated that a staff meeting was held at the end of November where Safe Work Practices reviewed in regards to Money Cans.

Also in November there was a Tool Box Meeting held with the Technicians to discuss and issues/concerns.

The next OH&S Committee meeting is scheduled for December 29, 2011.

With regards to training, Manager Foster is putting together a new program for the use of Seat & Safety Belts for wheelchairs being transported on the bus.

MOTION MOVED BY VICE CHAIR ZIMMERMAN AND COUNCILOR HALL TO APPROVE THE DRIVERS' HR MANAGER'S REPORT.

7. RIDERSHIP: November 2011

Manager Mullins stated that he is still waiting for all of the Financial numbers to come through thus at this time only the Ridership numbers will be reviewed.

The Core

- Ridership for November - up 2% / Yearly up 1%
- Revenue for November – down 2% / Yearly down 1%

Annapolis East (Bus 56)

- Ridership for November – up 5% / Yearly up 12%
- Revenue for November – up 5% / Yearly up 7%

Annapolis West (Bus 57)

- Ridership for November – down 24% / Yearly down 5%
- Revenue for November – down 23% / Yearly down 8%

Councilor Trimper stated that Annapolis Council has announced that they are giving Kings Transit Authority 6 months notice to depart from said service as a whole. The announcement will be passed at Annapolis' Council Meeting next Tuesday.

Digby County – Weymouth

- Ridership for November – up 12% / Yearly down 9%
- Revenue for November – up 11% / Yearly down 17%

Hants County

- Ridership for November – up 30% / Yearly up 14%

- Revenue for November – up 23% / Yearly up 11%

MOTION MOVED BY VICE-CHAIR ZIMMERMAN AND COUNCILOR ASHFORD - MORTON TO APPROVE THE RIDERSHIP REPORT.

MOTION CARRIED

8. COMMUTER TRANSIT UPDATE/PRESENTATION

Manager Mullins and Derrick Gillis provided a presentation on the concept of a rapid transit system between New Minas and Lower Sackville and being accessible to Metro Transit in Halifax.

Manager Mullins stated the following:

- John McFarlane (VP of Sales) of VanHool Bus graciously lending a new coach bus from January 26 – February 10, 2012
- Would provide a “Free” two week trial service from New Minas to Lower Sackville to determine feasibility and demand for service.
- QUEST NS (Quality Urban Energy Systems) is being sought to provide funding for this trial period –estimated budget would be \$11 – 15K.
- With the assistance of Derek Gillis of Clean NS, Manager Mullins has been able to review and prepare a proposal to Green Municipal Funds for a loan/grant subject to the board’s approval.
- A review of the proposed budget/funds required to run this service was given (see board package for numbers).
- It has been proposed that two buses be purchased, one being new and the other being refurbished.
- Right now all information is based on a “temporary” service.

Comments and concerns were raised by Councilors regarding how the length of a two week trial would provide any information that would warrant the necessity of this service.

After the completion of the presentation and much discussion on this subject it has been deemed that the majority of the board feels that the proposal of this service is positive. However, it has been agreed that before undertaking a project such as this that more concrete details be provided and more time be spent on successfully researching all aspects of this proposal before fully committing to it.

At this time, KTA will proceed with a proposal for information and details only.

9. CORRESPONDENCE

No new correspondence at this time.

10. NEW BUSINESS

Upon the request of Chair Pearl and for the sake of Councilor Hall having to leave the meeting early, the election of Chair and Vice Chair has been moved to the beginning of the meeting.

- a) Election of Chair and Vice-Chair: Re-elections were made of Mark Pearl as Chairman of the Board with Bill Zimmerman being his Vice-Chair.

MOTION CARRIED

11. IN -CAMERA

- a) Legal Issue – to meet with Lawyer Tom MacEwan
- b) HR / Personnel Issue

12. NEXT MEETING DATE

Tentatively scheduled for January 25, 2012 @ 4:30 pm.

13. ADJOURNMENT

MOVED BY COUNCILLORS BY NEWTON AND MORTON TO ADJOURN THE MEETING

MOTION CARRIED

CHAIRMAN

SECRETARY