

**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
April 6, 2011**

The regular board meeting of Kings Transit Authority was held on the above date at 5:30 p.m. at Kings Transit Authority – New Minas Location.

PRESENT

Chairman – Mark Pearl, Kentville
Vice-Chairman William Zimmerman, Wolfville

Councilors

Basil Hall, Kings County
Janet Newton, Deputy Warden Kings County
Jim Taylor, Kings County
Tom Brown, West Hants
Peter Newton, Annapolis County
Tony Bentley, Kentville
Faye Brown, Kings Para Transit
Randell Amero, Digby County

Staff

General Manager Ron Mullins
Operations Manager, Dave Burleton
Office Manager, Darlene Brownell
Office Clerk, Ingrid Mooy

Absent

Anna Ashford-Morton, Berwick

2. APPROVAL OF AGENDA

ON MOTION OF VICE-CHAIR ZIMMERMAN AND COUNCILOR HALL FOR APPROVAL OF AGENDA.

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED BY DEPUTY WARDEN NETWON AND COUNCILOR BENTLEY TO APPROVE THE MINUTES OF FEBRUARY 24, 2011AS CIRCULATED.

MOTION CARRIED

4. Ridership & Revenue – February 2011

The Core

- Ridership for February – down 4% / yearly down 8%
- Revenue for February – down 3% / yearly down 4%
- Repairs & Maintenance – spent 100% of what has been budgeted.

Annapolis East

- Ridership for February – down 1% / yearly down 3%
- Revenue for February – down 3% / yearly down 8%
- Repairs & Maintenance – spent 81% of what has been budgeted.

Annapolis West

- Ridership for February– down 7% / yearly down 5%
- Revenue for February– down 17% / yearly down 20%
- Repairs & Maintenance – spent 147% of what has been budgeted.

Digby

- Ridership for February – down 20% / yearly down 28%
- Revenue for February – down 19% / yearly down 23%
- Repairs & Maintenance – spent 116% of what has been budgeted.

Hants County

- Ridership for February– up 25% / yearly up 9%
- Revenue for February– up 6% / yearly up 5%
- Repairs & Maintenance – spent 165% of what has been budgeted.

As discussed previously, still do not have definite answers as to why ridership is down other than reasons such as weather and road construction.

Manager Mullins stated that we are hoping to partner with Bay Ferries which would increase ridership. Discussions have been held with the Town of Digby, the County and Bay Ferries about servicing that area. There seems to be some opposition from the Taxi Services about Kings Transit servicing more of the downtown, especially the ferry (occurring once a day around noon). We have also started a partnership with Windsor “Dial – A – Ride”. Right now anyone who uses the Dial A Ride service can obtain a Kings Transit Transfer to ride for free from Windsor to anywhere along the Kings Transit Route. Upon that passenger’s return to Windsor, they will have to pay the regular fare of \$3.50 on Kings Transit and at the end of their trip will receive a discount with Dial – A - Ride. So far two individuals have used this service.

Councilor Hall has asked that Manager Mullins break out exactly what makes up “Miscellaneous & Travel Meetings” under Revenue so that they have a better understanding of what makes up this cost. Manager Mullins will start this breakdown for next month’s meeting and going forward.

MOVED BY DEPUTY WARDEN NETWON AND COUNCILOR HALL TO
ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR FEBRUARY 2011
MOTION CARRIED

5. GENERAL MANAGER’S REPORT

Manager Mullins went over the following:

Acadian Lines

Kings Transit has reached an agreement to continue the relationship with Acadian Lines. An agreement was signed for two years upon which will be reviewed after one year. In agreement to having Acadian Lines move to New Minas, the hours have been changed to 10 a.m. to 4 p.m. respectively and they are now open on the weekends again.

The Acadian Lines agreement will be brought forward to next month’s meeting for approval of the Board.

Budget Presentation

This presentation went well and all units were receptive. It is believed that it has been passed by two units, Berwick and Wolfville, thus far.

Bus Shelters

Communication was sent forward to Atcom asking the status of the unused shelters and if they could be relocated. In reply it was stated that the DOT confirmed the shelter by Coop was moved, the Wal-Mart shelter is being still being used and that in accordance to the DOT the bus stop was to be moved to shelter by Kentville Town Hall. Manager Mullins stated that it is not safe for the buses to stop on the corner by the Kentville Town Hall and thus the reason for the bus stop to be moved in front of the Aliant Building.

Placing a shelter at the Hospital is in great need. It has been clearly stated by the Health Board that they will not support any shelter on their property that is paid for by any form of advertising. Perhaps if said advertising was “Health”

related and that the Health Board uses the shelter for their own advertising that this would entice them to help with the cost of the shelter. At the concurrence of the KTA Board Members, should the Health Board not agree to pay the cost of the shelter, Kings Transit will place the shelter at the hospital at its own cost.

Capital Funds Cash-flow

A brief review of the Capital Funds was given.

Digby

Convergys now closed and we have stopped serving the industrial park. Currently with this extra time we are waiting at the life-plex for now until further direction from councils.

We are also waiting for Annapolis, Digby and the Town of Digby who are conducting a governance/ expansion study under the NS TRIP program to be finished at the end of March 31st.

Fuel Costs – February 2011

Yearly average was \$0.73/liter for fuel. For the month of February the cost was \$0.89/liter. Manager Mullins stated that he has budgeted for \$0.86/liter for the new budget however we see that fuel costs are already surpassed that at \$0.89/liter. Unfortunately right now there is no control over the increase in fuel prices and hope that should it continue rise that we will also see an increase in Ridership.

Facility

Terminal renovations

To date:

- ❖ The wall between the Terminal and Management Offices has been installed
- ❖ There is now one of two washrooms that is wheelchair accessible

Next steps:

- ❖ Installation of the Vestibule inside. We are just waiting for the doors to arrive
- ❖ The chairs in the Terminal need to be bolted down
- ❖ Completion of the upstairs Office which will house a training room and office space for the Occupational Health and Safety & Driver's Trainer.

Grand Opening and 30 year celebration JUNE 10TH

- ❖ Booked for June 10th. 11am – 2pm.
- ❖ Ride free day
- ❖ Pins, Pens etc being ordered.
- ❖ Bbq

Chair Pearl asked what would be the opportune time for everyone to be present for the "Ribbon Cutting". Manager Mullins stated that he is waiting to hear if there will be any dignitaries from the Province coming and once this has been confirmed the board will be informed.

Drivers HR Manager

Stephen Foster has been promoted to the position of Drivers HR Manager. He has graciously accepted this position which was previously handled by Dave Burleton. Stephen is now in charge of all the training, scheduling and managing of the drivers not to mention still continues his duties as the Occupational Health and Safety Manager.

NS Trip

A new deadline has just been announced for June 1st, 2011. Discussion of this has been placed on next month's meeting agenda.

UPASSES

Vice Chair Zimmerman stated that a survey was finally completed with the participation of over 1200 respondents. We feel that we have enough to have draft something for a referendum for next fall.

Occupational Health and Safety Act

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

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

MOTION CARRIED

****Prior to the Operation Manager's Report it has been noted that Vice Chair Zimmerman had to depart early to attend another meeting****

6. OPERATION MANAGER'S REPORT

Manager Burleton gave a presentation of the new fare boxes for the buses. To date, all but five of the buses have these new fare boxes installed. These fare boxes have a life expectancy of 50 – 60 years.

A new Mechanics Log spreadsheet was introduced to show the number of hours required to complete maintenance and repairs verses the number of "man" hours available. Presently we have more "repair hours" than "man hours" available but working diligently towards fixing this.

The new Nova Bus will be on the road soon and will be entered in the Apple Blossom Parade like previous years when a new bus has been purchased.

New lighting was received to help reduce electrical costs. Thank you to Councilor Hall for bringing forth information on this incentive from Nova Scotia Power. The cost of replacing this lighting is \$12,000.00 of which we are only responsible for \$2,500.00.

Repairs to the drainage system for the Wash Bay have been complete and buses can now be washed inside.

We have been approached by an individual who is interested in purchasing the two MCI buses that are no longer in service and operational.

MOTION MOVED BY COUNCILLORS HALL AND TAYLOR TO DISPOSE OF
THE TWO MCI BUSES AS PER THE ARRANGEMENTS OF THE
OPERATIONS MANGER

MOTION CARRIED

MOVED BY COUNCILLOR TAYLOR AND DEPTUY WARDEN NETWON TO
ACCEPT THE OPERATION MANAGER'S REPORT AS PRESENTED

MOTION CARRIED

7. CORRESPONDENCE

There is no new correspondence at this time.

8. NEW BUSINESS

There is no new business at this time.

Chair Pearl brought forth the idea of a tutorial on Board Governance Responsibilities to be presented at a future board meeting. This presentation would explain the responsibilities of what you are responsible for at the Board Meetings and your responsibilities at your Council Meetings and how the two intermingle. This would be helpful with guidance to conflict of interest, fiduciary duties and all the things that we deal with on a day to day basis.

NEXT MEETING DATE

Tentatively scheduled for May 18, 2011

ADJOURNMENT

MOVED BY COUNCILLORS HALL AND TAYLOR TO ADJOURN THE MEETING

MOTION CARRIED

CHAIRMAN

SECRETARY