

**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
September 23, 2010**

The regular board meeting of Kings Transit Authority was held on the above date at 5:00 p.m. at the new Kings Transit Location in New Minas.

PRESENT

Vice Chairman: William Zimmerman, Wolfville

Councillors

Anna Ashton-Morton, Berwick
Basil Hall, Kings County
Janet Newton, Kings County
Randy Matheson, West Hants
Randall Amero, Digby County
Tony Bennett, Kentville

Staff

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

ABSENT

Chairman Mark Pearl, Kentville
Robbie Zwicker, Hantsport
Chris Parker, Kings County
Ron Trimper, Annapolis

Special Guest

Lawrence Lake, Auditor – Morse Brewster Lake

2. APPROVAL OF AGENDA

ON MOTION OF COUNCILLORS NEWTON AND HALL FOR APPROVAL OF AGENDA

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED BY COUNCILLORS MORTON AND NEWTON TO APPROVE THE MINUTES OF JULY 20th AS CIRCULATED

MOTION CARRIED

MOVED BY COUNCILLORS NEWTON AND HALL TO APPROVE THE MINUTES OF AUGUST 17th AS CIRCULATED

MOTION CARRIED

4. PRESENTATION: LAWRENCE LAKE, AUDITOR

MOVED BY COUNCILLORS NEWTON AND BENNETT TO APPROVE THE AUDITED FINANCIAL STATEMENT FOR THE YEAR ENDED MARCH 31, 2010

MOTION CARRIED

MOTION PUT FORWARD BY COUNCILOR HALL TO MOVE MANAGEMENT LETTER "IN CAMERA"

MOTION CARRIED

5. RIDERSHIP & FINANCIAL REPORTS: AUGUST 2010

The Core

- Ridership for August - up 2% / Yearly down 2%
- Revenue for August – down 1% / Yearly at 0%
- Repairs/Maintenance – spent 52% of what has been budgeted

Annapolis East (Bus 56)

- Ridership for August – up 5% / Yearly down 9%
- Revenue for August – down 12% / Yearly down 12%
- Repairs/Maintenance – spent 40% of what has been budgeted

Annapolis West (Bus 57)

- Ridership for August – down 22% / Yearly down 18%
- Revenue for August – down 30% / Yearly down 14%
- Repairs/Maintenance – spent 83% of what has been budgeted

Digby County – Weymouth

- Ridership for August – down 20% / Yearly down 13%
- Revenue for August – down 26% / Yearly down 19%
- Repairs/Maintenance – spent 75% of what has been budgeted

Hants County

- Ridership for August – up 11% / Yearly up 1%

- Revenue for August – down 1% / Yearly up 1%
- Repairs/Maintenance – spent 67% of what has been budgeted

Manager Mullins stated that Repairs and Maintenance is extremely costly but now that Kings Transit Authority will have their own garage and mechanic, this cost will be reduced significantly.

Manager Mullins also stated that numerous areas with road construction for the past several months have had a direct impact on the decline in ridership and unfortunately this is beyond our control.

There has been an increase in Agent Sales in Greenwood and Berwick where both locations during the month of August ran out of Adult Tickets and or Passes. More tickets and Passes have been added to these agents to help keep them supplied.

Councilor Matheson stated the new Senior Citizen Housing Complex in Falmouth will be open soon and could potentially be a source of increased ridership for Hants County.

MOTION MOVED BY COUNCILLORS NEWTON AND MORTON TO APPROVE THE RIDERSHIP AND FINANCIAL REPORTS.

MOTION CARRIED

6. GENERAL MANAGER'S REPORT

Acadian Lines Agent Relationship

Manager Mullins stated that the Kentville Terminal is now closed on the weekends effective the end of August. During the past couple of weeks we have been experiencing a sharp decline in parcel service and noticed that they are being re-routed. We are not sure if this is happening because the Terminal is closed on the weekends but this does affect the commission received as it is partly based on the number of parcels we ship/receive.

Manager Mullins stated that a decision does need to be made with regards to the relationship with Acadian Lines and that he has invited Brian Pettigrew of Acadian Lines to come down and have a tour of the new facility and discuss current and future agreements. This meeting will take place on September 27, 2010.

Bus Shelters

No new information regarding the Bus Shelters at this time.

Councilor Hall stated that a letter has been sent by the Warden to the Kentville Hospital with regards to installing a bus shelter but there has been no reply.

Manager Mullins commented that because of the new round-about that is being placed in New Minas there is currently a bus shelter there that needs to be relocated. Can this be placed up at the Hospital? The shelter has already been paid for the only cost would be to install it.

Capital Funds

General Capital Reserve = Balance \$123,918 after purchasing new bus and land at Bonnyman's location.

Public Transit Funds = Balance \$440,135 after purchasing Bonnyman's, Radios, ADL Consulting and Miscellaneous repairs. The balance of this account is will be used towards renovation expenditures for the new garage.

Fare Structure

URB lost the application due to a Maternity leave. It's now being advertised in the Royal Gazette for Sept 15 and 22nd. It's unfortunate that we were not able to have the Student fare in place for September. A hearing is scheduled for October 15th, 2010.

The Senior Passes will be for students as well. Instead of paying \$90.00 students will only have to pay \$65.00.

Fuel Costs

The fuel cost is currently averaging \$.702/liter and KTA used 44,261 liters for the month of August at a cost of \$35,792.00.

New Garage Facility

September 1st, 2010 was the official purchase date of Bonnyman's garage for the new location of Kings Transit Authority.

To date:

- Management Offices have moved in
- ADI Has started the full assessment work
- Issued RFP for garage renovations
- Installing new floor in staff room

Next:

- DO RFP for Fuel tanks and Pad ASAP

- Get assessment report from ADI
- Transition from old garage to new
- Finish staff room

Counselor Newton asked if we were going to have an Open House for all the MLAs. Manager Mullins stated that this would be a great idea and perhaps towards the end of October this could take place.

NS TRIP

East Hants: Awaiting final report - it is currently under review and Manager Mullins has a copy on his desk. There will be a conference call September 24th to discuss this.

Governance Study: The application was due September 22nd, 2010 but it has been extended to September 27th 2010. This Governance Study has not been budgeted for. If the cost was \$30,000 KTA would have to pay \$7,500. We offered this study to be completed with regards to Annapolis coming on board with KTA.

Occupational Health and Safety

KTA is following the guidelines and requirements of the Occupational Health and Safety Act.

Radios

Manager Mullins stated the installation of the radios has been successful and communication is much better. It's easier to find out about road delays, traffic concerns and general information as all the drivers hear the conversation on the radio as opposed to having to individually call each driver on a cell phone.

Fare Boxes – have been deferred.

Outstanding Action Items:

Fuel Tender – nothing has been done with regards to this as the current cost is very reasonable.

U-Passes – Vice Chair Zimmerman and Manager Mullins are working together on this. Vice Chair Zimmerman stated that he has had help from Acadia University Students in communicating with NSCC with regards to Passes. The student government at Acadia has agreed to a Student Survey of our design this fall to give us an idea of how to improve service.

MOTION MOVED BY COUNCILLORS NEWTON AND BENNETT TO APPROVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED

7. OPERATION MANAGER'S REPORT

Manager Burleton gives his regrets for not having his full report complete. He stated that he will email out a separate package with regards to the information provided during this meeting.

Manager Burleton stated that for the month of July repairs to the buses were \$17,000 while for the month of August they were \$32,000. Reiterating the fact that if KTA were to have their own mechanic that these costs would drop significantly as we wouldn't have to pay so much in labor costs.

8. GARAGE FACILITY

The board went in-camera to discuss the RFP recommendations.

The board came out of camera and endorsed the General Managers' recommendation to engage Lindsay construction for the pit installation.

The board also instructed the general manager to revise the Overhead door RFP down to a smaller 12 foot high door to save money.

9. CORRESPONDENCE

A letter was received from Ramona Jennex, MLA Kings South, commending the bus drivers of KTA for all their hard work and dedication with the Flower Cart.

A letter was received from Hans Albrada with regards to a workshop being held on October 18, 2010 on finding better ways to spend the \$90 Million that has been designated to the Highway Twining project between exits 10-14. They are asking if KTA would like to be a presenter at this workshop as to how to better spend this money. Collectively the board has declined this request.

10. NEW BUSINESS

No new business discussed

NEXT MEETING DATE

Tentatively scheduled for October 23, 2010

ADJOURNMENT

MOVED BY COUNCILLORS BY NEWTON AND MORTON TO ADJOURN THE MEETING

MOTION CARRIED

CHAIRMAN

SECRETARY