

**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
December 2, 2010**

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

PRESENT

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

Councilors

Anna Ashford-Morton, Berwick
Basil Hall, Kings County
Janet Newton, Kings County
Randy Matheson, West Hants
Randall Amero, Digby County
Ron Trimper, Annapolis County

Staff

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

2. APPROVAL OF AGENDA

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

MOTION CARRIED

3. APPROVAL OF MINUTES

Correction to November 4, 2010 Minutes – Councilor Janet Newton was not present for this meeting.

MOTION MOVED TO APPROVE THE MINUTES OF November 4, 2010 AS CIRCULATED

MOTION CARRIED

4. Ridership & Revenue – November 2010

The Core

- Ridership for November - down 8% / yearly down 1%
- Revenue for November - down 7% / yearly down 2%
- Repairs & Maintenance - spent 75% of what has been budgeted.

Annapolis East

- Ridership for November - down 5% / yearly down 7%
- Revenue for November - down 13% / yearly down 12%
- Repairs & Maintenance - spent 59% of what has been budgeted.

Annapolis West

- Ridership for November - down 25% / yearly down 20%
- Revenue for November - down 26% / yearly down 19%
- Repairs & Maintenance - spent 125% of what has been budgeted.

Digby

- Ridership for November - down 30% / yearly down 16%
- Revenue for November - down 24% / yearly down 21%
- Repairs & Maintenance - spent 90% of what has been budgeted.

Hants County

- Ridership for November - up 2% / yearly up 3%
- Revenue for November - up 2% / yearly up 4%
- Repairs & Maintenance - spent 98% of what has been budgeted.

Hants County continues holding their own each month going forward however; the significant decline in Annapolis/Digby cannot be explained. As per Chair Pearl's request to obtain historical background on the sales for Social Services, Manager Mullins has confirmed that these sales remain consistent and show no decline. Questions/comments were raised about the lack of Ridership in this area and Manager Mullins stated that this issue could be tackled if the reason for the decline was known.

**MOVED BY COUNCILLORS NEWTON & COUNCILOR ASHFORD - MORTON
ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR NOVEMBER 2010
MOTION CARRIED**

5. Governance Study (NS Trip)

With Digby/Annapolis already conducting a Governance Study, the question was brought forth as to why it is necessary to spend the money budgeted to conduct our own. The results of the study founded by Digby/Annapolis will provide the same information as our own request for a Governance Study. A motion was requested to withdrawal our application.

MOVED BY VICE – CHAIR ZIMMERMAN & COUNCILOR ASHFORD -
MORTON
MOTION CARRIED

6. GENERAL MANAGER'S REPORT

Manager Mullins went over the following:

Acadian Lines Agent Relationship

This will be discussed in camera.

Bus Shelters

Manager Mullins stated that there is nothing new with regards to bus shelters. There currently is three shelters that are not being used and Manager Mullins has asked Atcom if they would consider relocating these shelters.

- West Side Charlie's
- Shelter by Town Hall
- Coop in New Minas

Fare Structure

Student Fares are now in place effective January 1, 2011. New passes have been designed and will now offer advertising space for sale. The cost to advertise on the Kings Transit Bus Passes is \$400.00 per month. Manager Mullins stated that this will help pay for the cost of printing and give companies/organizations a different means of advertising.

Fuel Costs

The fuel cost is currently averaging \$.763/liter and KTA used 39,444 liters for the month of October at a cost of \$34,904.00.

Garage Facility

To date:

- NS Power energy audit done and submitted
- Pit installation proceeding
- Electrical work done, panel move
- Completely moved from old garage, finalized transition

Next steps:

- Installation of Overhead Doors
- Finish staff room
- Finish renovations
- Schedule open house

NS Trip

East Hants: The final report is almost complete and Manager Mullins has a Conference call on December 3, 2010

Occupational Health and Safety

We continue to follow the guidelines and requirements of the Occupational Health and Safety Act.

Vice – Chair Zimmerman asked with regards to Health and Safety whether or not the drivers received and were entitled to breaks. Manager Mullins stated yes and confirmed that these breaks were taken approximately every hour. It was also stated that should a driver not receive a break that he is paid for it. Manager Mullins has indicated that the Steve Foster, Occupational Health and Safety Manager has researched the policy/guidelines in detail with the Labour Board and Occupational Health and Safety to ensure that all drivers are able to work in a safe environment.

Cash Counting

The counting for the money cans has been moved from Kentville to New Minas and we are no longer using Valley Armoured Car Service. This seems to be working well.

RFP's

1. Fare-boxes – deferred for now however should fund permit we are in desperate need of new fare boxes.

2. RFP issued for Fuel: Closing date of January 7th 2011 of which we have already had some interest from Blue Wave Energy and Irving.

U-Passes

Vice – Chair Zimmerman stated that the survey will be going out after Christmas.

Personnel Policy

Manger Mullins asked that the number of Sick Days given to KTA employees be reviewed and revised. Currently the number of days allowed is 30 and this is not enough time should an employee have a serious illness.

MOVED BY COUNCILLORS NEWTON AND HALL TO ACCEPT THE GENERAL MANAGER'S REPORT AS PRESENTED.

MOTION CARRIED

7. OPERATION MANAGER'S REPORT

Manager Burleton provided an updated Service Report that shows the expenditures for Maintenance and Repairs on our buses. This report shows the breakdown of cost for labor verse parts for each bus including mileage. Our costs would be reduced considerably having our own mechanic. With that said, Manager Burleton announced that a mechanic has been hired and will start in January.

MOVED BY VICE CHAIR ZIMMERMAN AND COUNCILOR NEWTON TO ACCEPT THE GENERAL MANAGER'S REPORT AS PRESENTED.

MOTION CARRIED

8. CORRESPONDENCE

Manager Mullins confirmed that the Town of Windsor approving the Nova Scotia Trip.

9. NEW BUSINESS

No new business.

MOTION CARRIED

The board went in-camera to discuss the Acadian Lines Agent Relationship and Personnel Issue.

The board came out of in-camera.

MOTION CARRIED

NEXT MEETING DATE

Tentatively scheduled for January 13, 2010

ADJOURNMENT

MOVED BY COUNCILLORS BY ZIMMERMAN AND HALL TO ADJOURN THE MEETING

MOTION CARRIED

CHAIRMAN

SECRETARY