

**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
May 18, 2011**

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

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
Randall Amero, Digby County
Mary Ann Woodworth, Berwick
Faye Brown, Kings Para Transit

Guest

Gabrielle Joseph, Sustainable Transportation Study Coordinator - Wolfville

Staff

General Manager Ron Mullins
Office Manager, Darlene Brownell

Absent

Anna Ashford-Morton, Berwick
Operations Manager, Dave Burleton
Office Clerk, Ingrid Mooy

2. APPROVAL OF AGENDA

ON MOTION OF COUNCILORS TAYLOR AND WOODWORTH FOR
APPROVAL OF AGENDA.

MOTION CARRIED

3. APPROVAL OF MINUTES

There were no errors or omissions but questions raised with regards to the sale of the MCI Buses and the Acadian Lines Contract Agreement.

The sale of the MCI Buses is still being worked on and the Acadian Lines Contract will be e-mailed to all the councilors and added to the agenda for the next board meeting.

MOVED BY DEPUTY WARDEN NETWORK AND COUNCILOR WOODWORTH TO APPROVE THE MINUTES OF APRIL 6TH, 2011 AS CIRCULATED.

MOTION CARRIED

4. Ridership & Revenue – March 2011

The Core

- Ridership for March – down 1% / yearly down 4%
- Revenue for March – down 3% / yearly down 5%
- Repairs & Maintenance – spent 109% of what has been budgeted.

Annapolis East

- Ridership for March – up 8% / yearly down 2%
- Revenue for March – up 4% / yearly down 7%
- Repairs & Maintenance – spent 85% of what has been budgeted.

Annapolis West

- Ridership for March – down 25% / yearly down 18%
- Revenue for March – down 13% / yearly down 20%
- Repairs & Maintenance – spent 153% of what has been budgeted.

Digby

- Ridership for March – down 12% / yearly down 20%
- Revenue for March – down 12% / yearly down 24%
- Repairs & Maintenance – spent 129% of what has been budgeted.

Hants County

- Ridership for March – up 28% / yearly up 8%
- Revenue for March – up 11% / yearly up 5%
- Repairs & Maintenance – spent 179% of what has been budgeted.

Annapolis East /Digby continue to see a decline. However, with the closure of Convergys, we will now have a bit more time to perhaps service more of the downtown area of Digby and possibly the Ferry at least once a day.

West Hants continues to hold their own with regards to ridership and revenue.

Deputy Warden Newton asked why we were not having our printing (i.e. Tickets and Passes) provided locally and if the costs were much cheaper to send them nationwide or even into the USA. It would be nice to keep this locally and hope that these types of business are considered here first before going abroad.

Vice – Chair Zimmerman commented on the expenses of mileage be paid to employees and asked if it was ever considered to buy a cost efficient 4-5 passenger vehicle. This possibly would reduce the amount of money paid out in mileage. Chair Pearl has asked Manager Mullins to present a report at the next meeting as to why said vehicle being purchased out of Capital Funds would/could save Kings Transit money.

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

5. GENERAL MANAGER'S REPORT

Manager Mullins went over the following:

Bus Shelters

Michael Prescesky has tried to contact Irving in Aylesford and Loblaws in Greenwood regarding the shelters being asked for by Warden Diana Brothers. This is not an easy process to get through.

Manager Mullins and Councilor Hall had a meeting with the Hospital and it was confirmed that a shelter will be put in place and paid for by the Hospital Foundation.

Chair Pearl took it upon himself to research if the empty bus shelter by Town Hall is on private or town property. He has confirmed that it is indeed private property and that perhaps we could contact them to see if we can move this shelter.

Chair Pearl has also asked if whether or not we should reconsider the relationship that we have with ATCOM considering the concerns and challenges that we have with them. The contract with ATCOM should be reviewed as well and Manager Mullins will provide a copy to all members.

Digby

NS Trip Study is now done and Manager Mullins has forwarded a copy of this presentation to all members of the board. One of the recommendations was to have smaller buses.

Manager Mullins stated that if Annapolis County wanted to have service into Bear River and Nictaux that the schedule would have to be revised and servicing areas in Digby be reviewed and or altered.

Fuel Costs

Fuel costs for the month of March was \$0.95 / liter where as last month it was \$0.89 / liter. We have used 46,000 liters of fuel at a cost of \$51,000.00 for the entire system. On average we are using 43,000 liters per month where last year it was 47,000 liters. This decrease in fuel cost is a result of moving the facility to the new location and the reduction of "deadheading".

Facility

Terminal Renovations are now done.

We have Grand Opening booked for June 10th from 11 a.m. to 2 p.m. of which you have all been invited. Please join us on this day where we will also be celebrating the 30th Anniversary of Kings Transit. Chair Pearl has asked when the opportune time would be for all Officials to attend. Manager Mullins stated that the ribbon cutting will be at noon. This will be a Ride Free Day and we will have a BBQ. We have had 30th Anniversary pins made for Kings Transit that will be handed out. The local media has been contacted and will be attending.

Manager Mullins confirmed that a plaque has been made to be displayed on all the buses as well as in the terminal to thanks all those involved with the contribution of the Federal Funds received.

Outstanding Action Items:

U-Passes – Nothing really to report at this time other than some of the survey work completed by Gabrielle Joseph has provided some good ideas about what changes might make the students more likely to use Kings Transit.

Personnel Sick Days – Currently our employees are able to accumulate up to 30 days a year. This needs to be reviewed as some Municipalities allow their employees to accumulate up to 90 - 120 days.

Occupational Health and Safety

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

MOVED BY VICE-CHAIR ZIMMERMAN AND COUNCILOR HALL TO ACCEPT THE GENERAL MANAGER'S REPORT AS PRESENTED
MOTION CARRIED

6. OPERATION MANAGER'S REPORT

Manager Mullins distributed to the members of the board the Operation Manager's Report in Manager Burleton's absence.

MOVED BY VICE-CHAIR ZIMMERMAN AND COUNCILOR TAYLOR TO ACCEPT THE OPERATION MANAGER'S REPORT AS PRESENTED
MOTION CARRIED

7. DRIVERS HR MANAGER'S REPORT

Manager Mullins handed out the Drivers HR Manager's Report. This is a new report that will be handed in on a monthly basis. This will include Occupational Health and Safety information as well as any related information regarding the drivers and training.

MOVED BY DEPUTY WARDEN NETWON AND COUNCILOR HALL TO ACCEPT THE DRIVERS HR MANAGER'S REPORT AS PRESENTED
MOTION CARRIED

7. CORRESPONDENCE

There is nothing to share at this time.

8. NEW BUSINESS

- a) **Insurance:** The insurance company has asked to have a motion on the books from the board. The first page handed out is the Signature Sheet that the Board Chair will sign and the second is the Resolution stated that we will repair third party vehicles such as the Bookmobile and Kings Para Transit vehicles. This is endorsed by the board and then we will be covered by insurance. The premium has been paid and it is an additional \$1,600 per year.

MOVED BY COUNCILOR TAYLOR AND DEPUTY WARDEN NETWON TO ACCEPT THE RESOLUTION AND ADDITIONAL COVERAGE AS PRESENTED
MOTION CARRIED

- b) **NS Trip:** The deadline for this in June 1st. Manager Mullins stated he has not completed anything in regards to this item and has asked if we wanted to do anything in regards to a governance study.

Manager Mullins also stated that our solicitor suggested that we amend our municipal agreement to allow our service partners to vote on future capital funding received by such sources as the Federal and Provincial governments, instead of adjusting everyone's servicing agreement. Further discussion on this will be brought forward at the next board meeting.

Deputy Warden Newton has mentioned that Port Williams would be interested in a Governance Study and Manager Mullins agreed that Kings Transit will assist Port Williams with their study and complete a broader study at a later time.

- c) **Shelter Request:** Councilor Taylor has mentioned that a request for a shelter by Rehab Center to be placed at the end of County Home Road has been made and would like to know what the procedure would be obtain one. Chair Pearl confirmed that this request will be discussed at the meeting that he and Manager Mullins will be having with ATCOM.

9. IN-CAMERA – LEGAL ISSUE

MOTION CARRIED

10. NEXT MEETING DATE

Tentatively scheduled for June 22, 2011 – 4 p.m.

11. ADJOURNMENT

ADJOURNMENT

MOVED BY VICE-CHAIR ZIMMERMAN AND COUNCILOR HALL TO
ADJOURN THE MEETING

MOTION CARRIED

CHAIRMAN

SECRETARY