

**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
November 4, 2010**

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 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  
Dick Killiam -

**Staff**

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

**Kings Para-Transit**

Ian, Chairman  
Fay Brown, General Manager

**2. APPROVAL OF AGENDA**

Chair Pearl added additional items to the agenda.

New Business A – Strategic Plan Review  
New Business B - General Manager's Performance Review  
New Business C – USNM Conference Update – by Vice Chair Zimmerman

ON MOTION OF COUNCILORS HALL AND MORTON FOR APPROVAL OF  
AGENDA.

**MOTION CARRIED**

### **3. APPROVAL OF MINUTES**

MOVED BY COUNCILOR MORTON AND VICE-CHAIR ZIMMERMAN TO APPROVE THE MINUTES OF SEPTEMBER 23, 2010 AS CIRCULATED.  
**MOTION CARRIED**

### **4. ADI – Presentation – Oliver Browning**

Manager Mullins stated that Kings Transit Authority engaged ADI first to help with the garage design/construction and engaged Oliver Browning to complete a full facility evaluation of the Bonnyman Building. The detailed report consists of 95 pages and gives us a frame work to approve our performance from this point forward.

Before Mr. Browning proceeded with his review, Manager Mullins introduced the members currently attending the board meeting.

### **5. Ridership & Revenue – September 2010**

#### The Core

- Ridership for September – down 10% / yearly down 1%
- Revenue for September – down 18% / yearly down 2%
- Repairs & Maintenance – spent 56% of what has been budgeted.

#### Annapolis East

- Ridership for September – down 11% / yearly down 9%
- Revenue for September – down 20% / yearly down 13%
- Repairs & Maintenance – spent 40% of what has been budgeted.

#### Annapolis West

- Ridership for September – down 27% / yearly down 19%
- Revenue for September – down 19% / yearly down 17%
- Repairs & Maintenance – spent 83% of what has been budgeted.

#### Digby

- Ridership for September – down 27% / yearly down 14%
- Revenue for September – down 20% / yearly down 20%
- Repairs & Maintenance – spent 75% of what has been budgeted.

#### Hants County

- Ridership for September – up 1% / yearly up 2%
- Revenue for September – up 11% / yearly up 3%
- Repairs & Maintenance – spent 67% of what has been budgeted.

A new stop on the Windsor/Brooklyn Route will be at the Windsor Elms and is scheduled to start November 22<sup>nd</sup>, 2010.

Again as we can see Hants County continues holding their own. However, there is a significant decline in Annapolis/Digby. Councilor Trimper stated that Social Services is starting to be tougher on those who require assistance and would like to know if we are selling less passes/tickets to them. Chair Pearl has requested that Manager Mullins obtain a historical background of what has been sold to Social Services to see if a decline in sales is an impact to ridership in Annapolis/Digby area. Manager Mullins stated that he is quite concerned with the decline in ridership and agrees that perhaps we need to go down to that area to see how we can improve the service.

Manager Mullins again stated that road construction continues to be a big deterrent to passengers who wish to use the transit.

MOVED BY COUNCILLORS HALL & MORTON  
ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR SEPTEMBER  
2010  
**MOTION CARRIED**

## **6. GENERAL MANAGER'S REPORT**

Manager Mullins went over the following:

### **Acadian Lines Agent Relationship**

Manager Mullins met with Acadian Lines representative Brian Pettigrew at the new KTA location. Mr. Pettigrew toured the facility and stated that he liked it very much and asked if KTA would reconsider being open on the weekends, however he did not offer any further compensation for weekend business.

Manager Mullins stated that as per the attached report that based on what we are making in commissions from Acadian Lines and what we are paying out to be a ticket agent puts KTA at a loss.

### **Bus Shelters**

Kingston:

Warden Dianna Brothers (Kings Co) has met with Atcom and stated that Atcom is supportive of getting a shelter installed. They are now contacting the owners, Loblaws – Shoppers. Manager Mullins has also met with Leo Glavin with regards to this.

Kentville Hospital:

Asking Atcom if they would relocate the shelter from West Side Charlie's to the hospital. Advertising concerns from the Hospital continue. Councilor Hall stated that if we could have the shelter donated that he could find partners to come up with the funds to put the shelter in.

### **Fare Structure**

The URB has approved the fare structure for Students as of October 15, 2010. Manager Mullins stated that KTA was hoping to have this new fare in place effective November 1st, 2010 but decided to postpone this until December 1<sup>st</sup>, 2010. It needs to be determined how to police the use/sale of this new pass. There will be a meeting to discuss this among the KTA Office Staff November 5, 2010.

### **Fuel Costs**

The fuel cost is currently averaging \$.717/liter and KTA used 44,088 liters for the month of September at a cost of \$36,486.00.

### **Garage Facility**

To date:

- Draft Assessment Report complete
- Awarded Overhead door installation to Glass Chek – decided to go with a smaller door at a lower cost
- Pit Installation awarded to Lindsay Construction and is currently underway
- Completely moved out of the Perry Rand facility

Next Steps:

- Transition from the old garage to the new one
- Finish the Staff Room
- Finish the Renovations
- Schedule an Open House – Manager Mullins suggested that an Open House be postpone until later in 2011, approximately Spring Time when the weather is nicer and the renovations are complete.
- KTA Mechanic – an offer was made but the individual decided to stay where he current is employed. Manager Mullins stated again that if KTA had their own mechanic that they would save approximately \$6,000.00/month in costs.

### **NS Trip**

East Hants: The final report is almost complete and Manager Mullins has a conference call on November 8, 2010

Governance Study: This has been approved. Manager Mullins stated that at the last meeting it was not decided upon whether or not the Board would spend the \$7,500.00 as their portion of this study. These funds have not been budgeted for however, Manager Mullins stated that he does have a contingency fund of \$5,000.00 that could be used towards this and that we would have to come up the remainder some how. Councilor Hall stated that since this study pertains to all the partners , they should contribute funding for the remaining balance owed. This is something that needs to be posed to the partners as to whether or not they wish to participate.

### **Occupational Health and Safety**

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

### **RFP's**

Fare-boxes – continue to be deferred.

### **Outstanding Actions Items:**

Fuel Tender – still has not been complete. Chair Pearl had asked Manager Mullins what the essence of this tender was and why it has not been completed. Manager Mullins stated that the tender sees if there is any other vendor out there that can provide the same service as the current one at a lower cost. He also stated that he didn't think there would be. Chair Pearl requested that Manager Mullins have this tender completed by the end of the year.

**MOVED BY COUNCILLORS HALL AND VICE – CHAIR ZIMMERMAN TO  
ACCEPT THE GENERAL MANAGER'S REPORT AS PRESENTED  
MOTION CARRIED**

## **7. OPERATION MANAGER'S REPORT**

Manager Burleton introduced a new spreadsheet based on the request of Vice-Chair Zimmerman that shows the break down of the costs of repairs to the buses, including which bus, the mileage, etc. This spreadsheet, although superficial, does show the breakdown of what we are paying to outside vendors verses what our cost would be if we had our own mechanic. Chair Pearl stated that this was exactly what the Board was looking for.

Manager Burleton also spoke on the two accidents involving Kings Transit Buses of which was not the fault of KTA. Again these accidents were not budgeted for and using an outside source for repair continues to increase and eat away at what has been budgeted.

**MOTION CARRIED**

## **8. CORRESPONDENCE**

No new correspondence.

## **9. NEW BUSINESS**

Item A – Strategic Plan Review

Due to time restraints Chair Pearl has asked that this be deferred to the next meeting.

Item B - General Manager's Performance Review

Chair Pearl has distributed to all members of the Board the General Manager's Performance Review for completion and to be handed in at the next meeting. If not attending the next meeting, Chair Pearl has asked that this review be emailed to him, faxed or dropped off at KTA in a sealed envelope and marked to his attention.

New Business C – UNSM Conference Update – by Vice Chair Zimmerman

This was a great success with an interest of 212 signing up for the breakfast and 150 actually attending. Vice-Chair Zimmerman stated that he contacted Michelin to ask for support in hosting this breakfast and they graciously donated \$2,000.00.

Some those attending were Straight Air Transit, Cape Breton Transit, KTA and Minister Jennex and it appears that Transit will be a subject for next years conference.

## **MOTION CARRIED**

The board went in-camera

The board came out of in-camera.

## **MOTION CARRIED**

## **NEXT MEETING DATE**

Tentatively scheduled for December 2, 2010

## **ADJOURNMENT**

MOVED BY COUNCILLORS BY ZIMMERMAN AND HALL TO ADJOURN THE MEETING

## **MOTION CARRIED**

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**CHAIRMAN**

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**SECRETARY**