

**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
May 23, 2012**

The regular board meeting of Kings Transit Authority was held on the above date at 4:45 p.m. at Kings Transit Authority – New Minas

PRESENT

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

COUNCILORS

Basil Hall, Kings County
Don Regan, CAO Berwick for Anna Ashford-Morton
Tom Brown, West Hants
Dale Lloyd, Kings County
Randall Amero, Digby County

KTA STAFF

Ron Mullins, General Manager
Stephen Foster, Drivers' HR Manager
Ingrid Mooy, Office Clerk
Toby Walker, Lead Technician

GUESTS

Derek Gillis, Clean Air Nova Scotia
Eric Bolland, Eco Kings

ABSENT

Patricia Bishop, Kings County
Anna Ashford – Morton, Berwick

*** Don Regan departed the meeting at 6 p.m. with his regrets.

1. CALL TO ORDER

Chairman Pearl called the meeting to order at 4:45 p.m.

2. APPROVAL OF AGENDA

Additions to the agenda:

Vice-Chairman Zimmerman to give update on UPasses.

Chairman Pearl added the Workplace Improvement Plan which will be held in camera.

ON MOTION OF VICE-CHAIRMAN ZIMMERMAN & COUNCILOR HALL FOR APPROVAL OF THE AGENDA.

MOTION CARRIED

3. APPROVAL OF MINUTES

There were no omissions or errors.

MOVED BY VICE-CHAIRMAN ZIMMERMAN & COUNCILOR LLOYD TO APPROVE THE MINUTES OF MAY 23, 2012 AS CIRCULATED.

MOTION CARRIED

4. ECO KINGS / CLEAN AIR NS PRESENTATION

Derek Gillis gave a presentation on doing a feasibility study linking the Valley with Halifax via a Bus Rapid Transit System. Some of the highlights were:

- Goal is get at least 50 single occupant vehicles off the road
- Project expects to eliminate single occupant travel by over 10,000 km daily over saving over 600 litres of fuel per day and 370-420 tons of GHG emissions annually
- GMF – Modal shift transportation project
- Seeking grant – combination feasibility study/field test
- GMF contribution: max \$175,000; up to 50% eligible costs
- Should be linked to local sustainability plans & regional plans (i.e. Kings 2050)
- It would be geared towards Capital Projects
- It shows opportunity for further development and expansion
- Updates regarding study will be delivered on a monthly basis
- For more information please see handouts provided

MOVED BY VICE-CHAIRMAN ZIMMERMAN & COUNCILOR LLOYD TO ENDORSE THE UNDERTAKING OF THE FEASIBILITY STUDY WITH UNDERSTANDING THAT KTA DOES NOT HAVE ANY FUNDS TO CONTRIBUTE.

MOTION CARRIED

5. INTER-MUNICIPAL AGREEMENT AMENDMENT: OPERATING RESERVES

This item been brought forward for the board to review and no issues were found. The amendment allows KTA to create Fuel Reserve for the first time.

MOVED BY VICE-CHAIRMAN ZIMMERMAN & COUNCILOR HALL LLOYD TO APPROVE THE AMENDMENT ON OPERATING RESERVES.

MOTION CARRIED

6. GENERAL MANAGER'S REPORT

Manager Mullins presented the following:

Scorecard Perspectives

A new look has been given to the information that has been requested and is broken down into four areas: Financial, Customer, Internal Process and Employee. These new scorecards show key questions in each area and what their current status is. Also, each area will be broken separately and provide their own report/results. The general idea of these score cards is to track progress.

Annapolis County

As of this date TCTS has yet to send in their application to the URB as there appears to be some ongoing issues. KTA has submitted the application to amend service in Annapolis County as of April 30, 2012 however the URB has concerns with KTA's application and dropping service when nothing else is in place or approved.

The URB has contacted Brenda Orchard with Annapolis County expressing their concerns and request clarification on what is to happen. At this time KTA's application is being deferred at this time with no clear indication as to when the transition between service providers will take place.

Manager Mullins stated that he felt instead of the new arrangement commencing in July 2012, as indicated, that it may not be until September 2012.

Questions and concerns were brought forward regarding operation costs for Annapolis County and how KTA employees will be affected. Annapolis County will continue to be billed per the Service Agreement until the change has taken place.

Kentville Terminal

Chairman Pearl stated that a spot has been identified further along Station Lane for the transfer point in Kentville. He stated that the Town of Kentville has intentions to follow the lead of Wolfville and Berwick and constructing a shelter that would be capable of housing more than 5 passengers. The exact location is not official at this time.

Fuel Costs

Fuel costs have retracted a little to \$0.987 vs. \$1.01 in March 2012. For April, the number of litres consumed was 42,348 at a cost of \$ 47,341.

Ridership

Ridership for last year saw a marked increase in a time for rising fuel costs:

- Core - 5.92% increase
- Hants - 8% increase
- Digby – 17% increase
- Annapolis East – 18% increase
- Annapolis West – 2% decrease

U-Passes

Vice-Chair Zimmerman presented this initiative to the new student council which will be voted on in the Fall Council (October). Some of the concerns presented by students were that the service does not run late enough at night nor frequent enough. Should this be successfully passed it will be implemented for the next school year (September 2013).

The goal is to have these passes completely funded by Acadia where as said pass would be purchased for the four year term that the students attend the University. Perhaps Kingstec can be incorporated into this as well.

Manager Mullins stated that for the month of September, KTA is looking at providing free service for Acadia Students to help promote usage of the service.

Certifications

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

Source deductions have been remitted and on time.

MOTION MOVED BY COUNCILORS HALL & VICE –CHAIR ZIMMERMAN TO APPROVE THE GENERAL MANAGER’S REPORT.

MOTION CARRIED

7. OPERATIONS MANAGER’S REPORT

Delivered by Manager Mullins in the absence of Manager Burleton following was reviewed:

Repair Orders – For the month of April 2012 there have been 31 repair orders

- 19 - Kings County
- 5 - Annapolis County
- 3 - Windsor
- 2 - West Hants
- 1 - Digby
- 1 - Outside repair – Bookmobile

Bus 55 / New Flyer – Bus 55 remains in the shop and is undergoing an extensive frame reconstruction. Initial work was partial “accident” related in which it was to include a complete replacement of outside panel and full paint job but has yield a larger problem where the bus has major structural rust issues.

Manager Burleton took a number of photos of the rusted frame parts and sent them to contacts at New Flyer expressing concern about the condition of the bus considering its age. A representative from New Flyer came to Kings Transit to do a visual inspection of the bus and has agreed to decide upon some way of correcting the problem.

An outside welding company was brought in to complete the welding on the frame as it is a structural repair and certain liability issued had to be considered.

Repairs to this bus continue.

Painting of the Buses - As each bus is painted a proper paint sealant/wax job will be completed by professionals to make the buses easier to clean and maintain said paint finish.

Nova Bus - There has been a number of issues with the new Nova Bus since it has been purchased. After the last group of warranty repairs it is hoped that no

other issues will present itself as warranty on the bus expired six months ago based on the mileage alone.

Misc - Vice-Chair Zimmerman brought forth the question of whether or not more preventative/proactive methods could be looked at. For example, if a bus is in the shop to have a complete re-panelling and paint job and it will be out of commission for a month or more, wouldn't it make sense if the transmission need to be rebuilt that it be pulled out at the same time? Why have the bus in the shop for one major repair, only to bring it back in, say, two months later to complete another job that could have been done at the same time.

Vice-Chair Zimmerman also posed the question of whether or not we have enough technicians for the work that needs to be done.

MOTION MOVED BY VICE-CHAIR ZIMMERMAN & COUNCILOR LLOYD TO APPROVE THE OPERATIONS MANAGER'S REPORT.

MOTION CARRIED

8. DRIVERS' HR MANAGER'S REPORT

Manager Foster discussed the following:

Occupational Health & Safety – On March 21, 2012 there was a workplace incident in which an employee was injury when he fell from the bus. Said employee was assessed by a doctor as well as Kings Physiotherapy and it was determined that the employee would be able to continue to work doing modified duties.

This employee was placed within the office where he answered the phone, sold tickets/passes and assisted not only customers but the management team as part of the Return to Work Program. After a four week period of modified duties in the office the employee returned to work without further incident.

This incident was thoroughly investigated and concluded that as a company there was nothing that would have prevented this mishap.

OH&S Program - Under the NS Occupational Health and Safety Act we are required to have a "Return to Work Program". Contact has been made with Mary Morris, of the Office of the Employer Advisor, to help review and critique the program that has been created by Manager Foster.

The Office of the Employer Advisor is an organization funded through the Workers Compensation Board of NS and provides free Occupational Health and Safety Consulting Services to businesses within Nova Scotia.

By having this program in place, it allows the employee to return to work with modified duties, helps to speed up their recovery time, reduces income loss for the employee due to the injury and greatly reduces the cost of a WBC Claim which will keep our rates manageable.

OH&S COMMITTEE - Meetings of the OH&S Committee were held April 17th and May 15th of which there is nothing new at this time to report.

TRAINING - 20 employees successfully completed in a St. John Ambulance First Aid Course in April 2012.

MISC - Question was raised with regards to whether or not we had defibrillators on the buses or if one was stored in the Office. At this present time, there are none simply due to cost and the fact that the batteries tend to have a short lifespan.

Vice-Chair Zimmerman asked what the Province's position with regards to this, are they required and where does it fall within the lines of insurance.

Manager Foster will research said information including cost and the benefits of having this equipment for the next meeting.

**MOTION MOVED BY COUNCILORS HALL & LLOYD TO APPROVE THE DRIVERS' HR MANAGER'S REPORT.
MOTION CARRIED**

9. RIDERSHIP & REVENUE – April 2012

The Core

- Ridership for April – up 6% Yearly – up 6.66%
- Revenue for April – up 8% Yearly – up 3.55%
- Average of Monthly Rider Revenue - \$2.47

Digby

- Ridership for April – up 60% Yearly – up 23%
- Revenue for April – up 41% Yearly – up 1%
- Average of Monthly Rider Revenue - \$2.19

Hants County

- Ridership for April – up 0% Yearly – up 10%
- Revenue for April – up 5% Yearly – up 12%
- Average of Monthly Rider Revenue - \$2.33

Manager Mullins stated that he has added more information to the Ridership & Revenue Report including the average of Monthly Rider Revenue, Monthly Budgeted Amount as well as Monthly Actual Amount. This is the first attempt at providing measurement benchmarks for these figures and Manager Mullins asked for input on what the board wants to see in future reports.

Misc

Advertising - is the combination of sales from Daynite Sales (commission based per bus) and Atcom (percentage of revenue from ads on shelters)

Acadian Lines - is at a loss because of the strike in New Brunswick. No passengers or parcels have been transported west of Amherst since December 3, 2011. Kings Transit is not a regular ticket agent and receives a small commission based on ticket/parcel sales.

When the arrangement between Kings Transit and Acadian Lines is reviewed, it shows that all risk falls back on Kings Transit and nothing is absorbed by Acadian Lines. It's up to Kings Transit to train new staff, to provide back up/relief for days off/sick time etc.

Manager Mullins stated that ideally with this agreement with Acadian Lines he would like to see Kings Transit as a neutral party and have no cost implications. Perhaps upon reviewing the contract (2 year term is up April 2013) that consideration can be made by Acadian Lines to rent their space and be responsible for all facets of their ticket agency (ie. Staff).

MOVED BY COUNCILOR LLOYD AND VICE-CHAIR ZIMMERMAN TO ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR APRIL 2012
MOTION CARRIED

10. YEAR END AUDIT

Manager Mullins stated that the preliminary year end audit was completed at 4 p.m. today, May 23, 2012. This year he is pleased to announce a small deficit of approximately \$25,000 vs. \$173,000 last year.

11. AUDIT COMMITTEE MEMBER

Discussion deferred to the next monthly board meeting.

12. ANNAPOLIS COUNTY UPDATE

An update was discussed during the General Manager's Report.

Bus Swap Proposal - It has been proposed that we swap two of our Odysseys for Annapolis County's Eldorado to help assist TCTS with their new service. This would be of equal trade. They cannot operate a service with having only two buses as at some point there will be repairs that need to be made, hindering their service. This would leave them to have to rent buses from either Kings Transit or Perry Rand at a high daily cost.

This has been presented to TCTS but currently at this time have yet to hear any feedback.

MOVED BY VICE-CHAIR ZIMMERMAN & COUNCILOR LLOYD TO ENDORSE THE BUS SWAP PROPOSAL WITH ANNAPOLIS COUNTY.

MOTION CARRIED

Rental of Equipment (radios, cameras)

Discussion deferred to the next monthly board meeting.

13. POLICY REVIEW

Discussion deferred to the next monthly board meeting.

14. CORRESPONDENCE

A letter was received from DayNight Sales, current advertising provider for the buses, giving Kings Transit Authority notice of the termination of their agreement effective October 2012.

It has been deemed that a new RPF needs to be issued with perhaps a short time line for response. The idea of a local business to provide this contract seems favourable in the hope that it would allow more Valley Businesses to take interest in advertising on the buses.

MOVED BY VICE –CHAIR ZIMMERMAN & COUNCILOR HALL TO ACCEPT THE TERMINATION OF SERVICE LETTER FROM DAYNIGHT SALES.

MOTION CARRIED

15. NEW BUSINESS

16. NEXT MEETING DATE

Tentatively scheduled for June 20, 2012 at 4:45 p.m.

17. ADJOURNMENT

**MOVED BY COUNCILORS LLOYD & HALL TO ADJOURN THE MEETING
MOTION CARRIED**

CHAIRMAN

SECRETARY