

**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
November 14, 2011**

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

**Councillors**

Anna Ashton-Morton, Berwick  
Basil Hall, Kings County  
Janet Newton, Kings County  
Tom Brown West Hants  
Jim Taylor, Kings County,  
Ron Trimper, Annapolis County

**Staff**

Ron Mullins, General Manager  
David Burleton, Operations Manager  
Stephen Foster, Drivers' HR Manager  
Ingrid Mooy, Office Clerk

**ABSENT**

Fay Brown, Kings Point to Point – General Manager  
Randall Amero, Digby County  
Darlene Brownell, Kings Transit Authority – Office Manager

**2. APPROVAL OF AGENDA**

Manager Mullins made a correction of the date listed on the agenda. The meeting date is November 14<sup>th</sup> and not November 19<sup>th</sup> as indicated.

Deputy Warden Newton requested that elections of Chair and Vice Chair of the board be postponed to the December meeting. All agreed.

Manger Mullins also requested that the discussion/review of Item #5 – General Managers Report moved be discussed first and review the Financials later in the meeting as Deputy Warden Newton and Councilor Taylor need to leave the meeting early.

ON MOTION OF DEPUTY WARDEN NEWTON AND COUNCILOR ASHFORD -  
MORTON FOR APPROVAL OF AGENDA  
**MOTION CARRIED**

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

MOVED BY DEPUTY WARDEN NEWTON AND COUNCILOR ASHFORD -  
MORTON TO APPROVE THE MINUTES OF OCTOBER 19, 2011 AS  
CIRCULATED

**MOTION CARRIED**

### **4. RIDERSHIP & FINANCIAL REPORTS: October 2011**

#### **The Core**

- Ridership for October - up 7% / Yearly down 1%
- Revenue for October – 0% / Yearly down 1%
- Repairs/Maintenance October – spent 80% of what has been budgeted

#### **Annapolis East (Bus 56)**

- Ridership for October – up 20% / Yearly up 12%
- Revenue for October – up 10% / Yearly up 6%
- Repairs/Maintenance October – spent 42% of what has been budgeted

#### **Annapolis West (Bus 57)**

- Ridership for October – down 11% / Yearly down 2%
- Revenue for October – down 14% / Yearly down 6%
- Repairs/Maintenance October – spent 95% of what has been budgeted

Manager Mullins stated that as of December 1<sup>st</sup>, there would be a new connection point between Bridgetown and Weymouth. At the request of Annapolis County, Bus #57 will stop in Cornwallis, turn around and continue back to Bridgetown. This bus will not longer travel to Weymouth. With that said, the Weymouth Bus in turn will do the same, stopping in Cornwallis to turn around and travel back to Weymouth. The Weymouth Bus will no longer travel to Bridgetown.

Councilor Trimper raised questions regarding the two “Ride Free” promotion in Digby County and how that would affect Annapolis County. Manager Mullins stated that it would not as with the new connection point anyone traveling through the Valley from Digby County, when transferring in Cornwallis will have to pay the appropriate fare.

Also questioned was the area that would be serviced now that the Annapolis West Bus is no longer traveling to Weymouth. Manager Mullins stated that he is waiting to hear back from Annapolis County with regards to the new areas in Annapolis County.

### **Digby County – Weymouth**

- Ridership for October – down 4% / Yearly down 4%
- Revenue for October – down 12% / Yearly down 19%
- Repairs/Maintenance October – spent 82% of what has been budgeted

Manager Mullins stated that ideas have been brought forward to increase Ridership in Digby County. December 12-24<sup>th</sup> will be “Ride Free” in Digby County.

### **Hants County**

- Ridership for October – up 9% / Yearly up 12%
- Revenue for October – up 32% / Yearly up 9%
- Repairs/Maintenance October – spent 96% of what has been budgeted

MOTION MOVED BY VICE-CHAIR ZIMMERMAN AND COUNCILOR HALL TO APPROVE THE RIDERSHIP AND FINANCIAL REPORTS.

**MOTION CARRIED**

## **5. GENERAL MANAGER’S REPORT**

### **Bus Shelters**

#### **Kentville**

The shelter from this area is being moved soon to the Pine View Inn (formally The Wandlyn) in Coldbrook. There is already a concrete pad in place as there was a shelter there before.

#### **Hospital**

Manager Mullins stated that he has not heard nor seen any progress regarding this shelter.

#### **Greenwood**

Kings Transit Authority is working with Atcom to lend them money to complete the move to Greenwood and be completed in next two months (end of Dec).

Councilor Taylor asked that the request for a shelter in Waterville be placed on hold as a new sidewalk is being built from the Rehab out towards Highway # 1. It was agreed that adding the Waterville Shelter to next year's list might help elevate extra cost for ATCOM this year.

### **Digby**

I attended Joint Council on October 26<sup>th</sup> where they agreed to service downtown Digby. Our next steps are to meet and identify the stops followed with an application to the URB to amend our routes.

### **Fuel Costs – October 2011**

On average fuel costs are at \$0.949 per liter. We used 40,834 liters and we are averaging \$45,000.00 per month in cost. .

### **Tools for Life Conference/Acadia Sustainability Week**

We offered free transit again to Horton High School for the Disability conference.

Oct 24-29, 2011 was Sustainability Week for Acadia. Kings Transit offered free transit for the duration for all Acadia Students & Staff.

### **Outstanding Action Items:**

U-Passes

Manager Mullins and Vice-Chair Zimmerman both stated that there is nothing new to report at this time.

### **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 TAYLOR AND HALL TO APPROVE THE  
GENERAL MANAGER'S REPORT.  
MOTION MOVED**

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

### **BUSES**

Bus # 56 (Annapolis)

The engine has been rebuilt and now in the middle of a yearly brake pull that is mandatory. The only item remaining on this bus is the biannual Motor Vehicle Inspection.

Bus # 54

The Motor Vehicle Inspection failed because of bodywork requirements. Completion of this work will take 3-4 weeks as it would be recommended that a complete body re-furbish be done. Doing so will determine the full extent of rust damage and what repairs will be required which would also give an indication to the condition of the other buses. The estimated cost for the full body re-furbish would be \$ 20,000. The alternative is to do a simple patch and cover.

Manager Burleton also addressed the notion that Kings Transit's operation is unique when compared to most other transit operations.

There is nationwide statistics showing that other Transit Operations in North America average between 50K – 70K kilometers per bus per year and the following is to be noted:

- Core buses average around 160,000 kilometers each per year.
- Windsor / Brooklyn buses average 172,000 kilometers each a year.
- Bridgetown /Greenwood bus averages 173,000 kilometers a year.
- Bridgetown / Weymouth buses average 250,000 kilometres a year.

With regards to these numbers above, some decisions will have to be made in the very near future regarding the direction that will be taken in which we go, do we:

1. Complete temporary yearly patch repairs to get buses through safety inspections, (this creates potential safety concerns)
2. Complete a full body refurbish, extending the life of the bus gaining several more years only to possibly have to do another refurbish
3. Start replacing the buses we have now with new ones.

**NOTE:** The smaller buses (Odysseys) are not easily refurbished. They are a mid-duty bus and a ¼ of the price of the big buses with a serviceable lifespan of 5 – 6 years. These buses cost less to buy and there is a significant fuel saving by using them. Replacing them would be easier than repairing them.

Vice Chair Zimmerman questioned the amount confirmed by Manager Burleton that was required to complete the body work on the buses and asked if in house

staff could be utilized to complete this work instead of commissioning a subcontractor.

Manager Burleton confirmed that at this present time both technicians are working diligently on the major repairs that need to be done to the buses and do not currently have time to work on body repairs, thus, using a subcontractor to complete the body work is required.

Manager Burleton also confirmed that at this point in time because the technicians are so busy that Kings Transit had to decline any repair work required by Kings Point to Point.

**MOTION MOVED BY VICE CHAIR ZIMMERAN AND COUNCILOR ASHFORD - MORTON TO APPROVE THE OPERATION MANAGER'S REPORT.  
MOTION MOVED**

## **7. DRIVERS' HR MANAGER REPORT**

### **Occupational Health & Safety**

November 15, 2011 - Tool Box Meeting with the technicians where safe work practices will be reviewed for the pit. At this time any safety concerns that the technicians may have will be reviewed.

November 16, 2011 – Meeting of the Occupational Health & Safety Committee. Finalization of the Safe Work Procedures for the Violence in the Workplace Program will be completed at this time. Also being reviewed will be any Workplace Inspections that have been completed and any workplace Incidents that have occurred in the past month.

Recertification of the hoist and large jack stands were completed in November.

Deputy Warden Newton asked if Bullying in the Workplace was included in the Violence in the Workplace Program of which Manager Foster confirmed it was.

**MOTION MOVED BY DEPUTY WARDEN NEWTON AND COUNCILOR ASHFORD -MORTON TO APPROVE THE DRIVERS' HR MANAGER'S REPORT.  
MOTION MOVED**

## **8. AUDIT COMMITTEE POLICY**

Audit Committee Policy has been finalized and a copy has been emailed to the members.

**MOTION MOVED BY VICE CHAIR ZIMMERMAN AND COUNCILOR ASHFORD -MORTON TO APPROVE AUDIT COMMITTEE POLICY.  
MOTION MOVED**

## **9. CORRESPONDENCE**

There is no correspondence at this time.

## **10. NEW BUSINESS**

The election of Chair and Vice Chair of the board has been postponed to December's meeting.

## **11. In-Camera Legal Issues**

There is nothing at this time.

## **12. NEXT MEETING DATE**

Tentatively scheduled for December 14, 2011 at 4:30 p.m.

## **13. ADJOURNMENT**

**MOVED BY VICE CHAIR ZIMMERMAN AND COUNCILOR ASHFORD -  
MORTON TO ADJOURN THE MEETING.  
MOTION CARRIED**

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CHAIRMAN

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SECRETARY