

**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
September 21, 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 Location.

**PRESENT**

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

**Councilors**

Basil Hall, Kings County  
Janet Newton, Deputy Warden - Kings County  
Tom Brown, West Hants  
Peter Newton, Annapolis County  
Jim Taylor, Kings County

**KTA Staff**

Ron Mullins, General Manager  
Darlene Brownell, Office Manager  
Stephen Foster, Drivers' HR Manager

**Kings Point to Point Transit**

Fay Brown, General Manager

**Morse Brewster and Lake Chartered Accountants**

Lawrence Lake

**Absent**

Dave Burleton, Operations Manager KTA (called out due to bus issue)  
Ingrid Mooy, Office Clerk KTA  
Anna Ashford-Morton, Berwick  
Randall Amero, Digby County

**Note:** Vice – Chair Zimmerman and Councilor Hall excused themselves from this meeting at 6:00 p.m. which left no quorum.

## **2. APPROVAL OF AGENDA**

Additional item added to the agenda.

New Business A – Peter Newton, Annapolis County – resignation from Annapolis Council and the Board

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

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES**

MOVED BY COUNCILORS HALL AND TAYLOR TO APPROVE THE MINUTES OF JULY 20, 2011 AS CIRCULATED

**MOTION CARRIED**

## **4. Year End March 31, 2011 Audit Results**

Mr. Lake presented the year end audit for Kings Transit Authority to the Board Members.

It has been recommended that all future year end audits be presented during July's Board Meetings.

WCB credit will remain in the 2011/2012 Budget instead of going back and adjusting previous years.

**MOTION TO HAVE WBC CREDIT APPLIED TO YEAR 2012 BY COUNCILOR HALL AND VICE-CHAIR ZIMMERMAN**

**MOTION CARRIED**

For further information regarding Mr. Lake's presentation, please see the attached Audit.

**MOVED BY DEPUTY NEWTON AND COUNCILOR HALL TO APPROVE THE THE YEAR END AUDIT RESULTS AS CIRCULATED**

**MOTION CARRIED**

## **5. Ridership & Revenue – July 2011**

The Core

- Ridership for July – down 4% / yearly down 2%
- Revenue for April – up 12% / yearly down 4%

- Repairs & Maintenance July – spent 26% of what has been budgeted.

Chair Pearl suggested that the Core Units could help out with advertising through their websites and newsletters to help reduce the costs.

Councilor Hall requested to have the “*Miscellaneous*” section broken down for more detailed information as to what this account consists of.

#### Annapolis East

- Ridership for July – up 22% / yearly up 5%
- Revenue for July – up 20% / yearly down 3%
- Repairs & Maintenance July – spent 32% of what has been budgeted.

The Bus Rental for July has been reviewed and will be adjusted accordingly.

#### Annapolis West

- Ridership for July – up 8% / yearly down 9%
- Revenue for July – up 14% / yearly down 12%
- Repairs & Maintenance July – spent 41% of what has been budgeted.

#### Digby

- Ridership for July – down 2% / yearly down 17%
- Revenue for July – up 13% / yearly down 21%
- Repairs & Maintenance July – spent 43% of what has been budgeted.

#### Hants County

- Ridership for July – up 2% / yearly up 5%
- Revenue for July – up 10% / yearly up 5%
- Repairs & Maintenance July – spent 57% of what has been budgeted.

Councilor Brown inquired as to why the cost of fuel for Hants County has increased. Manager Mullins has confirmed that because of repairs to the buses as well as Day Groups in the summer using the bus more for travel, that a larger bus was put in place to accommodate the Summer Groups and repairs.

#### MOTION

**ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR JULY 2011**

**NOT MOVED**

### **6. GENERAL MANAGER’S REPORT**

Manager Mullins went over the following:

#### **Bus Shelters**

- 1) Kentville: Atcom wanted to move this across the street by the funeral home but that would not work for Kings Transit. We are still trying to identify a two way section to locate.

- 2) Hospital: Foundation is in the process of selecting and ordering the bus shelter and will be installing a concrete pad after the selection is finalized.
- 3) Greenwood: Finally received email from Kings County planning on the steps needed
- 4) Aylesford: Heard from Leo Glavine that Aylesford is installing two shelters of their own within the village limits

## **Digby**

No decision yet made by the County to service the Town of Digby. There will be a meeting on September 27<sup>th</sup> to discuss transit.

## **Fuel Costs – August 2011**

On average we are using less fuel at 42,550 litres per month but our cost per month is now averaging \$45K per month versus \$38K last year.

## **Facility**

Manager Mullins reviewed the bus rentals and mechanic hours briefly.

## **Outstanding Action Items:**

### **U-Passes**

Manager Mullins stated that he had nothing to report at this time. Vice-Chair Zimmerman commented that Wolfville is looking at having a different kind of service based on the response of necessary routing. However still interested in Kings Transit and how they might be able to facilitate this service.

### **WCB**

Manager Mullins had written WCB requesting that they change our industry classification away from the urban status lowering our fee from \$5.65 per \$100 to \$4.21 per \$100.

They agreed and retroactively gave us a credit back to January 2010 of \$29K

Manager Mullins stated that Kings Transit does have some written warnings based on previous claim history and must ensure its not repeated in the future. If we do have claims, we can expect our rates doubling!!

## **MOTION**

**TO ACCEPT THE GENERAL MANAGER'S REPORT AS PRESENTED**

**NOT MOVED**

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

Manager Burleton is not present at this time thus nothing to review or report.

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

### **Occupational Health & Safety**

Manager Foster reviewed the following:

August 8th, 2011 - A Tool Box meeting with the technicians where new Safe Work Procedure were reviewed. During this meeting a new Safe Work Procedure was created for the large jack stands that hold the buses up when they are not on the hoist.

On August 10th, 2011, the Occupational Health & Safety Committee held their monthly meeting at which the incidents for the month and completed workplace inspections were reviewed.

During the month of August the following tasks were completed based on the results of our Work Place Inspection by the Department of Labour.

- An electrician changed the outlet in the wash bay to a GFI unit (warning)
- An extension to September 3, 2011 was given on the order for the forklift as a few more minor repairs need to be completed for a pass on certification. Completing those repairs in house would help to reduce the cost of having another company certifying it.

September 21, 2011 will be the date of the next Occupational Health & Safety Committee meeting. At this meeting, the committee will conduct Violence in the Workplace Risk Assessment on the Company. Also at this time the company's current Violence in the Workplace policy will be reviewed from there I will start working on Safe Work Procedures for our Violence in the Workplace Program.

September 16, 2011 – A Tool Box Meeting was held with the technicians where the final draft for the Jack stands Safe Work Procedure was signed off on it. Also addressed at this meeting were any other concerns held by the Technicians.

Chair Pearl requested that future policies be brought forward for review and approval by the board. The current policy manual will be presented to the board for review and consideration.

**MOTION**

**TO ACCEPT THE GENERAL MANAGER'S REPORT AS PRESENTED**

**NOT MOVED**

**9. AUDIT COMMITTEE POLICY**

This will be approved and member appointed at the next meeting.

**MOTION**

**TO ADOPT THE AUDIT COMMITTEE POLICY AS PRESENTED**

**MOTION CARRIED**

**NOT MOVED**

**10. CORRESPONDENCE**

A letter was received from Digby County with regards to the decline in Ridership. Warden Gregory is asking for us to review why there is a decline in Ridership. At this time we have no reasons or answers to this question.

**MOTION**

**TO ACCEPT THE CORRESPONDENCE AS PRESENTED**

**NOT MOVED**

**11. NEW BUSINESS**

- A. Councilor Newton has stated that he has resigned from Annapolis Council effective September 30 and as a result from our board. His replacement will be announced at a later date.

**MOTION**

**TO ACCEPT NEW BUSINESS AS PRESENTED**

**NOT MOVED**

**12. IN CAMERA**

**NEXT MEETING DATE**

Tentatively scheduled for October 19, 2011

**ADJOURNMENT**

MOVED BY

TO ADJOURN THE MEETING

**NOT MOVED**

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**CHAIRMAN  
ADJOURNMENT**

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**SECRETARY**