

MINUTES – MARCH 28, 2024

Meeting of the St. John's Transportation Commission
Thursday, March 28, 2024 12:00 PM
In-Person at 25 Messenger Drive and online via WebEx

REGULAR

In attendance:

Lynn Zurel	Chairperson
Tolulope Akerele	Commissioner
Ron Ellsworth	Commissioner/City Councillor
Maggie Burton	Commissioner/City Councillor
Judy Powell	General Manager
Donna Power	Administrative Assistant

Regrets:

Kevin Breen	City Manager
James Greey	Commissioner
Derek Coffey	Deputy City Manager, Finance & Corporate Services

I. PROCEDURAL

Chair Zurel called the meeting to order at 12:05 PM.

II. AGENDA

MOTION: To approve the agenda as presented.

Moved by Commissioner Akerele; seconded by Commissioner Burton. Motion carried.

III. MINUTES

MOTION: To approve the minutes of the February 29, 2024, regular meeting as presented.

Moved by Commissioner Akerele; seconded by Commissioner Ellsworth. Motion carried.

IV. BUSINESS ARISING

1. RFP for Stop Announcement System

Staff and the City's procurement team are still working to ensure the RFP details are clear and concise. In the meantime, help is available to anyone requiring support through various methods. The General Manager will consult with the marketing team to know what other avenues can be taken to share information with riders.

V. NEW BUSINESS

1. Ratification of E-Poll

A vote was conducted electronically on March 1, 2024 on a motion to accept the bid from Crestline Coach for three low floor hybrid buses. The single bid meets all specifications, and the price is within the approved ICIP funding. Cost to the Commission is approximately \$208,000. The motion was carried.

2. Decision Notes

i. Tender - Lubricants

This tender closed recently and the lowest bidders meeting specification were selected as below:

1) Hydraulic Oil	\$4.56 per litre – SHORELINE LUBRICANTS
2) Motor Oil 15W40	\$4.07 per litre – NEMCO LUBRICANTS
3) Grease EP-2	\$8.33 per kg – NEMCO LUBRICANTS
4) 50/50 Extlife Antifreeze	\$1.48 per litre – NEMCO LUBRICANTS
5) Windshield Wash Antifreeze	\$0.92 per litre – NEMCO LUBRICANTS
6) Traxon 75W90 Synthetic	\$6.56 per litre – NEMCO LUBRICANTS
7) HD Synth. Blend Trans Fluid **	\$7.73 per litre – NEMCO LUBRICANTS
8) DEF Fluid	\$1.05 per litre – NEMCO LUBRICANTS

** Transmission fluid low bid is "suggested" for our transmissions but not "approved" by the manufacturer for warranty purposes. As we only have two transmissions under warranty, we will contract the lower priced fluid for general use and purchase the higher priced fluid required to meet the approved warranty list for the two transmissions under warranty. The savings is over \$5.00 per litre.

Based on annual volumes, the total value of all the above items is estimated to be \$139,600.

MOTION: To approve award of the contract for lubricants as described above.

Moved by Commissioner Burton; seconded by Commissioner Akerele.
Motion carried.

3. Accessibility Plan Presentation

Deferred.

4. Service Plan Committee Update

Now that the MQO report has been received, the newly formed Service Plan Committee will begin its work. A meeting will be planned for the second week in April.

Note: At this time, the report is for internal purposes only. A more polished version will be available to the public shortly.

5. Advisory Committees

Commissioners were provided with a description of the Paratransit Working Group and the Metrobus Accessibility Advisory Committee (MAAC). Management is proposing to create a single committee to focus on enhancing accessible transit for both Metrobus and GoBus, and to support the implementation of goals and actions identified in the Accessibility Plan. It is suggested to have 7-9 members, including 3 staff/management, 4 transit riders with disabilities, and 1 staff from the City's Inclusion Services division. Other individuals may be involved to work on specific pieces of the Accessibility Plan.

The Commission agrees that this change is appropriate and acceptable.

6. Reports

i. General Manager's Report

No discussion.

ii. Executive Summary Report

Of the seven transit operator candidates who received offers, 4 started the training program and, of those, 3 finished successfully.

The Commission is requesting that the Finance Committee meet with auditors at least a few days prior to April 25th to take receipt of the audit

report and financial statements. This will allow commissioners adequate time to review the documents prior to being asked to vote on their acceptance.

Claims for ICIP funding are submitted after expenses are occurred, but at present the cash balance is sufficient to cover those expenses.

The target for on time performance is 90%. During February several routes were challenged by snow and narrow streets resulting in poor performance. Additionally, the data counts every bus stop rather than just checkpoints. Staff are continuing to make minor adjustments to how the data is reported for accuracy in reporting of on time performance.

Concerned was expressed that, based on community feedback, GoBus customers may not be contacting staff to identify issues with the service like they used to. Commissioner Ellsworth recently attended a meeting of the ED Network to ask organizations to encourage their consumers to reach out so that staff are aware of problems and can work to resolve issues.

iii. Financial Statements for February 2024

No discussion.

VI. OTHER

1. The CUTA Spring Summit is taking place May 5-7 in Halifax. The General Manager will circulate an email to inquire if any commissioners wish to attend.
2. The next meeting of the St. John's Transportation Commission will take place on April 25, 2024, at 12:00 PM.

VII. ADJOURNMENT

Business concluded at approximately 12:40 PM.

MOTION: To adjourn the March 28, 2024, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Burton. Meeting adjourned.