

MINUTES – AUGUST 29, 2024

Meeting of the St. John’s Transportation Commission
Thursday, August 29, 2024 12:00 PM
In-Person at 25 Messenger Drive and online via WebEx

REGULAR

In attendance:

Lynn Zurel	Chairperson
Tolulope Akerele	Commissioner
James Greey	Commissioner
Josh Smee	Commissioner
Derrick Hutchens	Commissioner
Ron Ellsworth	Commissioner/City Councillor
Derek Coffey	Deputy City Manager, Finance & Corporate Services
Jason Hussey	Finance Manager
Donna Power	Administrative Assistant

Regrets:

Kevin Breen	City Manager
Maggie Burton	Commissioner/City Councillor
Judy Powell	General Manager

I. PROCEDURAL

Chair Zurel called the meeting to order at approximately 12:00 pm.

II. AGENDA

Two items were requested for addition to the agenda:

- i) Stop Announcements Update
- ii) CUTA Transit Board Members Committee

MOTION: To approve the agenda as amended.

Moved by Commissioner Smee; seconded by Commissioner Hutchens. Motion carried.

III. MINUTES

MOTION: To approve the minutes of the July 25, 2024, regular meeting as presented.

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

IV. BUSINESS ARISING

1. Safety Plan

As of August 19th, security officers have been riding Metrobus, focusing on routes 2, 3, and 10. So far it has been well received. Both customers and operators are appreciative of their presence. ISS has provided an initial report which was received today for their first week of service. The General Manager will provide updates to the Commission on these reports.

2. Stop Announcements Update

The RFP closed on August 7th with one bid received. Members of the evaluation team have completed their initial scoring. The next step is to meet with Purchasing to discuss any variances in that scoring. As of now, the project is still on target for completion by year-end.

V. NEW BUSINESS

1. Roles and Responsibilities of Commission and Management

The revised version of the document has been provided for the Commission's review. The matter of describing a "significant change" as it relates to routes and service levels is still outstanding.

2. Reports

i. General Manager's Report

The RFP for electrification/building design plan is being led by the City and will follow their channels for award.

ii. Executive Summary Report

Road construction and heavier-than-usual ridership continue to impact overall on-time performance. The Commission requested to know the average delay time.

Concern was expressed about whether the upcoming school semester will pose challenges in delivering service. The Fall/Winter schedule will begin on September 2nd which will increase service. Additional service on route 16 will also begin. Given current staff shortages, challenges are expected but staff are working to ensure we can maintain service levels.

iii. Financial Statements for July 2024

Variations were noted in transit advertising and stock parts which have both been challenging in recent years due to market changes. The variance showing for Mount Pearl and Paradise services was also questioned. Paradise has increased their service hours more than originally budgeted. Mount Pearl is experiencing increased ridership which is yielding more revenue than budgeted.

VI. OTHER

Commissioner Akerele is a member of CUTA's Transit Board Members Committee which is currently being rebranded to more accurately reflect its work. Consideration should also be given to how best to proceed when her term is up at the end of December.

The next meeting of the St. John's Transportation Commission will take place on September 26, 2024, at 12:00 PM.

VII. ADJOURNMENT

Business concluded at approximately 12:30 PM.

MOTION: To adjourn the August 29, 2024, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Greey. Meeting adjourned.