

## MINUTES – May 30, 2024

Meeting of the St. John’s Transportation Commission  
Thursday, May 30, 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
Derrick Hutchens	Commissioner
Ron Ellsworth	Commissioner/City Councillor
Maggie Burton	Commissioner/City Councillor
Derek Coffey	Deputy City Manager, Finance & Corporate Services
Kevin Breen	City Manager
Donna Power	Administrative Assistant
Jason Hussey	Manager, Finance

#### Regrets:

Josh Smee	Commissioner
Judy Powell	General Manager

#### I. PROCEDURAL

Commissioner Ellsworth chaired the meeting. Jason Hussey, Finance Manager, attended in place of the General Manager.

The meeting was called to order at 12:11 PM.

#### II. AGENDA

**MOTION:** To approve the agenda as presented.

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

#### III. MINUTES

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

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

**IV. BUSINESS ARISING**

**V. NEW BUSINESS**

**1. Decision Note – Parts Tender**

Finance Manager, Jason Hussey, presented a summary of the lowest bids received for the recent stock parts tender. Of note, the pricing this year is up approximately 40% compared to the last tender (April 2022). Additionally, no bids were received for 29.6% of the items. Staff will look into options to source those outstanding items.

**MOTION:** To approve award of a two-year contract to each of the lowest bidders as described below:

<b>Bidder</b>	<b># of Items</b>	<b>% of total Items</b>	<b>Annual Value</b>
CBM	133	13.4%	169,970.14
Re-New Industries	6	0.6%	45,885.00
NATSCO	91	9.2%	119,863.22
Serafin Solutions	11	1.1%	21,025.66
Mohawk	188	19.0%	136,404.64
Aftermarket Parts Co.	269	27.1%	162,121.51
No Bid	293	29.6%	--
	<b>991</b>	<b>100.0%</b>	<b>\$655,270.16</b>

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

**2. Reports**

**i. General Manager’s Report**

No discussion.

**ii. Executive Summary Report**

A suggestion was made to enhance the time tracker feature on the Metrobus website making it more visible to customers.

At this time, required maintenance on the on-demand buses is not impacting their availability for service.

Capacity on GoBus has increased in April with the addition of new bus drivers and more availability from taxis. This has led to zero ride denials since April. These factors will go a long way in helping build back customer confidence in the service. Staff are not seeing a lot of complaints. Commissioner Ellsworth is meeting regularly with the ED Network (a group of representatives from many disability/community organizations) to talk about GoBus and keep up on any issues customers are experiencing.

**iii. Financial Statements for April 2024**

No discussion.

**VI. OTHER**

Commissioner Akerele inquired if any options are available to address the heat on buses during hot summer days. **ACTION:** The Commission requested the General Manager to report back on this matter.

Commissioner Greey acknowledged the high volume of riders continuing throughout April and inquired if any changes are planned for the summer season to help with capacity. There are none. Service will operate at the same level as last summer. Staff availability is a significant limiter during summers. In addition to vacation, there are also a number of operators off on various types of leave, which further stresses the system. Recruitment efforts are continuous and training programs are being offered more frequently than ever before.

The next meeting of the St. John's Transportation Commission will take place on June 27, 2024, at 12:00 PM.

**VII. ADJOURNMENT**

Business concluded at approximately 12:37 PM.

**MOTION:** To adjourn the May 30, 2024, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Burton. Meeting adjourned.