

REGIONAL DISTRICT OF NANAIMO

REGULAR BOARD MEETING

TUESDAY, MARCH 27, 2012

(immediately following Regional Hospital District Board meeting)

(RDN Board Chambers)

A D D E N D U M

PAGES

PRESENTATION

Susan Cadahy, re Nanaimo Economic Development Corporation.

SCHEDULED STANDING, ADVISORY STANDING AND SELECT COMMITTEES

Transit Select Committee

2 - 25

Minutes of the Transit Select Committee meeting held Thursday, March 22, 2012
(for information)

(All Directors – One Vote)

That staff prepare a report that analyzes the service and financial impacts of the Custom Service Area Proposal from BC Transit.

(All Directors – Weighted Vote)

- 1. That the tender for the supply and installation of bus wash equipment be awarded to Westmatic Corporation for the tendered price of \$298,890 plus HST as applicable.*
- 2. That the Conventional Annual Operating Agreement (AOA) Amendment #1 with BC Transit be approved.*

DISTRICT OF NANAIMO

**MINUTES OF THE TRANSIT SELECT COMMITTEE
MEETING HELD ON THURSDAY, MARCH 22, 2012 AT 12:00 NOON
IN THE COMMITTEE ROOM**

Present:

Director D. Brennan	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director G. Holme	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Dempsey	District of Lantzville

Regrets:

Director B. Bestwick	City of Nanaimo
Director D. Willie	Town of Qualicum Beach

Also in Attendance:

C. Mason	CAO, RDN
D. Trudeau	Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Pearce	Manager, Transit Operations
B. Clemens	City of Nanaimo
M. Moore	BC Transit
F. McFarlane	Recording Secretary, RDN

CALL TO ORDER

The meeting was called to order at 12:00 pm by the Chair.

MINUTES

MOVED Director Holme, SECONDED Director Young that the minutes of the regular Transit Select Committee meeting held November 18, 2011 be adopted. CARRIED

COMMUNICATIONS/CORRESPONDENCE

Correspondence from Miyo Stevens, Nanaimo, re letter of thanks for the new bus stop in Cedar.

MOVED Director Veenhof, SECONDED Director Greves, that the above correspondence be received. CARRIED

Correspondence from Myrna Moore, BC Transit, regarding the Custom Transit Service Area Proposal.

MOVED Director Lefebvre, SECONDED Director Anderson, that the above correspondence be received. CARRIED

D. Trudeau noted correspondence was received from BC Transit regarding a Custom Transit Service Area Proposal. M. Moore stated that this proposal was being forwarded to all local governments. Director McPherson noted the demographics in Electoral Area 'A' and that there is considerable concern being expressed among residents regarding reduction in services. Director Young asked whether there has been an opportunity to analyze how this will affect residents in electoral areas. D. Trudeau indicated that staff could do a report on the impact of BC Transit's Custom Service Proposal.

MOVED Director Holme, SECONDED Director Lefebvre, that staff prepare a report that analyzes the service and financial impacts of the *Custom Service Area Proposal* from BC Transit. CARRIED

BC TRANSIT UPDATE

Myrna Moore, of BC Transit, provided an update on the transit improvement program. Short range options in the Transit Business Plan are for 5,000 service hours for conventional transit and 3,750 hours for custom transit. BC Transit would like to confirm the proposed expansion and are proposing a Memo of Understanding that would be presented at the next Transit Select Committee.

MOVED Director Lefebvre, SECONDED Director Stanhope, that the verbal report from BC Transit be accepted. CARRIED

REPORTS

Transit Overview (*PowerPoint* Presentation).

D. Trudeau and D. Pearce provided *PowerPoint* presentation focusing on an overview of transit.

Director Lefebvre stressed that transportation is the number one priority for the residents of Parksville. With more development in the area the citizens are concerned about transportation planning to keep up with the growth. Director McPherson expressed a desire for community bus service; buses that move around the community. D. Trudeau advised that public meetings would be scheduled in all the electoral areas with regard to future Transit planning.

MOVED Director Stanhope, SECONDED Director Holme, that the report be accepted. CARRIED

Phase II Transit Facility Update.

MOVED Director Greves, SECONDED Director Lefebvre, that the tender for the supply and installation of bus wash equipment be awarded to Westmatic Corporation for the tendered price of \$298,890 plus HST as applicable. CARRIED

2011 – 2012 Annual Operating Agreement Amendment #1.

D. Trudeau introduced the report, noting that this will allow BC Transit to pay for the conventional expansion hours in March.

MOVED Director Holme, SECONDED Director Veenhof, that the Conventional Annual Operating Agreement (AOA) Amendment #1 with BC Transit be approved. CARRIED

ADJOURNMENT

MOVED Director Holme, SECONDED Director Lefebvre, that the meeting be adjourned. CARRIED

TIME: 1:00 PM

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Thursday, May 17, 2012, in the RDN Committee Room.

CHAIRPERSON



RDN REPORT		
CAO APPROVAL <i>DP</i>		
EAP		
COW		
MAR 15 2012		
RHD		
BOARD		

MEMORANDUM

TO: Dennis Trudeau
General Manager, Transportation & Solid Waste Services

DATE: March 14, 2012

FROM: Daniel Pearce
Manager, Transit Operations

FILE: 2240-20-AOA

SUBJECT: 2011/2012 Conventional Transit Annual Operating Agreement Amendment #1
- Regional District of Nanaimo / BC Transit

PURPOSE

To bring forward the 2011/2012 Conventional Annual Operating Agreement Amendment #1 for the Regional District of Nanaimo Transit System with BC Transit for consideration and approval.

BACKGROUND

The Annual Operating Agreement (AOA) Amendment #1 (see *Appendix 1*) between the Regional District of Nanaimo (RDN) and BC Transit is an amendment to the original 2011/2012 Conventional AOA and provides the cost sharing service arrangements for Conventional Transit services in Districts 68 and 69 for the period of March 4, 2012 to March 31, 2012. The Conventional AOA Amendment #1 reflects the additional 493 hours of annual service enhancement for the remainder of 2011/2012 (5,000 hours on an annualized basis that was implemented on March 4, 2012). Highlights of the service enhancement include:

- #3 Hospital route - more direct service between Diver’s Lake area and Woodgrove Centre, and more direct service to the industrial park area of Boban/Mostar;
- #4 VI University - offers more service;
- #8 South and #9 North - provide express service on select trips between downtown and the BC Ferries terminal at Departure Bay;
- #15 VIU Connector - offers weekend service; and,
- minor schedule changes to a number of routes to improve transfer connection

BC Transit staff have communicated to RDN staff that instead of amending the 2011/2012 Custom AOA for the Electoral Area ‘H’ transit service, they would like to include the adjustment of hours with the March 2012 month end transit billing. RDN staff support this idea due to there being a difference of only 15 hours and it does not affect BC Transit cost sharing.

The AOA is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost sharing purposes.

FINANCIAL ANALYSIS

Conventional Transit:

The main changes in the AOA that should be noted include:

Conventional	2011/2012 AOA	2011/2012 Amendment #1 AOA	\$ Change	% Change
Fixed Costs (total cost, overhead, admin wages)	\$878,096	\$878,096	\$0	0%
Variable Hourly (total cost, drivers' wages and benefits)	\$4,872,281	\$4,896,133	\$23,852	0.5%
Variable Distance (total cost, fuel and tires)	\$1,582,641	\$1,602,225	\$19,584	1.2%
Maintenance (total cost, running, major and accident repairs)	\$1,137,594	\$1,137,594	\$0	0%
Debt Service (local share, mainly buses)	\$1,055,843	\$1,057,959	\$2,116	0.2%
BC Transit Management Services (local share)	\$613,920	\$ 613,920	\$0	0%
Marketing	\$77,250	\$92,250	\$15,000	16.3%

The costs above reflect a new schedule that was expanded by an additional 493 hours of annual service for the remainder of 2011/2012. The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. The Conventional Transit costs are cost shared with BC Transit at a current rate of 46.67%.

The main increases to Amendment #1 2011/2012 AOA are for increased variable hourly costs, which include drivers' wages and benefits and costs of fuel and tires. The expansion included one additional vehicle being added to the fleet.

ALTERNATIVES

1. That the Board approve the 2011/2012 Conventional Annual Operating Agreement Amendment #1 as presented.
2. That the Board not approve the 2011/2012 Conventional Annual Operating Agreement Amendment #1 and provide further direction to staff.

FINANCIAL IMPLICATIONS

Under Alternative 1, the 2011/2012 Conventional Transit AOA Amendment #1 budget of \$10,772,467 will be cost shared between the RDN and BC Transit. This represents a \$61,906 increase to the RDN from the 2011/12 original AOA budget.

Under Alternative 2, if the Board does not approve the AOA Amendment #1, it will remove BC Transit's obligation to cost share in the service.

SUSTAINABILITY IMPLICATIONS

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. The Annual Operating Agreement is a fundamental agreement that allows the Regional District of Nanaimo to enter into a cost sharing arrangement with BC Transit. Residents within the RDN rely on public transit, whether it is for conventional or custom transit. The options provided by public transit enable residents to leave their cars at home while they take the bus to work, to school, to medical appointments or for other equally important reasons. The use of cleaner running buses, combined with the use of biodiesel fuel, demonstrates the commitment by Nanaimo Regional Transit to reducing its carbon footprint, which is in keeping with the RDN's Corporate Climate Change Plan.

SUMMARY/CONCLUSION

BC Transit has forwarded the Annual Operating Agreement Amendment #1 covering the period March 4, 2012 to March 31, 2012 for the RDN Conventional Transit Systems. Transportation Services staff have reviewed this AOA Amendment #1, in conjunction with the RDN 2012 budget for transit services.

The 2011/2012 Conventional Transit AOA Amendment #1 indicates a budget of \$10,772,467 that is cost shared between the RDN and BC Transit. Staff have reviewed the AOA costs for Conventional Transit and these can be explained by actual increases in service.

Staff recommend that the Board approve the 2011/2012 Conventional Annual Operating Agreement Amendment #1 with BC Transit.

RECOMMENDATION

That the 2011/2012 Conventional Annual Operating Agreement (AOA) Amendment #1 with BC Transit be approved.



Report Writer



General Manager Concurrence



CAO Concurrence

APPENDIX 1



March 15, 2012
File: NAN.1

Daniel Pearce
Manager, Transit Operations
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Mr. Pearce:

Subject: 2011/12 Nanaimo Regional Conventional Transit Annual Operating Agreement (AOA) Amendment #1, effective March 4, 2012.

Attached please find an amendment to the Nanaimo Regional Transit System Annual Operating Agreement for your approval. Effective March 4, 2012, this amendment reflects:

- #3 Hospital route – more direct service between Diver’s Lake area and Woodgrove Centre, and more direct service to the industrial park area of Boban/Mostar
- #4 VI University offers more service
- #8 South & #9 North provide express service on select trips between downtown and BC Ferries
- #15 VIU Connector – offers weekend service
- More service to the BC Ferries terminal at Departure Bay
- Minor schedule changes to a number of routes to improve transfer connection

The amendment includes:

- Schedule “B” – Service Specifications reflecting the additional 493.08 hours of service for the remainder of 11/12 (5,000 hours on an annualized basis)
- Schedule “C” – Budget reflecting additional costs relating to the additional service hours
- Schedule “E” – Tariff reflecting a fare increase effective March 1, 2012

Once the agreements have received signature/seal from the Regional District Board, please forward all originals to the undersigned for execution by BC Transit.

Please call if you have any questions regarding this amendment.

Myrna Moore
Senior Regional Transit Manager,
Vancouver Island Coastal
BC Transit

Copy: Chris Brown, BC Transit
Peter Rantucci, BC Transit

Attachments: Schedule B, Schedule C, Schedule E, 2011/12 Nanaimo Regional Conventional Transit AOA Amendment #1

NANAIMO

ANNUAL OPERATING AGREEMENT

Between

THE REGIONAL DISTRICT OF NANAIMO

And

BRITISH COLUMBIA TRANSIT

**APRIL 1, 2011 TO MARCH 31, 2012
(Amendment #1 effective March 4, 2012)**

INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT
SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.

CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

TABLE OF CONTENTS
ANNUAL OPERATING AGREEMENT

Page

SECTION 1 - DEFINITION OF TERMS.....	2
SECTION 2 - INCORPORATION OF MASTER AGREEMENT.....	2
SECTION 3 - TERM & RENEWAL.....	2
SECTION 4 - SCHEDULES.....	3
SECTION 5 - MISCELLANEOUS PROVISIONS.....	3
SECTION 6 - NOTICES AND COMMUNICATIONS.....	4

SCHEDULES

SCHEDULE "A" - TRANSIT SERVICE AREA.....	6
SCHEDULE "B" - SERVICE SPECIFICATIONS.....	7
SCHEDULE "C" - BUDGET.....	10
SCHEDULE "D" - PAYMENT SCHEDULE.....	12
SCHEDULE "E" - TARIFF-FARES.....	13

SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.

5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.

5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

5.4 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.

5.5 For Conventional service, for the period beginning on April 1, 2011 and ending on March 31, 2012, as authorized under section 18 of the British Columbia Transit Regulation, B.C. Reg. 30/91, the municipality shall contribute a percentage equal to 53.31% (municipal share) plus \$878,000 and the authority shall contribute a percentage equal to 46.69% (provincial share) minus \$878,000 of the amounts required to defray the classes of expenses prescribed in Section 8 (1) (a) (i), (iii) and (iv) of that regulation.

For Custom/Paratransit service, for the period beginning on April 1, 2010 and ending on March 31, 2011, as authorized under section 18 of the British Columbia Transit Regulation, B.C. Reg. 30/91, the municipality shall contribute a percentage equal to 33.31% (municipal share) plus \$123,984 and the authority shall contribute a percentage equal to 66.69% (provincial share) minus \$123,984 of the amounts required to defray the classes of expenses prescribed in Section 8 (1) (b) (i), (iii) and (iv) of that regulation.

Nanaimo A.O.A. Amendment #1

4

2011/12

SECTION 6 - Notices and Communication

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

Regional District of Nanaimo
c/o Manager of Transportation Services
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

and to

BC Transit
c/o Chief Operating Officer
520 Gorge Road East
Victoria, BC V8W 2P3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

SCHEDULE "A" - Transit Service Area Boundaries

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Nanaimo Regional Transit Service Area shall include the corporate boundaries of the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville and Electoral Areas A, D, E, G and H of the Regional District of Nanaimo.

Nanaimo A.O.A. Amendment #1

7

2011/12

SCHEDULE "B" – Service Specifications

Nanaimo Regional Base Budget Official AOA Amendment #1 2011/2012

Schedule 'B'
 Effective Apr 01, 2011

Scheduled Revenue Service

11/12 NAN Spring (Apr 01, 2011 to Jun 24, 2011)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 25, 2011	May 20, 2011	
Per Day	537.25	537.25	537.25	537.25	539.40	244.78	126.00	126.00	126.00	
Kms/Day	7,434.21	7,434.21	7,434.21	7,434.21	7,524.35	5,254.00	2,874.07	2,874.07	2,874.07	
11/12 NAN Summer revised (Jun 25, 2011 to Sep 04, 2011)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2011	Aug 01, 2011	Sep 05, 2011
Per Day	295.18	295.18	295.18	295.18	295.18	244.78	126.00	126.00	126.00	126.00
Kms/Day	6,542.58	6,542.58	6,542.58	6,542.58	6,542.58	5,254.00	2,874.07	2,874.07	2,874.07	2,874.07
11/12 NAN Fall revised (Sep 05, 2011 to Dec 17, 2011)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Oct 10, 2011	Nov 11, 2011	
Per Day	537.25	537.25	537.25	537.25	539.40	244.78	126.00	126.00	126.00	
Kms/Day	7,434.21	7,434.21	7,434.21	7,434.21	7,524.35	5,254.00	2,874.07	2,874.07	2,874.07	
11/12 NAN Winter Break (Dec 18, 2011 to Dec 31, 2011)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2011		
Per Day	295.18	295.18	295.18	295.18	295.18	244.78	126.00	126.00		
Kms/Day	6,542.58	6,542.58	6,542.58	6,542.58	6,542.58	5,254.00	2,874.07	2,874.07		
11/12 NAN Winter (Jan 01, 2012 to Mar 03, 2012)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
Per Day	537.25	537.25	537.25	537.25	539.40	244.78	126.00			
Kms/Day	7,434.21	7,434.21	7,434.21	7,434.21	7,524.35	5,254.00	2,874.07			
11/12 NAN Amendment Winter (Mar 04, 2012 to Mar 31, 2012)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
Per Day	357.23	357.23	357.23	357.23	359.68	255.40	136.19			
Kms/Day	8,518.92	8,518.92	8,518.92	8,518.92	8,570.31	6,135.99	3,635.79			

Extra Revenue Service

	Apr. 2011	May 2011	Jun. 2011	Jul. 2011	Aug. 2011	Sep. 2011	Oct. 2011	Nov. 2011	Dec. 2011	Jan. 2012	Feb. 2012	Mar. 2012
Extra Overhead Hours	0.00	0.00	0.00			10.00	5.00	5.00	20.00	1.00	5.00	5.00
Extra Overhead Kilometres	165.00	105.00	105.00			210.00	105.00	105.00	420.00	105.00	105.00	105.00
Extra Special Events Hours				45.69								
Extra Special Events Kilometres				648.24								

Adjusted Revenue Service

	Apr. 2011	May 2011	Jun. 2011	Jul. 2011	Aug. 2011	Sep. 2011	Oct. 2011	Nov. 2011	Dec. 2011	Jan. 2012	Feb. 2012	Mar. 2012

2011/2012 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2011 to Apr 30, 2011	3	4	4	4	4	4	4	2	25	Apr 22, 2011 Good Friday 2011 (Fri)
May 01, 2011 to May 31, 2011	4	5	4	4	4	4	4	1	31	Apr 25, 2011 Easter Monday 2011 (Mon)
Jun 01, 2011 to Jun 28, 2011	3	3	4	4	4	4	3	0	28	May 23, 2011 Victoria Day 2011 (Mon)
Jun 26, 2011 to Jun 30, 2011	1	1	1	1	1	4	1	0	5	Jul 01, 2011 Canada Day 2011 (Fri)
Jul 01, 2011 to Jul 31, 2011	4	4	4	4	4	4	5	1	31	Aug 01, 2011 BC Day 2011 (Mon)
Aug 01, 2011 to Aug 31, 2011	4	5	5	4	4	4	4	1	31	Sep 05, 2011 Labour Day 2011 (Mon)
Sep 01, 2011 to Sep 05, 2011	4	5	5	5	5	1	1	1	5	Oct 10, 2011 Thanksgiving Day 2011 (Fri)
Sep 05, 2011 to Sep 30, 2011	3	4	4	4	4	4	5	0	29	Nov 11, 2011 Remembrance Day 2011 (Fri)
Oct 01, 2011 to Oct 31, 2011	4	4	4	4	4	4	5	1	31	Dec 25, 2011 Christmas Day 2011 (Sun)
Nov 01, 2011 to Nov 30, 2011	4	5	5	4	4	4	4	1	30	Dec 26, 2011 Boxing Day 2011 (Mon)
Dec 01, 2011 to Dec 17, 2011	2	2	2	3	3	3	2	0	17	Jan 01, 2012 New Year's Day 2012 (Sun)
Dec 18, 2011 to Dec 31, 2011	1	2	2	2	2	2	1	2	14	
Jan 01, 2012 to Jan 31, 2012	5	4	4	4	4	4	4	1	31	
Feb 01, 2012 to Feb 29, 2012	4	4	5	4	4	4	4	0	29	
Mar 01, 2012 to Mar 03, 2012	0	0	0	1	1	1	0	0	3	
Mar 04, 2012 to Mar 31, 2012	4	4	4	4	4	4	4	0	28	
Total	40	42	42	43	43	43	43	11	302	11 Exceptions

Monthly Summary

Month	Revenue Hours			Revenue Kilometers		
	Scheduled	Extra	Adjusted	Scheduled	Extra	Adjusted
April, 2011	8,270.25	0.00	8,270.25	182,250.70	165.00	182,335.70
May, 2011	8,828.97	0.00	8,830.97	194,739.19	105.00	194,844.19
June, 2011	8,742.84	0.00	8,742.84	192,856.74	105.00	192,961.74
July, 2011	7,685.50	45.69	7,525.15	174,266.02	548.24	174,512.26
August, 2011	8,103.05	0.00	8,103.05	178,323.11	0.00	178,323.11
September, 2011	6,615.83	10.00	6,625.83	180,681.86	210.00	180,291.86
October, 2011	8,733.50	5.00	8,728.50	192,558.06	105.00	192,663.06
November, 2011	8,597.62	0.00	8,702.82	193,775.03	105.00	191,850.03
December, 2011	6,457.97	20.00	6,457.97	185,180.29	420.00	185,550.29
January, 2012	8,911.22	0.00	8,915.22	195,125.06	105.00	195,530.06
February, 2012	8,573.07	0.00	8,578.07	185,991.05	105.00	185,096.05
March, 2012	8,651.23	0.00	8,655.23	229,899.89	105.00	230,004.89
Total	103,442.28	115.69	103,557.97	2,299,399.82	2,016.24	2,301,416.06

Nanaimo A.O.A. Amendment #1

8

2011/12

SCHEDULE "B" – Service Specifications

Nanaimo Custom Base Budget Official AOA Adjustment #1 2011/2012

Schedule 'B'

Effective Apr 01, 2011

Scheduled Revenue Service

11/12 Apr to Mar (Apr 01, 2011 to Mar 03, 2012)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	80.00	80.00	80.00	80.00	80.00	32.00	20.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

11/12 Mar (Mar 04, 2012 to Mar 31, 2012)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	86.00	80.00	82.00	80.00	80.00	32.00	6.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

	Apr. 2011	May, 2011	Jun, 2011	Jul, 2011	Aug, 2011	Sep, 2011	Oct, 2011	Nov, 2011	Dec, 2011	Jan, 2012	Feb, 2012	Mar, 2012
	36.00	24.00	29.00	35.00	33.00	38.00	38.00	38.00	38.00	38.00	38.00	40.00

Extra Revenue Service

	Apr. 2011	May, 2011	Jun, 2011	Jul, 2011	Aug, 2011	Sep, 2011	Oct, 2011	Nov, 2011	Dec, 2011	Jan, 2012	Feb, 2012	Mar, 2012

Adjusted Revenue Service

	Apr. 2011	May, 2011	Jun, 2011	Jul, 2011	Aug, 2011	Sep, 2011	Oct, 2011	Nov, 2011	Dec, 2011	Jan, 2012	Feb, 2012	Mar, 2012

2011/2012 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2011 to Apr 30, 2011	4	4	4	4	4	4	4	2	30	Apr 22, 2011 Good Friday 2011 (Fri)
May 01, 2011 to May 31, 2011	4	5	4	4	4	4	4	1	31	Apr 25, 2011 Easter Monday 2011 (Mon)
Jun 01, 2011 to Jun 30, 2011	4	4	5	5	4	4	4	0	30	May 23, 2011 Victoria Day 2011 (Mon)
Jul 01, 2011 to Jul 31, 2011	4	4	4	4	4	4	5	1	31	Jul 01, 2011 Canada Day 2011 (Fri)
Aug 01, 2011 to Aug 31, 2011	4	5	5	4	4	4	4	1	31	Aug 01, 2011 BC Day 2011 (Mon)
Sep 01, 2011 to Sep 30, 2011	4	4	4	5	4	4	4	1	30	Sep 05, 2011 Labour Day 2011 (Mon)
Oct 01, 2011 to Oct 31, 2011	4	4	4	4	4	5	5	1	31	Oct 10, 2011 Thanksgiving Day 2011 (Mon)
Nov 01, 2011 to Nov 30, 2011	4	5	5	4	4	4	4	1	30	Nov 11, 2011 Remembrance Day 2011 (Fri)
Dec 01, 2011 to Dec 31, 2011	3	4	4	5	5	6	3	2	31	Dec 25, 2011 Christmas Day 2011 (Sun)
Jan 01, 2012 to Jan 31, 2012	5	5	4	4	4	4	4	1	31	Dec 26, 2011 Boxing Day 2011 (Mon)
Feb 01, 2012 to Feb 29, 2012	4	4	5	4	4	4	4	0	29	Jan 01, 2012 New Year's Day 2012 (Sun)
Mar 01, 2012 to Mar 03, 2012	0	0	0	1	1	1	0	0	3	
Mar 04, 2012 to Mar 31, 2012	4	4	4	4	4	4	4	0	28	
Total	46	52	52	52	50	53	50	11	356	11 Exceptions

Monthly Summary

Month	Custom Transit								
	Scheduled	Extra	Revenue Hours Flexible	Adjusted	Total	Scheduled	Revenue Kilometers Extra	Adjusted	Total
April, 2011	1,760.00		36.00		1,796.00	0.00			
May, 2011	1,908.00		36.00		1,944.00	0.00			
June, 2011	1,956.00		36.00		2,006.00	0.00			
July, 2011	1,860.00		36.00		1,896.00	0.00			
August, 2011	1,968.00		36.00		2,006.00	0.00			
September, 2011	1,896.00		36.00		1,926.00	0.00			
October, 2011	1,860.00		36.00		1,896.00	0.00			
November, 2011	1,888.00		36.00		1,926.00	0.00			
December, 2011	1,900.00		36.00		1,936.00	0.00			
January, 2012	1,968.00		36.00		2,006.00	0.00			
February, 2012	1,868.00		36.00		1,926.00	0.00			
March, 2012	2,024.00		40.00		2,064.00	6.00			
Total	22,580.00	0.00	458.00	0.00	23,338.00	16.00	0.00	0.00	0.00

Nanaimo A.O.A. Amendment #1

9

2011/12

Schedule C

Nanaimo Regional Conventional Transit

Official AOA Amendment #1 2011/2012

TRANSIT REVENUE	
Farebox Cash	\$1,214,740
Tickets & Passes	\$1,546,033
BC Bus Pass	\$833,884
Advertising	\$48,992
TOTAL REVENUE	\$3,643,649
EXPENDITURES	
Fixed Costs	\$878,096
Variable Hourly Costs - Scheduled Service	\$4,890,663
Variable Hourly Costs - Extra Service	\$5,470
Variable Fuel Costs - Scheduled Service	\$1,543,886
Variable Fuel Costs - Extra Service	\$1,354
Variable Tire Costs - Scheduled Service	\$56,935
Variable Tire Costs - Extra Service	\$50
Fleet Maintenance	\$1,104,594
Accident Repairs	\$33,000
ICBC Insurance	\$114,780
Fleet Insurance	\$31,470
Information Systems	\$24,465
H.S.T.	\$124,539
TOTAL DIRECT OPERATING COSTS	\$8,809,302
Training (Education & Seminars)	\$31,018
Marketing	\$92,250
Municipal Administration	\$168,018
BCT Management Services	\$613,920
TOTAL OPERATING COSTS	\$9,714,508
Lease Fees - Vehicles (Local Share)	\$1,111,920
Lease Fees - Equipment (Local Share)	\$61,464
Lease Fees - PTIP (Local Share)	-\$115,425
TOTAL LEASE FEES - LOCAL SHARE	\$1,057,959
TOTAL COSTS	\$10,772,467
COST SHARING	
Municipal Share of Costs	\$5,768,701
Municipal Flex Funded Amount	\$878,000
Less: Total Revenue	\$3,643,649
Less: Municipal Administration	\$168,018
Net Municipal Share of Costs	\$2,835,035
Authority Share of Costs*	\$4,125,766
STATISTICS	
Scheduled Revenue Hours	103,447.28
Extra Revenue Hours	115.69
Scheduled Revenue Kilometres	2,299,399.82
Extra Revenue Kilometres	2,016.24
Total Passengers	2,604,824
Conventional Passengers	2,604,824

*Does not include Authority share of Lease Fees

Nanaimo A.O.A. Amendment #1 10 2011/12

Schedule C

Nanaimo Custom Transit

	Official AOA 2011/2012
TRANSIT REVENUE	
Farebox Cash	\$227,020
TOTAL REVENUE	\$227,020
EXPENDITURES	
Fixed Costs	\$195,406
Variable Hourly Costs - Scheduled Service	\$837,720
Variable Distance Costs - Scheduled Service	\$133,831
Fleet Maintenance	\$91,000
Major Repairs	\$15,000
Accident Repairs	\$2,500
Taxi Supplement	\$40,000
Taxi Saver Program	\$20,000
Taxi Saver Recoveries	-\$10,000
ICBC Insurance	\$17,201
Fleet Insurance	\$3,520
H.S.T.	\$21,023
TOTAL DIRECT OPERATING COSTS	\$1,367,200
Training (Education & Seminars)	\$4,566
Marketing	\$5,150
Municipal Administration	\$27,344
BCT Management Services	\$106,810
TOTAL OPERATING COSTS	\$1,511,060
Debt Service - Vehicles (Local Share)	\$138,172
Debt Service - Equipment (Local Share)	\$3,724
TOTAL DEBT SERVICE - LOCAL SHARE	\$141,896
TOTAL COSTS	\$1,652,956
COST SHARING	
Municipal Share of Costs	\$603,931
Municipal Flex Funded Amount	\$123,984
Less: Total Revenue	\$227,020
Less: Municipal Administration	27,344.00
Net Municipal Share of Costs	\$473,551
Authority Share of Costs	\$925,041
STATISTICS	
Scheduled Revenue Hours	23,312.00
Total Passengers	68,010
Custom/Para Passengers - Vans	64,070
Custom/Para Passengers - Taxi Supplement	2,310
Taxi Saver Passengers	1,630

Schedule "D" - Payment Schedule

**Nanaimo Regional Conventional Transit and Custom Transit
2011/2012 AOA BUDGET**

1) Payment Schedule

The Authority agrees to pay the Operating Company a monthly payment on the following basis:

a) for Specified Service in Schedule "B":

- i) \$89,458.51 for Fixed Monthly Payment; plus
- ii) \$47.28 per Revenue Hour for conventional transit service; plus
- iii) \$35.94 per Revenue Hour for custom transit service; plus
- iv) \$0.6714 per Revenue Kilometre for fuel for conventional transit service.
- v) \$0.0248 per Revenue Kilometre for tires for conventional transit service.

b) For Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/366 of the Fixed Monthly Costs amount contained in Schedule "C" shall be deducted for each day or part day.

c) for Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":

- i) \$47.28 per Revenue Hour for conventional transit service; plus
 - ii) \$35.94 per Revenue Hour for custom transit service; plus
 - iii) \$0.6714 per Revenue Kilometre for fuel for conventional transit service.
 - iv) \$0.0248 per Revenue Kilometre for tires for conventional transit service.
- with allowance for wage premium payments (up to 1.5 times the regular Revenue Hour payment), if applicable, when service is added beyond the regular hours of operation.

d) for Maintenance:

- i) \$41.29 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.

e) for fuel costs, in the event diesel fuel costs should exceed \$1,1000 / litre a payment will be made in accordance with Section 6 (3) of this agreement to compensate the Operating Company for the actual cost of all diesel fuel consumed to a maximum of 1,386,362.44 litres for Scheduled Revenue Kilometres in Schedule "B". This maximum number of litres will be adjusted in proportion to Extra or Deleted Revenue Service Kilometres.

f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act.

Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.



RDN REPORT	
CAO APPROVAL <i>(Signature)</i>	
EAP	
COW	
MAR 15 2012	
RHD	
BOARD	

MEMORANDUM

TO: Carol Mason
Chief Administrative Officer

DATE: March 15, 2012

FROM: Dennis Trudeau
General Manager, Transportation & Solid Waste Services

FILE: 0810-20-TRAN

SUBJECT: Phase 2 Transit Facility Upgrade – Bus Wash

PURPOSE

To provide an update on the Phase 2 Transit Facility Upgrade and consider awarding the supply and installation of bus wash equipment.

BACKGROUND

The 2011-15 Financial Plan includes the retrofit, redevelopment and expansion of the Transit Operations building at a pre-tender cost estimate of \$2.7 million. The proposed project will be partially financed by a BC Transit contribution of approximately \$750,000. The contribution from BC Transit is a result of an amendment to the Master Joint Operating Agreement (MJOA) that confirmed their support for the expansion and upgrade of the transit facility. The MJOA, which was approved by the Board in 2009, capped BC Transit's contribution for the project at approximately \$2,000,000. The initial phase of the transit facility upgrade, which included the yard and office expansion, has now been completed. BC Transit contributed approximately \$1,250,000 to that phase of the project, leaving \$750,000 that they will contribute to the remaining works.

The Phase 2 Transit Upgrade and Expansion Project is a major and complex project that includes the following components:

- move and replace fuel island;
- construction of a new high work bay that will be able to accommodate double decker buses;
- construction of a bus body repair and paint bay; and,
- construction of a new bus wash facility.

The purchase of bus wash equipment was deferred until 2013 to match the cash flow available within the transit budget and financial plan. The budget estimate for the bus wash equipment was \$320,000. All other components would be constructed including the shell for the bus wash. The award for construction was approved on July 26, 2011; construction of the fuel island, high work bay, shelled in bus wash bay and repair facility is underway and expected to be completed by May 2012.

Early in 2012 staff determined that as a result of better fare revenue performance and overall expenditures slightly less than budget, the forecasted year end surplus would be higher, allowing the bus wash project to be completed in 2012 while the current construction is underway.

Staff proceeded to tender the bus wash equipment to determine whether, in fact, the budget estimate was accurate and to advise the Board of the opportunity to complete this project one year ahead of schedule.

On January 27, 2012 tender documents were sent to four known suppliers as well as being advertised both in *The Vancouver Sun* and on BC Bid. The tender closed on February 9, 2012 with two bids received as follows:

- Westmatic Corporation \$298,890
- Western Oil Services Ltd \$357,772

The tenders were reviewed by the project consultants who advised that the low bidder, Westmatic Corporation, submitted a fully compliant tender.

The wash facility is being designed to use recycled water that will reduce water and energy use. The new facility will improve the movement of traffic, allow the use of double deckers and maximize the efficiency of site operations. Once completed, the new transit operations building will function as modern green facility that will be able to manage transit operations for the next 25 years.

ALTERNATIVES

1. Award a contract to Westmatic Corporation for the supply and installation of the bus wash equipment for the tendered price of \$298,890.
2. Do not award the tender, re-assess project requirements and re-tender.

FINANCIAL IMPLICATIONS

Alternative 1

The estimated cost to complete Phase 2 (including the bus wash equipment) will be approximately \$2.6 million – almost \$100,000 less than the pre-tender estimate. The bus wash equipment has been tendered and can be obtained at a cost of \$304,130 (including taxes) that is \$15,870 lower than the pre-tender estimate. As a result of better than expected year end results, the bus wash component has been provisionally included in the 2012 budget, which offers an opportunity to bring the project completion date forward by one year.

Operationally the use of the site and cleaning of buses will be significantly improved once all the projects are completed. Less time will be spent washing the exterior of buses, allowing more time and attention to be paid to interior cleaning that is a source of some complaints from the public.

Completing the project now avoids disruption to the site at a later date.

Alternative 2

Under this alternative this project component would be budgeted for completion in 2013. The floor of the bus wash bay needs to be constructed in any case to allow buses to drive through the bay after re-fueling – even though they will not be cleaned in the bay. If the equipment installation is deferred to 2013 as originally planned, the floor would need to be removed and reinstalled. This is not a major cost although it is disruptive. More challenging is “retro-fitting” the equipment, which would involve somewhat more invasive access to piping in the wall structures in order to make connections underground.

There is also pricing risk in waiting until 2013 to obtain the bus wash equipment. If the project is deferred, staff recommend negotiating with Westmatic Corporation to maintain the pricing obtained in the tender. The vendor may be amenable to holding the price if the equipment can be ordered in the fall for delivery in January 2013, about nine months from today.

Completing the project now would eliminate disruptions that would occur and complete all of the major upgrades anticipated at this time.

SUSTAINABILITY IMPLICATIONS

The completion of the bus wash bay will advance our corporate sustainability initiatives. The Administration and Transit headquarters buildings participate fully in paper, plastics, metal and food waste recycling. The Transit headquarters building uses solar panels for hot water heating and has a small green roof. The bus wash will recycle and use recycled water. While the cost of water is not a significant budget item, recycling will reduce it further. Incrementally all of these improvements make a long term difference to the cost of operating the buildings on this site.

SUMMARY/CONCLUSIONS


In order for the Phase 2 Upgrade and Expansion Project to fit within the 2011 to 2015 Financial Plan, the purchase of bus wash equipment was deferred until 2013. The budget estimate for the 2013 purchase was \$320,000. Construction of the remaining components of Phase 2 has been underway since September 2011 and is expected to be complete by May 2012.

Early in 2012 staff determined that 2011 operating results were better than projected, which offered an opportunity to complete the Phase 2 project a year ahead of schedule. Staff tendered the remaining component and have established that it could be completed in 2012 rather than 2013. Completing this component now will significantly improve traffic flow on the site and avoid price increases and physical disruptions at a later date.

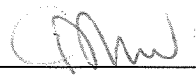
Alternatively this project component could remain in the 2013 budget. Given the advantages of not disrupting the site at a later date and obtaining the operational efficiencies of the automated bus wash bay a year earlier than anticipated, staff recommends awarding the tender as outlined in this report.

RECOMMENDATION

That the tender for the supply and installation of bus wash equipment be awarded to Westmatic Corporation for the tendered price of \$298,890 plus HST as applicable.



Report Writer



CAO Concurrence