



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
November 22nd, 2017**

The regular board meeting of Kings Transit Authority was held on the above date at 4:30pm at Kings Transit Authority – New Minas NS.

1. Welcome and Roll Call

Attendance:

Board Members

Councillor Raven, Board Chair; Municipality of the County of Kings

Councillor Brian, Vice Chair; Town of Wolfville

Councillor Andrew; Town of Kentville

Councillor Hodges; Municipality of the County of Kings

Councillor Spicer; Municipality of the County of Kings

Service Partners

Deputy Warden Linda Gregory; Municipality of the District of Digby

Councilor LeBlanc; The County of Annapolis

KTA Staff

Stephen Foster; General Manager

Kate Dixon; Accounting Coordinator

Kaileigh Smith; Office Coordinator

NOTE: The General Manager Annual performance appraisal committee met to finalize recommendations immediately prior to the meeting.

2. Approval of Agenda Councillor Brian/Councillor Spicer (Moved/Seconded)

List of Amendments:

- General Manager performance appraisal and review of General Manager position
- UNSM Report regarding transit issues by Councillor Brian
- Hot Spot Introductions
- Update on Digby Invoices
- Update on Annapolis – Wilmont Route
- Discussion of Digby County – Yarmouth Transit Routes/Issues

3. Approval of October 25th, 2017 Meeting Minutes
Motion to Accept October 25th, 2017 Board Meeting Minutes
Councillor Brian/Councillor Hodges (Moved/Seconded)
4. Board Chair Update
Motion to Accept Board Chair Update
Councillor Hodges/Councillor Spicer (Moved/Seconded)
5. General Manager Report
Motion to Accept General Managers Report
Councillor Brian/Councillor Hodges (Moved/Seconded)
6. Monthly Financial Report
Motion to Accept Monthly Financial Reports
Councillor Brian/Councillor Spicer (Moved/Seconded)
7. Monthly Ridership Report
Motion to Accept Monthly Ridership Report
Councillor Hodges/Councillor Spicer (Moved/Seconded)
8. Old Business
Inventory Management Policy
General Manager Foster and Councillor Morton were unable to meet.

Motion:
Approval of the Inventory Manager Policy be deferred to the January 2018 Board Meeting.

Councillor Spicer/Councillor Brian (Moved/Seconded)
9. New Business
Report and recommendations regarding the General Manager's performance appraisal and review of the GM Position and Job Description

Motion:
The Current General Manager's Salary for 2018 be set at \$70,000.

Councillor Brian/Councillor Hodges (Moved/Seconded)

Motion:
KTA RRSP contribution for the current General Manager be set at 8% of the gross annual salary.

Councillor Brian/Councillor Spicer (Moved/Seconded)

Motion:

The General Manager Salary Band be set at \$70,000-\$90,000.

Councillor Brian/Councillor Spicer (Moved/Seconded)

Motion:

The Salary Band be reviewed every 3-years.

Councillor Brian/Councillor Hodges (Moved/Seconded)

November 2-10, 2017 UNSM Conference Report
Discussions/Presentations pointed to the following potential for KTA.

We should be prepared to work with an integrated mobility app that not only focuses on Public Transit but other versions of readily available travel.

Installation of bike racks under shelter and promote cycle week. Possibly have a campaign that works as “bring a bike get a ride”. Use targeted Facebook adds to work with this.

Diminish the myth that Kings Point-to-Point and Kings Transit are in competition. Promote the idea that we are a “hub and spoke” we work together as a team.

Pursue a NS Trip funding on a project or a ride-ability study.

Digby County Outstanding Invoices

Motion:

\$30,000 from Provincial Capital Funds be applied to the outstanding invoice (regarding cost of engine rebuild).

Councillor Brian/Councillor Spicer (Moved/Seconded)

Motion:

\$9,000 (50%) of the remaining \$18,000 outstanding balance be paid in the 2017-18 fiscal year, and the remaining \$9,000 (50%) be paid in the 2018-19 fiscal year.

Councillor Hodges/Councillor Spicer (Moved/Seconded)

Annapolis – Wilmont Route

Councillor LeBlanc requested the loop around Highway 1 over to Highway 201 be adjusted to provide service to both areas. General Manager Foster did not recommend due to the increased time it would take for passengers to travel home. He did recommend that possible transfer from Trans

County Transportation Society to Kings Transit and vice versa be explored.

Digby County – Yarmouth Transit Possibilities

Yarmouth residents are unhappy that there is no service. Deputy Warden Gregory asked if Manager Foster would be allowed to speak with Yarmouth council should they have questions, the Board agreed it was okay.

10. Correspondence There was no correspondence.

11. Adjournment Meeting Adjourned 6:30pm

12. Next Meeting The next meeting will be held on January 24th, 2018 at 4:30pm in the Board Room, KTA Office, New Minas

Approved at the KTA Board meeting of 01/24/2018

Recorded by Kaileigh Smith

Signatures of Approval

_____ General Manager

_____ Board Chair