

KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING - MINUTES
June 27, 2012

The regular board meeting of Kings Transit Authority was held on the above date at 4:45 p.m. at Kings Transit Authority – New Minas

PRESENT

Chairman Mark Pearl, Kentville
Vice-Chairman William Zimmerman, Wolfville

COUNCILORS

Basil Hall, Kings County
Anna Ashford - Morton, Berwick
Tom Brown, West Hants

KTA STAFF

Ron Mullins, General Manager
Stephen Foster, Drivers' HR Manager
Dave Burleton, Operations Manager
Darlene Brownell, Office Manager

GUEST

Lawrence Lake, Morse Brewster Lake - Auditor

ABSENT

Patricia Bishop, Kings County
Randall Amero, Digby County
Dale Lloyd, Kings County

1. CALL TO ORDER

Chairman Pearl called the meeting to order at 4:45 p.m.

2. APPROVAL OF AGENDA

Additions to the agenda:

Vice – Chair Zimmerman suggested that items 11 & 12 of the agenda be set in – camera and that 5:30 p.m. be the time that in –camera begins.

ON MOTION OF VICE – CHAIR ZIMMERMAN & COUNCILLOR ASHFORD - MORTON FOR APPROVAL OF THE AGENDA.

MOTION CARRIED

3. APPROVAL OF MINUTES

Correction to the minutes – Daynite Sales should read Daynite Signs.

MOVED BY VICE-CHAIRMAN ZIMMERMAN & COUNCILLOR ASHFORD - MORTON TO APPROVE THE MINUTES OF MAY 23, 2012 AS CIRCULATED.

MOTION CARRIED

4. AUDITOR PRESENTATION: YEAR –END AUDIT FOR MARCH 31, 2012

Auditor Lawrence Lake presented the March 31, 2012 financial statements confirming that the audit is now complete with a year-end deficit of \$25,634 versus \$173,476 last year. The auditor also presented his letter to the board chair citing no management concerns.

Manager Mullins highlighted the operating banking account balance and cash-flow. Manager Mullins will look at different ways of billing the units on a different basis to improve the cash-flow.

A change to page 17 Annapolis County East Operating Deficit should read “due from Annapolis County”.

MOVED BY VICE-CHAIRMAN ZIMMERMAN & COUNCILLOR HALL TO ACCEPT AND APPROVE THE YEAR END AUDIT FOR MARCH 31, 2012.

MOTION CARRIED

5. GENERAL MANAGER'S REPORT

Manager Mullins stated that his report was very clear and straight forward, covering Annapolis County, Kentville Bus Terminal Shelter, Balanced Scorecard report, Fuel, Outstanding items and legislative certifications. No questions were raised by the board.

MOTION MOVED BY VICE – CHAIR ZIMMERMAN & COUNCILLOR ASHFORD – MORTON TO APPROVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED.

6. OPERATIONS MANAGER'S REPORT

Manager Burleton presented his report for May/June 2012 covering repair service orders, Body-shop, Upcoming Repair Expenses and Building.

Vice – Chair Zimmerman made a suggestion regarding having preventative maintenance put in place that may save the company some money.

MOTION MOVED BY COUNCILLOR ASHFORD – MORTON & VICE-CHAIR ZIMMERMAN TO APPROVE THE OPERATIONS MANAGER'S REPORT.

MOTION CARRIED

7. DRIVERS' HR MANAGER'S REPORT

Manager Foster discussed the Occupational Health and Safety Committee events and the Automated External Defibrillation with its estimated cost.

A question was raised whether the main office should have an AED Unit? Manager Mullins and Manager Foster will investigate any legality questions/issues and report this at the next meeting.

MOTION MOVED BY VICE – CHAIR ZIMMERMAN & COUNCILLOR ASHFORD - MORTON TO APPROVE THE DRIVERS' HR MANAGER'S REPORT.

MOTION CARRIED

8. RIDERSHIP & REVENUE – APRIL 2012

For detailed information please refer to the board package. Numbers for Annapolis and Digby were not presented for the sake of expediency.

The Core

- Ridership for May – up 6% Yearly – up 7.01%
- Revenue for May – flat 0% Yearly – up 4%
- Average of Monthly Rider Revenue - \$2.52

Hants County

- Ridership for May – down 6% Yearly – up 8%
- Revenue for May – down 3% Yearly – flat 0%
- Average of Monthly Rider Revenue - \$2.44

MOVED BY VICE-CHAIR ZIMMERMAN & COUNCILLOR ASHFORD - MORTON TO
ACCEPT THE RIDERSHIP AND REVENUE REPORTS FOR MAY 2012
MOTION CARRIED

9. AUDIT COMMITTEE MEMBER

Discussion deferred to the next monthly board meeting.

10. RFP- EXTERIOR BUS ADVERTISING

Discussion deferred to the next monthly board meeting.

11. ANNAPOLIS COUNTY UPDATE

Discussion was held In-Camera.

12. POLICY REVIEW

Discussion was held In-Camera.

13. CORRESPONDENCE

There is no correspondence at this time.

14. NEW BUSINESS

Discussion deferred to the next monthly board meeting.

15. NEXT MEETING DATE

TBA

16. ADJOURNMENT

MOVED BY COUNCILORS LLOYD & HALL TO ADJOURN THE MEETING
MOTION CARRIED

CHAIRMAN

GENERAL MANAGER