



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
April 27, 2016**

The regular board meeting of Kings Transit Authority was held on the above date at 5:30 pm at Kings Transit Authority – New Minas.

PRESENT

Board Chair, Mercedes Brian, Town of Wolfville
Vice Chair, Anna Ashford-Morton, Town of Berwick
Patrician Bishop, Municipality of Kings County
Pauline Raven, Municipality of Kings County
Wayne Atwater, Municipality of Kings County
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Dianne White, Office Clerk

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:31 p.m.

2. APPROVAL OF AGENDA

Addition:

10. In Camera regarding personnel.

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF FEBRUARY 24, 2016.

MOTION CARRIED

4. BOARD CHAIR UPDATE

Mercedes addressed her appreciation to Mr. Foster for bringing the cheques to her for approval.

5. GENERAL MANAGER'S REPORT

CRA Payroll Audit

The payroll audit was completed; it went well with exception of the payout for the Christmas bonus. New T4's had to be issued reflecting the deductions. Possible suggestions for next year include gifts in place of a monetary bonus, extra money to cover the cost of the deductions or time off in lieu.

Organized Bus Trip

The organized bus tour went well using recycled tickets. Suggestions were made about a possible wine tour.

Performance Reviews

Reviews are complete for office and garage staff. Drivers' reviews still need to be completed.

Bus Refurbishment

Bus #56 has been returned from repainting. The last bus remaining (#54) will have to hold off for refurbishment until funds are available. Buses were in worse shape than anticipated which increased the total cost of the refurbishments done to date.

Parts and Service Coordinator

John Saunders has been hired as the new Parts and Service Coordinator.

Shift Coordinator Position

Darren Durling has been hired as the interim Shift Coordinator. He will begin on Monday May 2nd.

Year-end Inventory

The inventory has been completed and entered into the software program. Extra help was brought in to assist with the count.

Age Friendly Grant

The grant has been approved and funds have been deposited.

Community Networking Event

Transportation networking event was held in Bridgetown on April 14th. There was discussion around the needs and current resources within Annapolis County.

Opportunity Expo

Kings Transit offered transportation to and from the event with coupons supplied by the PeopleWorx program.

WiFi

The hardware for the Digby bus in; currently waiting on the WiFi turbo stick which will be available for a 30 day trial.

MOVED AND SECONDED TO RECEIVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

Mr. Foster presented Ridership Reports to the board.

February – The weather was better than the previous year and ridership was up for the month.

March – Ridership was slightly down, revenue was up. There were 300 more cash fare passengers than last year which made for the increase in the revenue even though overall ridership was down.

Question regarding word on the new North Kentville route. The budget has not been approved through all of the partners. The target date to start the new service is September 2016. Consensus from the board is to start the approval process with the UARB so there will not be any delays after the budgets receive final approval from the partners.

MOVED AND SECONDED TO ACCEPT THE RIDERSHIP/REVENUE REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

The new Finance Director for the Town of Berwick will be starting in May.

Payables are being processed bi-weekly and everything is running smoothly.

The Kings Transit line of credit has been increased to offset for the slower months and wait time in between the quarterly billings.

There was some discussion surrounding the possibility of provincial transit funds becoming available in the near future.

Stephen spoke to the Annapolis Department of Community Services regarding the numbers decreasing for tickets and passes purchased by them. They advised that the numbers of clients have decreased and they have been adding transportation costs to their monthly cheques instead of issuing bus passes or tickets.

8. NEW BUSINESS

FLAGS

KT needs to replace the Nova Scotia and Canada flags on top of the building.

Grant Discussion – Age Friendly Grant

Discussion was not required as all necessary information is laid out in the application.

CUTA Conference

There is available money in the budget for Mr. Foster and one board member to attend the conference in Halifax, May 14th to 25th 2016. Board members that are interested can put their name forward and one name will be drawn to attend the conference with Mr. Foster.

9. CORRESPONDENCE

None to report.

10. IN CAMERA

The Board went in camera at 6:48 p.m. for discussion regarding personnel.

MOVED AND SECONDED TO GO IN CAMERA REGARDING PERSONNEL.

MOTION CARRIED

ADJOURNMENT

Meeting adjourned at 7:00 p.m.

MOVED AND SECONDED TO ADJOURN

MOTION CARRIED

NEXT MEETING DATE

Next meeting will be held May 25, 2016 at 5:30 pm

CHAIRPERSON

SECRETARY