



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES February 22, 2017

The regular board meeting of Kings Transit Authority was held on the above date at 4:00 pm at Berwick Town Hall – Berwick NS.

PRESENT

Board Chair Pauline Raven, Municipality of Kings County
Vice Chair Mercedes Brian, Town of Wolfville
Anna Morton, Town of Berwick
John Andrew, Town of Kentville
Paul Spicer, Municipality of Kings County
Meg Hodges, Municipality of Kings County
Ty Walsh, Town of Berwick
Wayne Fowler, Municipality of Annapolis County
Diane Leblanc, Municipality of Annapolis County
Kim McKeough, Finance Director, Town of Berwick

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison (Arrived at 5:05 p.m)

REGRETS

Linda Gregory, Warden, Municipality of Digby County

1. CALL TO ORDER

Chair Pauline Raven called the meeting to order at 4:05 p.m.

2. APPROVAL OF AGENDA

MOVED AND SECONDED TO APPROVE THE AGENDA.

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF JANUARY 25, 2017.

Meeting adjournment to be amended to 7:15 p.m. not 6:15 p.m. as noted in the minutes.

MOVED AND SECONDED TO APPROVE THE MINUTES OF FEBRUARY 11, 2017.

MOTION CARRIED

4. BOARD CHAIR UPDATE

Chair Raven spent time preparing for the “Increasing Ridership” discussion and did not have much to report as she is just transitioning into the role of Board Chair.

5. GENERAL MANAGER’S REPORT

Service Cancellations

Kings Transit cancelled service on Tuesday February 21st after the Heritage Day Holiday. It was necessary to remain closed to allow for adequate cleanup of the sidewalks and bus shelters.

RFP for Buses

The purchase order for the 2 new El Dorado buses has been issued, and letters were sent out to respondents of the RFP.

Service Vehicle

The Tender for the new service van has been posted on the provincial procurement site.

Full Time Employment

Kings Transit has filled all full time positions and is now looking for spare bus operators.

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

MOTION CARRIED

6. RIDERSHIP REPORT

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS (Presented before General Manager's Report)

Financial reports were circulated to members. Variance Dollar and percentage amounts have been changed to be reflective of the year to date budget. Previously variances were shown against the annual budget amount.

Repairs & Maintenance has amounts allocated that need to be captured as capital expenditures. Ms. McKeough recommends going through the GL accounts to make sure proper accounts are set up and correct amounts are being allocated to the GL which will simplify the reporting and budgeting in the future.

MOVED AND SECONDED TO RECEIVE FOR INFORMATION PURPOSES, THE FINANCIAL REPORT AS CIRCULATED.

MOTION CARRIED

8. OLD BUSINESS

No discussion on Old Business

9. NEW BUSINESS

Solar Project

Board Chair Raven shared a provincial project that is geared towards placing solar panels on large buildings that are community owned. There is free support available through a nonprofit energy project, to assist with finding the financial benefit of taking part in the project. The program hasn't been officially released and deadlines are not available until possibly April.

Board members discussed whether or not to go ahead with investigating the cost of placing the solar panels on the roof of the KT facility. The solar panels would be a source of revenue to the Authority. Board Chair Raven and Mr. Foster agree to speak with Don Regan on whether or not he feels that the idea is worth pursuing as he has a background in this technology and understands the costs and benefits. Information will be brought back to the next board meeting so the board can proceed with a decision on the project.

Increasing Ridership Discussion

Board Chair Raven headed a brainstorming session on ways to increase ridership. Please refer to the attached information piece prepared from these discussions.

10. CORRESPONDENCE

ADJOURNMENT

Meeting adjourned at 6:00 p.m.

NEXT MEETING DATE

Next meeting will be held March 22, 2017 at 5:00 p.m.

CHAIRPERSON

SECRETARY