



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES February 24, 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
Pauline Raven, Municipality of Kings County
Wayne Atwater, Municipality of Kings County
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Greg Towne, Finance Director, Town of Berwick
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

REGRETS

Tony Bentley
Mark Pearl

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

In Camera item (11 added to agenda 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 JANUARY 27, 2016.

MOTION CARRIED

Ridership Improvement Initiatives

A group discussion was held regarding ways to increase ridership. Board members were asked to bring forward their top ideas for increasing ridership. Everyone was given note paper and asked to record their top “4” priorities so that there could be discussion and the members could choose which initiatives would be the most effective moving forward.

Top priorities were as follows

- 1) Wifi on buses.
- 2) Attracting young ridership to the buses through the schools.
- 3) Shelters/Advertising Benches throughout the routes and communities.
- 4) Getting seniors on the bus.

Councillor Raven will create a two page write-up with all of the brainstorming ideas for moving forward with an action plan. Members are asked to send back ideas after reading the write-up.

Getting seniors on the bus: There is currently a grant available for getting seniors active in the community the grant is called “Age Friendly Communities Grant” members had a discussion on how to get seniors out and active in the community and on the bus. The deadline for the Grant is February 29, 2016.

Mr. Foster has been directed to apply for the grant with help from the Board to get document prepared before the deadline.

MOVED AND SECONDED

4. BOARD CHAIR UPDATE

Board Chair Brian is awaiting an appointment with Mr. Foster and Terry Silver regarding the snow removal within the Village of New Minas.

5. GENERAL MANAGER'S REPORT

Storm Days

There have been fewer disruption days this year over last year. There were 1.5 days of service interruption over the past month.

RFP

The RFP for body work and painting of the two Eldorado's has been awarded to Perry Rand Limited of Cambridge.

Budget Presentations

Kentville budget presentation and Digby County will be completed over the next few weeks.

Syrian Refugees

Kings Transit will be offering family passes to the Syrian families as well; KT has an Arabic speaking employee that will be working with the Families to show them area and the bus routes.

Bus Shelter

Mr. Foster has talked to Mr. Crossman owner of Atcom Advertising about placing a shelter in Waterville area. Discussions are ongoing.

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

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

Mr. Foster presented Ridership Reports to the board.

Overall ridership is down 3.88% for the month over last year for the month of January. Year to date ridership is down 6.33%

Overall revenue is up .15% for the month of January over the previous year. Year to date revenue is down 6.63%

Community service numbers continue to be a concern. Board members direct Mr. Foster to contact Digby and Annapolis County Community Services

Departments to inquire as to why number are down for bus passes and tickets used in those areas.

MOVED AND SECONDED TO ACCEPT THE RIDERSHIP/REVENUE REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Repairs and maintenance continues to trend under budget for the core. Bus rentals are an unfavorable revenue of \$5,000.

Core is trending at a surplus of \$98,000 mostly related to the transfer of \$90,000 from Capital to Operating to cover restructuring costs at the time.

MOVED AND SECONDED THAT THE BOARD TRANSFER \$99,000 FROM THE OPERATING FUND TO THE CAPITAL RESERVE.

MOTION CARRIED

Digby County is projecting a surplus for the year.

Annapolis County is projecting an overall surplus between the two routes.

MOVED AND SECONDED TO RECEIVE THE FINANCIAL REPORT.

MOTION CARRIED

8. OLD BUSINESS

Round Table Discussion/Update: Core Partners' Budget Updates

Discussion around the new proposed North Kentville/Port Williams route and budget was discussed amongst members. There are currently no motions to approve the budget on the table within the core partners.

Wi-Fi

Cost for hardware for each bus is \$800 and a monthly cost of \$63 for unlimited data. This service quote is from Bell Mobility. Kings Transit will be doing a test on the service within Digby County to see if the service will be reliable throughout the route.

9. NEW BUSINESS

Policy – Human Management Policy

MOVED AND SECONDED TO POSTPONE THE VOTE TO ADOPT THE KINGS TRANSIT HUMAN RESOURCE MANAGEMENT POLICY.

MOTION CARRIED

10. CORRESPONDENCE

None to report.

11. IN CAMERA

The Board went in camera at 7:17 p.m. for discussion regarding personnel.

MOVED AND SECONDED TO GO IN CAMERA REGARDING PERSONNEL.

MOTION CARRIED

ADJOURNMENT

Meeting adjourned at 7:45 p.m.

MOVED AND SECONDED TO ADJOURN

MOTION CARRIED

NEXT MEETING DATE

Next meeting will be held March 23, 2016 at 5:30 pm

CHAIRPERSON

SECRETARY