



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES February 26, 2014

The regular board meeting of Kings Transit Authority was held on the above date at 5:00 pm at Kings Transit Authority – New Minas.

PRESENT

Chair - Patricia Bishop, Municipality of Kings County
Vice Chair - Anna Morton, Town of Berwick (arrived at 5:05 pm)
Tony Bentley (Alternate), Town of Kentville
Emma Van Rooyen, Municipality of Kings County
Mercedes Brian, Town of Wolfville (arrived at 5:25 pm)
Bob Best, Municipality of Kings County
Linda Gregory, Warden Municipality of Digby
Mark Phillips, CAO, Town of Kentville
Scott Geddes, Town of Windsor
Rob Fredericks, Town of Hantsport
Diane Leblanc, Municipality of Annapolis County

KTA STAFF

Darlene Brownell, Office Manager
Stephen Foster, General Manager
Peter Morrison, Operations Supervisor

REGRETS

1. Call to Order

Chairperson Bishop called the meeting to order at 5:00 p.m.

2. APPROVAL OF AGENDA

ON MOTION OF COUNCILLORS BENTLEY AND VANROOYEN THE MOTION TO APPROVE THE AGENDA WAS ACCEPTED.

MOTION CARRIED

3. APPROVAL OF MINUTES: February 6, 2014

Warden Linda Gregory asked that change be made as to the title Municipality of Digby not Digby County.

Councilor VanRooyen asked that the signature line be change to Chairperson and not Chairman.

MOVED BY COUNCILLORS BENTLEY AND VANROOYEN TO APPROVE THE MINUTES OF FEBRUARY 6, 2014 AS CIRCULATED.

MOTION CARRIED

Vice Chair Anna Morton arrives at 5:05 pm.

4. INTERIM GENERAL MANAGER'S REPORT

General Manager Mr. Foster informed the board that CUTA announced that there may be some federal funding available in the near future.

ON MOTION OF COUNCILLORS BENTLY AND VANROOYEN TO RECEIVE THE GENERAL MANAGER'S REPORT MOTION WAS ACCEPTED.

MOTION CARRIED

Chair Bishop asked that the General Manager's newsletter be circulated to all members.

5. RIDERSHIP/ REVENUE REPORTS

Mr. Stephen Foster presented the Revenue and Ridership Report to members of the board.

Storm days have impacted the numbers for January 2014. Overall, ridership and revenue have increased for the year but decreased for the month.

ON MOTION OF VICE CHAIR MORTON AND COUNCILLOR BENTLY THE MOTION TO RECIEVE THE RIDERSHIP/REVENUE REPORT WAS ACCEPTED

MOTION CARRIED

6. FINANCIAL REPORTS

The board has asked General Manager Mr. Foster to explore ways of funding the new bus without having to utilize the line of credit security hold.

Councillor Brian arrived at 5:25 pm.

Welcome to Peter Morrison

ON MOTION OF COUNCILLORS BENTLEY AND VANROOYEN TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED MOTION WAS ACCEPTED

MOTION CARRIED

7. BOARD CHAIR UPDATE

Chair Bishop gave the board her notice to set down as Chair and would like this discussion to be an agenda item for next month for the replacement of the Chair. Chair Bishop believes that each councilor should experience and take on the role of Chair.

8. OPERATION MANAGER'S UPDATE

General Manager Mr. Foster read the Operation's Manager's report to the board.

Wash Bay item – Please change the wording of toxic fumes to unidentified fumes.

ON MOTION OF COUNCILORS BENTLEY AND VICE CHAIR MORTON TO RECEIVE THE OPERATIONS MANAGERS' REPORT MOTION WAS ACCEPTED

MOTION CARRIED

9. OCCUPATIONAL HEALTH & SAFETY UPDATE

Read over by Darlene Brownell

ON MOTION OF COUNCILORS BEST AND VICE CHAIR MORTON TO ADOPT THE OCCUPATIONAL HEALTH & SAFETY POLICY MOTION WAS ACCEPTED

MOTION CARRIED

10. NEW BUSINESS

Schedule & Website Policy Statements

Scents – Please change to “We encourage a reduced scent free environment”.

Contractor Health & Safety Program

The board request to see the risk management checklist and that all contractors are using this program.

ON MOTION OF COUNCILLORS BENTLEY AND VANROOYEN THE MOTION TO ADOPT THE SCHEDULE & WEBSITE POLICY STATEMENTS AND THE CONTRACTOR HEALTH & SAFETY PROGRAM WAS ACCEPTED

MOTION CARRIED

Budget Presentation

General Manager Mr. Foster reviewed the changes to the budget. Discussion over the reduced revenue from mechanic labour and the wages will be brought back to the agenda at a later time.

Fuel was budgeted at \$1.08.

Councilor Rob Fredericks departs at 6:30 pm.

The board asked for a Capital spending policy.

ON MOTION OF COUNCILLORS BEST AND VANROOYEN THE MOTION TO ADOPT THE 2014/2015 BUDGET WAS ACCEPTED

MOTION CARRIED

NEXT MEETING DATE

Next meeting will be held March 26, 2014 at 5:00 pm

ADJOURNMENT

CHAIRPERSON

SECRETARY