



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES February 6, 2014**

The regular board meeting of Kings Transit Authority was held on the above date at 4:3 pm at Kings Transit Authority – New Minas.

### **PRESENT**

Chairperson; Patricia Bishop, Kings County

### **COUNCILLORS**

Tony Bentley (Alternate), Town of Kentville  
Emma Van Rooyen, Kings County  
Mercedes Brian, Town of Wolfville  
Bob Best, Kings County  
Linda Gregory, Warden Municipality of Digby  
Mark Phillips, CAO, Town of Kentville  
Don Rgan CAO, Town of Berwick  
Diane Leblanc, Annapolis County  
Don Clarke (Alternate), Town of Berwick

### **KTA STAFF**

Tanya Morrison, Office Administrator

### **REGRETS**

Anna Ashford-Morton  
Rob Frederick  
Scott Geddes  
Tom Brown

## **1. Call to Order**

Chairperson Bishop called the meeting to order at 4:45 p.m.

## **2. APPROVAL OF AGENDA**

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

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES: November 27, 2013**

MOVED BY COUNCILLORS BENTLEY AND BRIAN, TO APPROVE THE MINUTES OF NOVEMBER 27, 2013 AS CIRCULATED.

**MOTION CARRIED**

## **4. INTERIM GENERAL MANAGER'S REPORT**

The new Vicinity buses are due to arrive in March. One bus is set to arrive in BC on March 15<sup>th</sup> and the two remaining on the 28<sup>th</sup>. Buses will be shipped as soon as Dave the Operations Manager signs off on all inspections.

The new supervisor shifts are 2:30 pm to 10:00 pm. This change means reduced costs for KTA as well as having evening coverage.

The RFP for tires has been awarded to Valley Tire.

Bus 49 has been officially retired from the fleet and will be used for parts for the remaining Odyssey buses.

The bus replacement program has been removed from the budget. KT is looking at programs that may be available to cover the costs of completing the analysis.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BENTLEY TO RECEIVE THE GENERAL MANAGER'S REPORT MOTION WAS ACCEPTED.

**MOTION CARRIED**

## **5. RIDERSHIP/ REVENUE REPORTS**

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

Both Annapolis West and Digby County's ridership are down. Mr. Foster explained that due to the DALA group not travelling as often this summer it has affected both of these runs.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BENTLEY THE MOTION TO RECIEVE THE RIDERSHIP/REVENUE REPORT WAS ACCEPTED

**MOTION CARRIED**

## **6. FINANCIAL REPORTS**

Mr. Foster presented the financial reports to members of the board.

Repairs and maintenance continue to be higher than budgeted. This number should decrease once the new buses arrive.

Printing expenses are high due to the cost of a complete reprint of the schedules.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BEST TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED MOTION WAS ACCEPTED

**MOTION CARRIED**

## **7. BOARD CHAIR UPDATE**

Chairperson Bishop informed the board that staff has started doing electronic payments which will help to reduce costs to KT. Chairperson Bishop voiced that KT needs to continue to work with Hants County to resolve ongoing issues and to improve communication for the benefit of all parties involved.

There has been a request form Kings County to make sure that KTA financial policies follow the AMA policy.

ON MOTION OF COUNCILLORS BENTLEY AND CLARKE TO RECEIVE THE BOARD CHAIR UPDATE MOTION WAS ACCEPTED

**MOTION CARRIED**

### **8. OPERATION MANAGER'S UPDATE**

The Operation Manager's Report was circulated to members of the board for approval.

Discussion took place on the New Flyer recommendation to not use the front flip up seats due to safety concerns. Kings Transit has chosen to lock-out these seats to passengers.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BRIAN TO RECEIVE THE OPERATIONS MANAGERS' REPORT MOTION WAS ACCEPTED

**MOTION CARRIED**

### **9. OCCUPATIONAL HEALTH & SAFETY UPDATE**

Mr. Foster presented the monthly report to the board. Two policies were presented to the board to adopt as the official policies which will be followed by Kings Transit.

ON MOTION OF COUNCILLORS BENTLEY AND BRIAN TO ADOPT THE OCCUPATIONAL HEALTH & SAFETY POLICY MOTION WAS ACCEPTED

**MOTION CARRIED**

ON MOTION OF COUNCILLORS VAN ROOYEN AND BEST THE MOTION TO ADOPT THE POLICY OF PROCEDURE FOR REFUSAL TO WORK MOTION WAS ACCEPTED.

**MOTION CARRIED**

### **10. NEW BUSINESS**

Discipline Policy

ON MOTION OF COUNCILLORS BRIAN AND BENTLEY THE MOTION TO ADOPT THE HUMAN RESOURCES DISCIPLINE POLICY WAS ACCEPTED

**MOTION CARRIED**

## Budget Presentation

Mr. Foster presented the budget to members of the board. The following items were brought up in the discussion:

The 10,000 extra passengers for the new budget were based off of the current trend and forecast for KT.

Members support the purchase of an inventory control software system as they see this will result in savings into the future.

Chairperson Bishop requested that Mr. Foster check on invoicing from Kings County for IT services, and request that there be a written agreement stating the costs within the agreement.

The members of the board discussed having a fuel reserve in the 2014/15 budget. It was decided that the 2014/15 budget will move forward without a fuel reserve.

Members requested that Mr. Foster bring back at the next meeting a budget that has been reduced by 5-7%. They also request that some of the expenses be capitalized on the budget.

## North Kentville

Mr. Foster presented a proposal for a new run that would service North Kentville to Wolfville. The route would take 28 minutes from Kentville to Wolfville and would service part of Port Williams. The total cost per year would be \$113,760 additional from the partners. Members of the board do not wish to pursue the new route at this time but would like Mr. Foster to look for funding to make the route possible in the future.

## **11. CORRESPONDENCE**

An email was received from the Town of Windsor requesting the Board Member Manual and policies.

## **NEXT MEETING DATE**

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

## **12. IN CAMERA**

## **ADJOURNMENT**

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**CHAIRPERSON**

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**SECRETARY**