



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
January 16, 2013**

The regular board meeting of Kings Transit Authority was held on the above date at 4:45 pm at Kings Transit Authority – New Minas.

PRESENT

Chairman; Mark Pearl, Kentville

COUNCILLORS

Preston IIsley, Berwick (Alternate)
Mercedes Bryan, Wolfville
Greg Townsend, Berwick
Tony Bentley, Town of Kentville (Alternate)
Emma Van Rooyen, Kings County

KTA STAFF

Ron Mullins, General Manager
Dave Burleton, Operations Manager
Steve Foster, Driver's HR Manager
Tanya Morrison, Office Clerk
Toby Walker, Technician

IN ATTENDANCE

Greg Towne, Director of Finance Berwick

*** Dave Burleton arrived at 5:26 p.m.

1. Call to Order

Chairman Pearl called the meeting to order at 5:00 p.m.

2. APPROVAL OF AGENDA

ON MOTION OF COUNCILLORS VAN ROOYEN AND BRYAN THE MOTION TO APPROVE THE AGENDA WAS ACCEPTED.

MOTION CARRIED

3. APPROVAL OF MINUTES: NOVEMBER 21, 2012

MOVED BY COUNCILLORS VAN ROOYEN AND BRYAN TO APPROVE THE MINUTES OF NOVEMBER 21, 2012 AS CIRCULATED.

MOTION CARRIED

4. NEW BOARD MEMBERS

Mr. Mullins informed the members present of the new additions to the board.

Gregory Hemming, Annapolis County
Linda Gregory, Warden of Digby County
Rob Frederick, Town of Hantsport
Scott Geddes, Town of Windsor

5. ELECTION OF BOARD CHAIR, VICE CHAIR

Mr. Mullins called for nominations for the position of Board Chair. A nomination was put forth for Patricia Bishop from the County of Kings. After second call for nominations, no further nominations were put forth.

It was moved by Mr. Pearl that nominations cease, with Patricia Bishop being declared the new Chair of the KTA Board.

Mr. Mullins called for nominations for the position of Vice Chair. A nomination was put forth for Anna Ashford-Morton from the Town of Berwick. After second call for nominations, no further nominations were put forth.

It was moved that nominations cease, with Anna Ashford-Morton being declared the new Vice Chair of the KTA Board.

6. STUDENT U-PASS PROPOSAL UPDATE

Various businesses are getting on board with the U-Pass promotion by offering discounts to Acadia students.

The marketing group suggested that a slogan is needed for the promotion of the U-Pass. After discussion between members the name "U-Pass U-Save" was decided upon.

ON MOTION OF COUNCILLORS BRYAN AND VAN ROOYEN THE MOTION TO APPROVE THE U-PASS SLOGAN AS "U-PASS U-SAVE" WAS ACCEPTED.

MOTION CARRIED

7. SICK LEAVE POLICY REVIEW

Mr. Mullins presented the final draft of the sick leave policy to the board for approval. After some discussion the members decided to instate the policy, but have a review after year one to see if the policy needs any adjustments.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BRYAN THE MOTION TO INSTATE THE SICK LEAVE POLICY WITH REVIEW AFTER ONE YEAR WAS ACCEPTED.

MOTION CARRIED

8. GENERAL MANAGER'S REPORT

Manager Ron Mullins presented the GM Report.

Fuel increased slightly, the current price is \$.989.

With increased responsibilities on KTA staff due to the in house advertising, Mr. Mullins suggested to offer a commission to staff for promoting the new advertising campaign. Mr. Mullins is to prepare a recommendation for the next board meeting.

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

MOTION CARRIED

9. OPERATIONS MANAGER'S REPORT

Mr. Burleton presented the Operation Manager's report for November and December.

ON MOTION OF COUCILLORS VAN ROOYEN AND ILSLEY TO RECEIVE THE OPERATIONS MANAGER'S REPORT MOTION ACCEPTED.

MOTION CARRIED

10. DRIVERS' HR MANGERS' REPORT

Driver's HR Manager's report was presented by Mr. Foster.

There will not be any training for new OH&S until spring due to the unpredictable weather this time of year.

A new health and safety orientation package for all new employees is near completion. This document will outline policies and the rights and responsibilities of the employee and employer.

Mr. Foster is looking at having KTA Workers Compensation Certified. This certification can offer a 5% rebate on Workers Compensation premiums, the cost to become certified is \$2000.

ON MOTION OF COUNCILLORS BRYAN AND ILSLEY THE MOTION TO RECEIVE THE DRIVER'S HR MANAGER'S REPORT WAS ACCEPTED.

MOTION CARRIED

11. RIDERSHIP AND REVENUE REPORTS- DECEMBER, 2012

Mr. Mullins presented the revenue reports to the board.

The current net deficit for the year is \$49,000. The categories of advertising, legal & audit, and repairs and maintenance being the largest contributors to the deficit. The year-end deficit is projected to be \$26,700 based on the current trends.

12. BUDGET 2013-2014 INITIAL DISCUSSION

Mr. Mullins presented the draft budget to members of the board. With the Acadia U-Pass proposal still going through the approval process, board members requested that Mr. Mullins prepare to separate budgets. One without the revenue expected from the U-Pass, and one that has the revenue from the U-Pass incorporated.

Mr. Mullins will prepare the necessary budgets so that the board can make an informed decision based on the appropriate revenue streams.

13. CORRESPONDENCE

Mr. Mullins received a letter from Cheryl Chislett, CAO of West Hants stating that Tom Brown has been appointed as the representative for the KTA Board.

14. NEW BUSINESS

No new business to report.

14. NEXT MEETING DATE

Next meeting scheduled for February 20, 2013 at 4:45p.m.

17. ADJOURNMENT

Meeting was adjourned by Councillors Van Rooyen and Bryan at 8:35 pm.

CHAIRMAN

SECRETARY