



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
January 25, 2017**

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 Morton, Town of Berwick
Pauline Raven, Municipality of Kings County
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
Linda Gregory, Warden, Municipality of Digby County (arrived 6:05pm)

KTA STAFF

Stephen Foster, General Manager
Marnie Parker, Transit Education Coordinator

REGRETS

Kim Mckeough

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:45 p.m.

2. APPROVAL OF AGENDA

Capital budget discussion removed under “New Business” agenda item # 9. A new meeting time and date will be set to discuss the Capital Budget and the RFP for two new buses in early February.

MOVED AND SECONDED TO APPROVE THE AGENDA WITH AMMENDMENT.

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF OCTOBER 26, 2016 & JANUARY 11, 2017.

Correction noted on January 11th Minutes under “Attendance” Mayor Sandra Snow should read “Town of Kentville”.

MOTION CARRIED

4. BOARD CHAIR UPDATE

Mercedes attended a workshop of Financial Management for Elected Officials put on by the Association of Municipal Administrators. She highly recommends the program for others to attend. She learned a great deal, and is now equipped with the knowledge of which questions need to be asked and answered in terms of the financial status of the Authority.

There will be a free conference put on by Dalhousie University March 2nd- 4th called “Shift in Transit” Mercedes is planning on attending and if there are others who would like to attend Mr. Foster offered to rent a van for travel to the event.

5. GENERAL MANAGER’S REPORT

Accessibility Grant

Kings Transit has received the grant for the completion of an accessible curb 60 foot curb out in front of the KT Building. The cost is \$19,000 and the grant is for 50% dollars. Work on the project will begin in the spring.

RFP for Buses

It was posted on the provincial site that the deadline for submissions was extended by one week. The new closing date is January 31, 2017.

Education

Mr. Foster successfully completed his most recent course through Dalhousie. He has begun a new course on Municipal Law for the current semester.

NSCC Student

Kings Transit will be hosting a student from the Heavy Duty Truck Repair course starting February 5th – 17th

Discussion about the purchase of the new buses. Kings Transit has been awarded \$450,000 (50% of \$900,000) for the purchase of the buses from Federal funds. Mr. Foster is anticipating the \$375,000 from the provincial government plus the \$80,000 from the service partners to use towards the KT portion of the purchase of the two buses.

Snow day discussion: Councillor Morton shared with the group that she received a few phone calls showing appreciation for making the early call in the morning not to run. Mr. Foster reiterated that it is difficult to end service one it has begun because there are people trying to get home and Kings Transit does not wish to leave anyone stranded.

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

MOTION CARRIED

6. RIDERSHIP REPORT

Ridership

Ridership for the month of December was down considerably over budget. Mr. Foster has been asking questions trying to find answers as to why ridership is down. This has been the trend in transit across Canada, Mr. Foster suggests there are many factors but contributes online shopping to one of the possible factors.

Board members discussed arranging a meeting in the summer of 2017 to chat with West Hants & Windsor council about the possibility of running service in the future, in those areas.

Some suggestions for increasing ridership from members included the possibility of a UPass program for NSCC students at the 4 locations throughout the KT service areas. There was some discussion around partnering with the Kings Rehab to introduce more people to the bus system.

There is currently a proposal that will be going before the Acadia Student Union for a Upass program. Board members would like to promote the service to high school students to use the bus during the summer months, and for class trips during the school year. Members would like to schedule a brain storming session on ways to increase ridership. A date will be set in the near future.

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Financial reports were circulated to members.

Mr. Foster recognizes that the advertising revenue is below budget, and he is putting out a request for proposals for an advertising company to take over the sale of advertising on the buses. Mr. Foster is currently handling the advertising himself and he does not have adequate time to devote to procuring new customers.

MOVED AND SECONDED TO ACCEPT THE FINACIAL REPORT AS CIRCULATED.

MOTION CARRIED

8. OLD BUSINESS

Marnie Parker Report

Marnie has been busy meeting with community groups; she has had 15 presentations to groups throughout the community. Her feedback has been very positive from those groups.

There was a group trip from Port Williams to the Greenwood Mall and back, everyone that participated had very positive feedback for the service. There are a few more group trips planned in the near future. Kings Transit has been offering tickets to the groups so they can try the bus for free, while having a guided tour to help alleviate any fears or uncertainty they might be having about travelling on the bus.

The Board offered suggestions of partnering with the Lions Club, to get them active and on the bus by using the bus to attend their monthly dinner. The Board recognizes that the way to influence the most people is to gather them and take them on the bus as a guided tour. This seems to be the most productive way of getting people on the bus.

MOVED AND SECONDED TO RECEIVE MARNIE PARKER'S REPORT

MOTION CARRIED

9. NEW BUSINESS

Election of Officers

Mr. Foster called for nominations for Chair of the Board. First call Pauline Raven nominated by Anna Morton. Second nomination and third nominations were called with no others were nominated.

Mr. Foster asked Councillor Raven if she would accept the nomination, nomination accepted by Councillor Raven.

MOVED AND SECONDED TO CEASE NOMINATIONS FOR BOARD CHAIR.

Mr. Foster declared Councillor Pauline Raven as the new Board Chair of the Kings Transit Authority. Councillor Mercedes Brian will remain Chair of the meeting.

Councillor Brian called for nominations for Vice Chair of the Board. First call Mercedes Brian nominated by Anna Morton. Second and third nominations called no others were nominated.

Mercedes Brian accepts nomination of Vice Chair.

Annapolis and Digby budgets

Budgets were distributed prior to the meeting for the partners so they could ask necessary questions.

Annapolis County

There is an increase of \$811 over the previous year's budget between Annapolis East and Annapolis West. No concerns were brought forward regarding the budget that was presented.

Municipality of Digby County

Budget is less than the previous year. There were no concerns brought forward at the table concerning the 2017/2018 budget that was presented.

10. CORRESPONDENCE

Letter from Berwick

Letter was received at the last meeting from the Town stating that they wish to terminate the financial services agreement between Kings Transit and themselves in six months' time. They will work with the Authority to make a smooth transition with the new service provider.

ADJOURNMENT

Meeting adjourned at 7:13 p.m.

NEXT MEETING DATE

Next meeting will be held February 22, 2017 at 5:30 p.m.

CHAIRPERSON

SECRETARY