



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES July 24, 2013**

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**

Chairperson; Patricia Bishop, Kings County  
Vice-Chairperson; Anna Ashord-Morton, Town of Berwick

### **COUNCILLORS**

Mark Pearl, Town of Kentville  
Emma Van Rooyen, Kings County  
Bob Best, Kings County  
Brian Hirtle, Kings County  
Don Clarke, Town of Berwick (alternate)  
Mark Pearl, Town of Kentville  
Mercedes Brian, Town of Wolfville  
Rob Frederick, Town of Hantsport

### **KTA STAFF**

Brian Taylor, Interim General Manager  
Dave Burleton, Operations Manager  
Stephen Foster, Driver's HR Manager  
Darlene Brownell, Office Manager  
Tanya Morrison, Office Clerk  
Toby Walker, Technician

### **IN ATTENDANCE**

Lawrence Lake, Chartered Accountant

### **REGRETS**

Tom Brown, West Hants

## **1. Call to Order**

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

## **2. APPROVAL OF AGENDA**

In Camera session regarding personnel added to the end of the agenda.

ON MOTION OF COUNCILLORS VAN ROOYEN AND BRIAN THE MOTION TO APPROVE THE AGENDA AS AMENDED WAS ACCEPTED.

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES: JUNE 19, 2013**

MOVED BY COUNCILLORS PEARL AND VAN ROOYEN TO APPROVE THE MINUTES OF JUNE 19, 2013 AS CIRCULATED.

**MOTION CARRIED**

## **4. YEAR END AUDIT- LAWRENCE LAKE**

Mr. Lawrence Lake presented the year end audit to members of the board.

Questions from the board regarding fuel reserve, it was explained that fuel was under budgeted by approximately \$8,726 therefore there was a transfer from fuel reserve to operating to cover the overage.

Auditors suggest that KTA track inventory on a perpetual system. Using inventory software and counting inventory annually.

ON MOTION OF COUNCILLORS PEARL AND ASHFORD-MORTON TO APPROVE THE YEAR END AUDIT REPORT MOTION WAS ACCEPTED.

**MOTION CARRIED**

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

Mr. Taylor presented the General Manager's Report to members of the board.

**Meeting with transportation providers-** Working with Kings Point to Point, Transport de Claire, Trans County Transportation to coordinate service with Kings Transit.

**Municipality of the County of Annapolis-** Still working with the county to get a signed contract.

**Bicycle and Ride for Free-** Suggestion for next year to only have free service for one week.

**Acadia Student Union-** Not offering free ridership this year. KTA has put ad in the student handbook regarding student passes and tickets.

**KTA to host CUTA Atlantic Fall Meeting-** Mr. Taylor has offered to host the CUTA meeting at the Kings Transit facility in the fall.

**Search for General Manager-** Ongoing

Mr. Taylor will meet with Digby County Council. Mr. Taylor will contact Linda Fraser to set a date.

ON MOTION OF COUNCILLORS ASHFORD-MORTON AND BRIAN TO RECEIVE THE GENERAL MANAGER'S REPORT MOTION WAS ACCEPTED.

**MOTION CARRIED**

## **6. NEW BUSINESS**

**Sick Time Report-** Numbers are decreasing with the new program compared to last year.

MOTION TO RECEIVE THE SICK TIME REPORT WAS ACCEPTED BY COUNCILLORS VAN ROOYEN AND BRIAN

Board members would like to see an update twice per year regarding the numbers for the new sick leave policy.

ON MOTION OF VICE CHAIR ASHFORD-MORTON AND PEARL TO RECEIVE SICK TIME UPDATE TWICE PER YEAR MOTION WAS ACCEPTED

## **Bereavement Policy-**

Changes to previous Bereavement policy include increased days for Son-in-law, daughter-in-law and Grandparent.

MOTION TO ADOPT NEW REVISED BEREAVEMENT POLICY WAS ACCEPTED BY VICE CHAIR ASHFORD-MORTON AND COUNCILLOR BRIAN

## **MOTION CARRIED**

**Bell Communication Tower-** Mr. Taylor proposes that KTA does not allow the Bell tower on KTA property. Due to disruption to operations, and environmental and financial factors.

MOVED BY VAN ROOYEN AND BRIAN TO NOT ALLOW TOWER ON KTA PROPERTY

**Public Transit Information-** Mr. Taylor presented signage which will be placed in bus shelters and major transfer spots throughout the KTA routes. The posters have route times and other pertinent information needed for passengers travelling on Kings Transit.

**June Report-** Mr. Taylor prepared a snapshot report to go out to partners as requested at the previous board meeting.

## **7. RIDERSHIP/REVENUE REPORT**

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

ON MOTION OF COUNCILLORS PEARL AND VAN ROOYEN THE MOTION TO ACCEPT THE RIDERSHIP/REVENUE REPORT WAS ACCEPTED

## **8. FINANCIAL REPORTS**

It was noted that the revenue is slightly inflated due to the fact that the units have submitted payment for early billings.

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

## **MOTION CARRIED**

## **9. BOARD CHAIR UPDATE**

Chairperson Bishop advised the board that she has met with the finance directors and is confident that KTA is moving in the right direction in terms of financials.

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

Mr. Burleton presented his report to the members of the board.

18 work orders were put through for the month of June.

There were several large purchases for repairs for the month of June due to radiators that needed to be replaced.

There is not a set arrival date for the new buses. They are due to arrive sometime in November.

The hired engineer has made a suggestion to hold off on the wash bay repair until the fall, the price could be significantly lower at that time of year.

Quotes are being gathered for garden maintenance.

\$15,000 of inventory is being purchased from Connors. Fast moving inventory is being purchased first.

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

**MOTION CARRIED**

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

Mr. Foster presented the monthly report to the board.

ON MOTION OF COUNCILLORS ASHFORD-MORTON AND VAN ROOYEN TO RECEIVE THE OCCUPATIONAL HEALTH & SAFETY REPORT MOTION WAS ACCEPTED

**MOTION CARRIED**

## **12. CORRESPONDENCE**

None to report.

## **NEXT MEETING DATE**

Next meeting will be held August 28, 2013 at 5:00 pm

It was decided that KTA board meetings will take place on the fourth Wednesday of each month, with the exception of December due to the Christmas holiday.

## **IN CAMERA**

ON MOTION OF COUNCILLORS PEARL AND BRIAN TO DIRECT GM TO ACT ON PERSONNEL ISSUES MOTION WAS ACCEPTED

## **MOTION CARRIED**

## **ADJOURNMENT**

Meeting was adjourned at 7:25 pm.

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**CHAIRMAN**

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**SECRETARY**