



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES June 19, 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

### **COUNCILLORS**

Bob Best, Kings County  
Don Clarke, Town of Berwick (alternate)  
Mark Pearl, Town of Kentville  
Tom Brown, West Hants

### **KTA STAFF**

Brian Taylor, Interim General Manager  
Dave Burleton, Operations Manager  
Stephen Foster, Driver's HR Manager  
Toby Walker, Technician

### **1. Call to Order**

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

### **2. APPROVAL OF AGENDA**

Mr. Pearl requested the addition of Monthly Reports to Council on the agenda. New agenda item to be added as 10 (a)

Mr. Taylor requested the addition of an in-camera session regarding contracts to the agenda. Item added after correspondence.

ON MOTION OF COUNCILLORS PEARL AND CLARKE THE MOTION TO APPROVE THE AGENDA AS AMENED WAS ACCEPTED.

### **MOTION CARRIED**

### **3. APPROVAL OF MINUTES: MAY 22, 2013**

MOVED BY COUNCILLORS PEARL AND BEST TO APPROVE THE MINUTES OF MAY 22, 2013.

**MOTION CARRIED**

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

**Nova Scotia Moves-** Mr. Taylor has requested a 50% grant from the program to help fund a student position. The student would help survey ridership, assist in marketing KTA and collect data to make route scheduling more efficient.

**Meeting with other Service Providers-** Mr. Taylor contacted Kings Point to Point, Trans County Transportation Society, and Pointe de Claire regarding coordinating service with Kings Transit. Meetings have been scheduled by Mr. Taylor with the organizations.

**Annapolis County Service Contract-** Mr. Taylor contacted the Interim CAO of Annapolis to inquire on the status of the contract. The contact is to go to Council at their next scheduled meeting.

**Bell Communication Tower -** Mr. Taylor went to look at several of the Bell towers to gauge the space required by Bell to install on KTA property. Mr. Taylor felt the proposed tower was much too intrusive for the KTA property. Bell sent plans for a smaller sized tower. More information is required before making a decision on the matter. Mr. Taylor contacted the Department of Natural Resources regarding the eagles nest on the property where the tower is to be constructed. There is a concern that the eagles would abandon the nest if construction were to take place. Mr. Taylor is going to follow up further regarding the matter.

**Annapolis County Software Development-** Annapolis County is looking into tracking ridership stats using a new type of software. Mr. Taylor has a meeting in Annapolis on June 20<sup>th</sup> to discuss the new software.

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

**MOTION CARRIED**

### **5. NEW BUSINESS**

**Procurement Policy-** The new proposed procurement policy was given to the members of the board for review. Mr. Taylor advised board on the new changes

made to the procurement policy, noting that the new KTA policy is in line with the County's and other Municipal unit's procurement policies. The board would like the section regarding tender openings to be revised to say "one" board member in attendance for opening tenders.

ON MOTION OF COUNCILLORS PEARL AND BEST TO ADOPT THE NEW PROCUREMENT POLICY WITH THE CORRECTION OF ONE BOARD MEMBER IN ATTENDANCE FOR OPENING TENDERS MOTION ACCEPTED

### **MOTION CARRIED**

**Approval of Bus Purchase-** Four RFP's were received for the purchase of three new buses. The successful candidate for the RFP was City View Bus for the purchase of three Vicinity buses. One bus going to KTA, one to Digby County, and one bus for Annapolis County.

ON MOTION OF COUNCILLORS PEARL AND CLARKE FOR THE PURCHASE OF THREE LOW FLOOR KNEELING BUSES AWARDED TO CITY VIEW VICINITY AS QUOTED IN THEIR TENDER MOTION ACCEPTED

### **MOTION CARRIED**

**Strategic Plan: Community Presence-** Mr. Taylor would like to increase community presence by placing small stations in communities throughout the route. With the placement of bike racks, seating and information regarding route times and fares at the stations.

**General Manager's Position-** Mr. Taylor produced a newly revised job description which will be used to post the management position on the CUTA website as well as news print and online for a cost of no more than \$500. Wages for the position to be researched before making a final decision.

## **6. FINANCIAL REPORTS**

Mr. Taylor presented the financial reports to the board.

Board members requested having projected amounts on the budget to have a better forecast for year-end totals. Mr. Taylor suggested that it would be more accurate to have a forecasted amount once the budget has entered into month six.

Revenue for KTA is currently at 31% of budgeted amount because of advanced billings to the units. Total current expenses are 22% of total budgeted amount.

Mr. Taylor will follow up with Maritime Bus regarding outstanding rent and long-term working relationship with KTA.

The board asked that Mr. Taylor look in to the amount being allocated into the capital fund from the units as well as the amount being allocated to drivers' wages. Mr. Taylor will report back to the board at the next meeting.

ON MOTION OF COUNCILLORS PEARL AND BEST TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED MOTION ACCEPTED

**MOTION CARRIED.**

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

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

Revenue and Ridership are continuing to increase. Revenue increased by 3% and Ridership had an increase of 6%.

### **8. BOARD CHAIR UPDATE**

Chair-Person Bishop is happy to report that things are going well and she is very pleased with the working relationship with Mr. Taylor.

### **9. OPERATIONS MANAGER'S REPORT**

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

Thirty four work orders were put in for the month of May. Three buses are due for MVI in the month of June.

Quotes for the washbay repairs are well over what was originally estimated by Simone and Hiltz. Two quotes received were in the \$20,000-\$25,000 range.

New bus signs were ordered and old signs have been replaced.

ON MOTION OF COUNCILLORS BEST AND PEARL TO RECEIVE THE OPERATIONS MANAGERS' REPORT MOTION ACCEPTED

**MOTION CARRIED**

### **10. OCCUPATONAL HEALTH & SAFETY UPDATE**

Mr. Foster presented the monthly report to the board.

The annual renewal for the Occupational Health & Safety Policy is up for review. Board members were given a copy of the policy which goes to the manager for annual approval. The board adopted the policy as the official Health and Safety Policy for Kings Transit.

ON MOTION OF COUNCILLORS CLARKE AND PEARL TO ADOPT THE OCCUPATIONAL HEALTH AND SAFETY POLICY AS IT READS MOTION ACCEPTED

**MOTION CARRIED**

ON MOTION OF COUNCILLORS PEARL AND BEST TO RECEIVE THE OCCUPATIONAL HEALTH & SAFETY REPORT MOTION ACCEPTED

**MOTION CARRIED**

**Policy Update**

Mr. Pearl requested that Mr. Taylor look into financial numbers regarding the newly adopted sick leave policy. Mr. Pearl would like to see if there is any noticeable change between the previous and current year regarding sick time. Mr. Taylor will gather numbers for the next board meeting.

**10 (a) MONTHLY REPORT TO COUNCIL**

Mr. Pearl suggested that Mr. Taylor prepare a monthly report for members to take to their individual Council so all partners are receiving the same information to present in regards to Kings Transit. The report will be a one page snapshot on the monthly status of KTA, it will be sent out to all Municipalities and partners.

**11. CORRESPONDENCE**

Mr. Taylor sent an email to service partners regarding the proposed four meetings per year with agendas specific to the service partner's needs. No feedback has been received from the partners to date.

**12. NEXT MEETING DATE**

Next meeting will be held JULY 24, 2013 at 5:00 pm

**13. ADJOURNMENT**

Meeting was adjourned at 6:30 pm.

---

**CHAIRMAN**

---

**SECRETARY**