



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
June 22, 2016**

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
Pauline Raven, Municipality of Kings County
Patricia Bishop, Municipality of Kings County
Wayne Atwater, Municipality of Kings County
Mark Pearl, Town of Kentville
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Don Regan, CAO, Town of Berwick
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

REGRETS

Vice Chair, Anna Ashford-Morton

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:39 p.m.

2. APPROVAL OF AGENDA

Remove item #10 "Correspondence" from the agenda.
Next meeting date changed to July 26, 2016

Added to "New Business" – Director and Liability Insurance

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMENDED.

MOTION CARRIED

3. APPROVAL OF MINUTES

Minutes were missing discussion regarding ways to help increase ridership to offset cost of the Wi-Fi equipment to attract new customers.

MOVED AND SECONDED TO APPROVE THE MINUTES OF MAY 25, 2016 WITH ADDITIONS.

MOTION CARRIED

4. BOARD CHAIR UPDATE

Ms. Brian attended the Community Transit Association Conference with Mr. Foster and Councillor Raven; the discussion that she found the most interesting was the point to point services and the constraints that they are required to operate within. She also mentioned an article that she received written in "The Coast" titled "Why Public Transit Should Be Free" that will be circulated to members for information purposes.

5. GENERAL MANAGER'S REPORT

Transit Education Coordinator

Approval has not yet been posted from the Province to promote the new position. The position will be a 30 week term.

Year End Audit

Grant Thornton has been doing work getting material ready for the audit on June 27th. Audit Committee will meet on June 23rd @ 9:00 am at the KT facility.

Federal Funding

Deadline for funding is March 31, 2016. Mr. Foster is working on gathering information and whether monies need to be spent by the deadline.

Mr. Foster is still unsure of costs coverage for the Federal funding. There is 32 million dollars available to NS transit organizations. When asked about the plan for spending KT's portion of the funds Mr. Foster said he will be using the Capital Spending Plan to decide what purchases will be made. He also suggested that he would like to get an assessment done on the Kings Transit building, to make plans for upcoming required repairs or upgrades.

Mr. Foster would like to install an accessible bus bay at the Kings Transit Facility. The bay would make it easier for wheel chairs to load and unload at the terminal as well as make the building more accessible for wheelchair passengers travelling between Kings Transit and The Maritime Bus. There is currently a Federal Accessibility Fund which Mr. Foster will be applying for to assist in the cost of the new bus bay.

There was discussion around the \$375,000 Provincial Capital Funds that were previously available. The funds were a three year commitment, Mr. Foster is unsure if funds will be available after this year for future Capital purchases.

Recommendation

Mr. Foster is to bring his recommendations for use of the Federal Funds. Board requests to have information before the next meeting on July 26th.

Municipality of Digby bus

Bus #58 body repairs and painting are now complete and the bus will be arriving back at Kings Transit on June 23rd.

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

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

Ridership

Ridership for May is up .01%, with revenue up .28%

Overall ridership for the YTD is up .97%, with revenue being slightly down by .65%.

Board members would like the Ridership report to be shown in graph form, with budgeted amounts added to the report. The Board also requests to have the Community Services sheet removed from the board report.

Discussion around the possibility of adding some “ride free” days to the core buses to increase ridership. No final decisions were made on this topic.

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP/REVENUE REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Digby and Annapolis County financials were handed out. The financials presented as of March 31, 2016 were unaudited. Kings County financials were not included at this time, as the Finance Director was not available to present the year end financials to the Board.

Annapolis East & Annapolis West combined had a deficit of \$4,000 for the year.

Digby County is showing a deficit of \$6,400

8. OLD BUSINESS

Total Cost of Wi-Fi for Entire Service

The original hardware that was purchased for the Digby bus at a cost of \$800 is no longer available. The new hardware has a higher cost of \$1264, but is more rugged and better suited for use on the buses. The monthly service cost for the Wi-Fi would be \$73.60 per month per bus. The core route would require 5 units at \$1264 each (one time cost) and a monthly cost of \$73.60 per bus. The Provincial standing offer has been approved and could lead to a potential \$10 savings per month per Wi-Fi unit.

MOVED AND SECONDED TO INSTALL HARDWARE FOR WIFI FOR 5 CORE BUSES AT \$1264 PER BUS AND ALSO ONGOING OPERATING COSTS FOR WI-FI ON THE BUSES OF \$73.60 PER BUS PER MONTH.

MOTION CARRIED

Mr. Foster is hoping to have a start date of September 1st for the Wifi on the buses.

Audit Committee Meeting

Item already discussed during the GM report.

A discussion about the importance of having Kings Transit connected to the Valley Fibre Op network took place. Currently Kings Transit is unable to have real time access to financial information. Connecting to the Fibre Op network would alleviate this problem. Board members direct Mr. Foster to find documentation to confirm that the expense to connect is under the Capital Budget.

9. NEW BUSINESS

Fare Increase

Mr. Foster recommended a cash fare increase to \$4.00 and a child cash fare increase to \$2.00. He recommends leaving the current ticket prices at \$30 for an Adult sheet of tickets, and \$19 for a sheet of Senior/Student tickets.

Board members wish to hold off on implementing a fare increase at this time.

Directors Liability Insurance

Digby County requests proof of Directors and Liability Insurance for all boards and committees associated with the County. It was discovered that the insurance would not apply because the partners are not Directors on Kings Transit's Board.

ADJOURNMENT

Meeting adjourned at 7:34 p.m.

MOVED AND SECONDED TO ADJOURN

MOTION CARRIED

NEXT MEETING DATE

The regular scheduled board meeting on the fourth Wednesday of every month is rescheduled for July's meeting to the following date:

Next meeting will be held July 26, 2016 at 5:30 pm

CHAIRPERSON

SECRETARY