



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES June 25, 2014

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

Chair, Patricia Bishop, Municipality of Kings County
Mark Pearl, Town of Kentville
Emma Van Rooyen, Municipality of Kings County
Mercedes Brian, Town of Wolfville
Brian Hirtle, Alternate for Bob Best Municipality of Kings County
Diane Leblanc, Municipality of Annapolis County (arrives at 5:08)
Linda Gregory, Warden, Municipality of Digby County (arrives at 5:20)

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Administrator

IN ATTENDANCE

Lawrence Lake

Regrets-Rob Frederick, Town of Hantsport
Councillor Brian Hirtle leaves with regrets at 6:31

1. Call to Order

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

2. APPROVAL OF AGENDA

Addition of the following items to the agenda:

- 8a) CUTA Report
- 8b) GM Contract

10c) Capital Purchase Documents

ON MOTION OF COUNCILLORS BRIAN AND HIRTLE THE MOTION TO APPROVE THE AGENDA AS AMENDED WAS ACCEPTED

MOTION CARRIED

3. Year End Audit (Lawrence Lake)

Mr. Lawrence Lake presented the annual audit to the members of the board.

Cash on hand improved over last year by \$127,000.

Fuel reserve will still be active with a balance of \$9,962.00.

ON MOTION OF COUNCILLORS BRIAN AND HIRTLE TO ACCEPT THE YEAR END AUDIT MOTION WAS ACCEPTED

MOTION CARRIED

Recommendations from Mr. Lake include:

- To use a perpetual inventory software system for inventory control.
- Regarding online payments- a request for payment should be submitted for approval before payment is released.

ON MOTION OF COUNCILLORS PEARL AND VAN ROOYEN TO RECEIVE THE MANAGEMENT LETTER FROM MR LAWRENCE LAKE MOTION WAS ACCEPTED

MOTION CARRIED

Board members direct Mr. Foster to collect information regarding accounting practices currently in place and bring back info for the next meeting.

4. APPROVAL OF MINUTES: May 28, 2014

MOVED BY COUNCILLORS PEARL AND VAN ROOYEN TO APPROVE THE MINUTES OF MAY 28, 2014 AS CIRCULATED.

MOTION CARRIED

5. ACTING GENERAL MANAGER'S REPORT

Bell Radios- Kings Transit will need to transfer to a new radio carrier in order to maintain the current radio system at a cost of \$7,500. Mr. Foster recommends to

make the change over in the fall of 2014. Mr. Foster intends to find more information on the subject to bring back to the board.

Kings Transit will receive \$375,000 from the provincial government with the amount being made available annually. Mr. Pearl would like to see a recommendation report from staff regarding items to be used with the funds.

Still awaiting arrival of one of the Vicinity buses. It is due to arrive on Thursday June 26, 2014.

Annapolis County route changes have been submitted to the UARB.

ON MOTION OF COUNCILLORS VAN ROOYEN AND PEARL TO RECEIVE THE ACTING GENERAL MANGER'S REPORT. MOTION WAS ACCEPTED.

MOTION CARRIED

6. RIDERSHIP/ REVENUE REPORTS

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

The board put forth a recommendation to put the percentage of year complete on revenue reports.

ON MOTION OF COUNCILLORS HIRTLE AND PEARL TO ACCEPT THE RIDERSHIP/REVENUE REPORTS AS CIRCULATED MOTION WAS ACCEPTED.

MOTION CARRIED

7. FINANCIAL REPORTS

Financial reports were presented to members of the board.

ON MOTION OF COUNCILLORS BRIAN AND HIRTLE THE MOTION TO RECIEVE THE FINANCIAL REPORTS WAS ACCEPTED

MOTION CARRIED

8. BOARD CHAIR UPDATE

Chairperson Bishop brought it forward to have a member step forward as interim Chair for the summer months. In the fall it will be brought forward to have a formal decision for a permanent Chair Person put in place. Councillor Pearl

agrees to step in and help Chair for the summer months. With Councillors Van Rooyen and Brian assisting whenever available.

8a) Councillor Brian presented a report to the board regarding her experience at the Spring CUTA conference.

ON MOTION OF COUNCILLORS PEARL AND VANROOYEN TO ADOPT COUNCILLOR BRIAN'S REPORT MOTION WAS ACCEPTED

8b) Finalization of GM Contract

ON MOTION OF COUNCILLORS PEARL AND BRIAN TO OFFICIALLY ENDORSE THE CONTRACT FOR STEPHEN FOSTER AS GENERAL MANAGER MOTION WAS ACCEPTED

MOTION CARRIED

9. OCCUPATIONAL HEALTH & SAFETY UPDATE

ON MOTION OF COUNCILLORS VAN ROOYEN AND PEARL TO ACCEPT THE OCCUPATIONAL HEALTH & SAFETY REPORT MOTION WAS ACCEPTED

MOTION CARRIED

9. NEW BUSINESS

a. Capital Purchasing Policy

Chair Bishop requests that all policies and correspondence be drafted using the same font and letterhead moving forward.

ON MOTION OF COUNCILLORS VANROOYEN AND BRAIN TO ADOPT THE CAPITAL PURCHASING POLICY MOTION WAS ACCEPTED

MOTION CARRIED

b. Sick Leave Policy

Changes noted on the new policy are as follows:

- Spare drivers are entitled to 3 unpaid sick days per year.
- Permanent part-time employees will receive a maximum of 3 paid sick days per year.

The board requests that the first line under “Permanent part time employees” be removed from the policy.

ON MOTION OF COUNCILLORS VAN ROOYEN AND PEARL TO ADOPT THE SICK LEAVE POLICY AS AMENDED MOTION WAS ACCEPTED

MOTION CARRIED

11. CORRESPONDENCE

A letter was drafted to Kings County regarding invoice received for IT services after year end.

NEXT MEETING DATE

Next meeting will be held July 23, 2014 at 5:00 pm

It was decided that there will be no board meeting for the month of August.

ADJOURNMENT

Meeting adjourned at 7:10 pm

CHAIRPERSON

SECRETARY