



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES March 25, 2015**

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**

Board Chair, Emma Van Rooyen, Municipality of Kings County  
Vice Chair, Anna Ashford-Morton, Town of Berwick  
Patricia Bishop, Municipality of Kings County  
Mercedes Brian, Town of Wolfville  
Pauline Raven, Municipality of Kings County  
Diane Leblanc, Municipality of Annapolis County (Arrives at 5:04)  
Don Regan, CAO, Town of Berwick  
Scott Geddes, Town of Windsor  
Linda Gregory, Warden, Municipality of Digby County

### **KTA STAFF**

Stephen Foster, General Manager  
Tanya Morrison, Office Administrator  
Richard Hayter, Shift Supervisor  
Toby Walker, Mechanic

### **IN ATTENDANCE**

Jeff Ward, MMM Group  
Brian Van Rooyen, Eco-Kings

### **REGRETS**

Mark Pearl

#### **1. CALL TO ORDER**

Chair Van Rooyen called the meeting to order at 5:01 p.m.

## 2. WELCOME MESSAGE

Introductions were made amongst all present.

## 3. EXPRESS TRANSIT PRESENTATION

Mr. Jeff Ward presented the Rapid Transit Plan to those in attendance.

## 4. CHECK-IN

Item was omitted due to time constraints.

## 5. APPROVAL OF AGENDA

The following items were added to the agenda under “New Business”

- b. Capital Expense From

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

**MOTION CARRIED**

## 6. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF MARCH 4, 2015.

**MOTION CARRIED**

## 7. GENERAL MANAGER’S REPORT

**Bus Refurbishment:** Bus #56 has gone to Arnprior and the refurbishment is underway.

**Budget:** Annapolis County budget was approved by council.

**Inventory Control Software:** Software is currently on hold due to Kings County restructuring. Mr. Foster was directed by board members to research prices for off-the-shelf inventory/fleet management software.

**New Minas Sidewalks:** An issue was brought forward regarding snow removal at bus stops within the village. DOT stepped in and cleared snow at a troublesome spot but a permanent solution needs to be looked at.

Board members direct Mr. Foster to have a meeting with the Village and TIR regarding snow removal at bus stops. Information will be brought back for the next meeting.

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

**MOTION CARRIED**

**8. RIDERSHIP/REVENUE REPORT**

Mr. Foster presented Ridership/Revenue Report to the board members.

Overall ridership is currently up .95%

Overall revenue is down 1.75%

Board directs Mr. Foster to place 2013 numbers before 2014 on the Revenue/Ridership Report moving forward.

MOVED AND SECONDED TO ACCEPT THE REVENUE/RIDERSHIP REPORT.

**MOTION CARRIED**

**9. FINANCIAL REPORTS**

Mr. Foster presented Financial Reports to the board.

Insurance premiums will increase due to another \$5000.00 deductible due from a previous insurance claim.

Board members request to have the payables listing appear from largest to smallest amount moving forward.

Board directs Mr. Foster, to prepare information regarding the purchase agreement and servicing standards for the Vicinity buses, to bring back to the next board meeting.

MOVED AND SECONDED TO ACCEPT THE FINANCIAL REPORTS.

**MOTION CARRIED**

**10. BOARD CHAIR UPDATE**

Chair Van Rooyen looked at Canadian Transit Associations with advisory groups. While doing the research it was thought that Kings Transit could benefit from having an advisory group. From the discussion it was decided that the initiative would be taken on by board members and not Kings Transit staff. Board members agree that terms of reference will need to be explored before deciding how to proceed with the advisory group.

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

Mr. Foster presented the Health and Safety update.

MOVED AND SECONDED TO RECEIVE THE OCCUPATIONAL HEALTH & SAFETY UPDATE.

**MOTION CARRIED**

## **12. NEW BUSINESS**

### **a) Review Policies**

MOVED AND SECONDED TO POST ALL POLICIES THAT HAVE BEEN APPROVED BY THE BOARD TO THE KINGS TRANSIT WEBSITE.

**MOTION CARRIED**

### **b) Capital Expense From**

The cost to upgrade the current radio system to the TMR2 system is \$10,000. Mr Foster presented the option of switching to the Push-to-Talk system for a cost of \$9,000. The Push-to-Talk system offers GPS capabilities which can be used to track the buses as well as the communication features. Monies are already budgeted and will be taken out of the capital fund to purchase the new system.

## **13. CORRESPONDENCE**

Scott Geddes informed members present that the Town of Windsor has decided to terminate their agreement with Kings Transit. Service will terminate at the end of September 2015. Mr. Geddes confirms that there is a formal letter from the Town of Windsor which will be received this week.

## **14. IN CAMERA**

Board members went In Camera at 7:40pm

## **NEXT MEETING DATE**

Next meeting will be held April 22, 2015 at 5:00 pm

---

**CHAIRPERSON**

---

**SECRETARY**