



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES March 4, 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
Patricia Bishop, Municipality of Kings County (Arrives 5:15pm)
Mercedes Brian, Town of Wolfville
Pauline Raven, Municipality of Kings County
Diane Leblanc, Municipality of Annapolis County
Don Regan, CAO, Town of Berwick
Nola Fuller, Town of Kentville (Alternate)

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Administrator

REGRETS

Linda Gregory
Scott Geddes
Mark Pearl

1. CALL TO ORDER

Chair Van Rooyen called the meeting to order at 5:07 p.m.

2. WELCOME MESSAGE TO VILLAGE REPRESENTATIVES

No Village representatives were present.

3. EXPRESS TRANSIT PRESENTATION

Item moved to the March 25, 2015 Board Meeting.

4. CHECK-IN

A round table check-in took place among those present.

5. APPROVAL OF AGENDA

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

- b. CUTA Conference
- c. Budget Approval
- d. Update on reduced Annapolis County ridership

Item 14) In Camera

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

MOTION CARRIED

6. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF JANUARY 28, 2015 AS CIRCCULATED.

MOTION CARRIED

7. GENERAL MANAGER'S REPORT

Bus Shelters: ATCOM is in the process of hiring some heavy duty equipment to remove snow from the bus shelters.

Cell Phones: Looking for alternative options to the hand held units currently in use on the buses because these units are mistaken for cellular devices by the public. Mr. Foster will have options to present to the Board at a later date.

RFP: There is currently an RFP posted for auditing services.

Water Leak: A minor leak occurred in the building but damages were minimal.

New Buses (Vicinity): Mr. Foster and Mr. Burleton sat down with Grande West to create an action plan for the issues Kings Transit is having with the buses. Grande West sent in a mechanic to work on the buses and they will continue to work closely with Kings Transit.

RFP for Bus Refurbishment: Mr Burleton is in the process of grading applications and a decision will be made next week regarding the successful applicant.

MOVED AND SECONDED TO ACCEPT THE GENERAL MANAGER'S REPORT AS PRESENTED.

MOTION CARRIED

8. RIDERSHIP/REVENUE REPORT

Mr. Foster presented Ridership/Revenue Report to the board members. Overall ridership is currently up 3.49%

A discussion took place concerning how board members can help increase awareness to transit usage.

Action Item: Councillors Brian and Raven to get together to discuss transit strategy and how to increase awareness.

The board directs Mr. Foster to use two different colours to show the difference between the current year and previous year's ridership and revenue totals.

MOVED AND SECONDED TO ACCEPT THE REVENUE/RIDERSHIP REPORT AS PRESENTED.

MOTION CARRIED

9. FINANCIAL REPORTS

Mr. Foster presented Financial Reports to the board.

MOVED AND SECONDED TO ACCEPT THE FINANCIAL REPORTS.

MOTION CARRIED

10. BOARD CHAIR UPDATE

Board Chair Van Rooyen shared the date set for the Kings Transit Strategic Action Plan meeting. The date will be: Wednesday March 11, 2015 at 2:00pm.

Chair Van Rooyen shared that herself, Councillors Raven, and Leblanc attended the CUTA dinner held on February 27th at the Old Orchard Inn where they were able to interact with the CUTA Executive Committee.

On board meeting days Chair Van Rooyen will arrive at Kings Transit's office at 4:00pm to sit down with Mr. Foster to discuss the agenda and any issues before the meeting commences at 5:00pm.

Chair Van Rooyen would like to see a Rider Advisory Group formed. This item will appear on the March 25th agenda.

A template will be created for the monthly GM newsletter; any input or suggestions for ideas can be given to Chair Van Rooyen.

Discussion regarding promoting Kings Transit with corporate partners to show their support for employees as well as public transit took place. Chair Van Rooyen and Councillor Raven to follow up on transit related issues.

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) Harassment and Discrimination Policy

Board members would like the policy to reference where the information was adopted from, and change wording from “disability” to “ability”. Also they request placing policies on the Kings Transit website.

MOVED AND SECONDED TO ADOPT THE HARASSMENT AND DISCRIMINATION POLICY WITH AMMENDMENTS NOTED.

MOTION CARRIED

MOVED AND SECONDED THAT KINGS TRANSIT POLICIES, AS UPDATED, BE PLACED ON KINGS TRANSIT’S WEBSITE.

MOTION CARRIED

MOVED AND SECONDED TO WITHDRAWL THE MOTION TO HAVE KINGS TRANSIT POLICIES, AS UPDATED, BE PLACED ON KINGS TRANSIT’S WEBSITE.

b) CUTA Conference May 31st – June 3rd 2015 Winnipeg.

Mr. Foster presented the costs associated with the trip to the Annual CUTA Conference.

MOVED AND SECONDED THAT KINGS TRANSIT SEND A MAXIMUM OF THREE PEOPLE ONE BEING MR. FOSTER AND ONE BOARD MEMBER THE THIRD TO BE DECIDED TO THE CUTA CONFERENCE IN WINNIPEG MAY 31ST- JUNE 3RD 2015.

MOTION CARRIED

Board members direct Mr. Foster to send an email regarding attendance from the board for the conference.

c) Budget Approval

The budget had an increase of 5% due to the 1.67% cost of living increase to the wages.

MOVED AND SECONDED TO APPROVE THE DRAFT BUDGET AS PRESENTED.

MOTION CARRIED

d) Update on Reduced Annapolis County Ridership

Mr. Foster presented DCS sales from Annapolis County for 2013-2014. The change in sales is approximately \$10,000. This has contributed significantly to the decrease in revenue on the Annapolis East route. Mr. Foster has been in contact with DCS and is working with them to see if there is something that could be contributing to the loss.

Mr. Foster will prepare more information in regards to DCS sales to bring back to the next scheduled board meeting.

13. CORRESPONDENCE

None to report at this time.

14. IN CAMERA

Board members went In Camera at 7:40pm

NEXT MEETING DATE

Next meeting will be held March 25, 2015 at 5:00 pm

CHAIRPERSON

SECRETARY