



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
May 2, 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
Emma Van Rooyen, Kings County
Mercedes Brian, Town of Wolfville
Tony Bentley, Town of Kentville
Tom Brown, West Hants
David Tudor, Digby County

KTA STAFF

Darlene Brownell, Office Manager
Dave Burleton, Operations Manager
Steve Foster, Drivers' HR Manager
Tanya Morrison, Office Clerk
Toby Walker, Technician

IN ATTENDANCE

Tom MacEwan, Interim CAO, Kings County

REGRETS

Vice-Chairperson, Anna Ashford-Morton, Town of Berwick

*** Mercedes Brian departed with regrets at 6:10 pm

1. Call to Order

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

2. IN CAMERA SESSION- PERSONNEL AND CONTRACT

In camera session ended at 5:27 p.m.

3. CONSENT TO AGENDA ITEMS

No additions to the agenda were requested.

4. APPROVAL OF AGENDA

ON MOTION OF COUNCILLORS BRIAN AND VAN ROOYEN THE MOTION TO APPROVE THE AGENDA WAS ACCEPTED.

MOTION CARRIED

5. APPROVAL OF MINUTES: FEBRUARY 20, 2013

MOVED BY COUNCILLORS BENTLEY AND BEST TO APPROVE THE MINUTES OF MARCH 27, 2013 AS CIRCULATED.

MOTION CARRIED

6. BUSINESS ARISING FROM MINUTES

Chairperson Bishop requested that minutes be revisited to ensure follow through on discussion items. Councillor Van Rooyen will prepare a short report on the new advisory committee and the item will be moved to the next agenda.

7. BOARD CHAIR UPDATE

Chairperson Bishop informed the board that KTA continues to move forward and is working with staff to compile an action list for the new interim manager. Thanks and appreciation was given to the KTA staff for all of their dedication and assistance in keeping Kings Transit operating smoothly in day to day operations.

8. OPERATIONS MANAGER'S UPDATE- DAVE BURLETON

Mr. Burleton presented the Operation Manager's report.

Mr. Burleton shared that the buyer for the KTA used hoist requested that the cost be deducted from invoices for service rendered. Board members requested that a monetary exchange take place for the used equipment.

The quote given by the consulting company Hiltz and Seamone for the drainage issue in the service bay was \$16,000. The board will re-visit this issue at a later date.

Board members gave the go ahead to upgrade the antennas on the buses at a cost of \$2,600. Work to be completed on May 26, 2013.

9. RIDERSHIP AND REVENUE REPORTS- MARCH/APRIL, 2013

Mrs. Brownell presented the revenue report to the board.

Ridership continues to increase for all units. Revenue continues to increase for all units with the exception of Hants County. Mrs. Brownell shared with board members that it appears that the riders in Hants County are purchasing their tickets and passes outside of their own County. Sixty-four percent of ridership from Hants County is passes and ticket users.

Members suggested looking into a more accurate method of allocating revenue to the partners.

10. ADVERTISING/PHOTOCOPIER UPDATE- DARLENE BROWNELL

Advertising has brought in total revenue of \$6,867 for the current year.

Mrs. Brownell brought forward the idea of running a promotion for advertising with KTA. The cost through Auto Trim would be \$2,500 per side of the bus.

The board does not wish to incur any extra costs at this time.

Due to the current contract with Konica Minolta KTA would incur a substantial payout to terminate the contract. Mrs. Brownell is looking into possible

overpayments made to Konica Minolta and requesting a refund of any overpayments.

Mrs. Brownell is waiting for a response from Canadian Linen regarding the cost of terminating the contract with them.

11. OCCUPATIONAL HEALTH & SAFETY UPDATE- STEVE FOSTER

Violence in the workplace policy is currently under review with the Health & Safety Committee.

KTA has drastically reduced the impact of Workers Compensation Claims by implementing a stay at work policy. Because of reduced WCB costs KTA can expect to see a reduction in rates in the next year.

MOVED BY COUNCILLORS BENTLEY AND VAN ROOYEN TO RECEIVE ALL REPORTS PRESENTED.

MOTION CARRIED

12. NEW BUSINESS- INTERIM MANAGER

ON MOTION OF COUNCILLORS VAN ROOYEN AND BEST TO OFFER BRIAN TAYLOR INTERIM GENERAL MANAGER OF KINGS TRANSIT WAS ACCEPTED.

MOTION CARRIED

13. OTHER BUSINESS

No other business to report

14. CORRESPONDENCE

No correspondence to report.

15. NEXT MEETING DATE

Next meeting will be held May 22, 2013 at 5:00 pm

ADJOURNMENT

Meeting was adjourned by Councillor Best at 6:40 pm.

CHAIRMAN

SECRETARY