



## **KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES May 22, 2013**

The regular board meeting of Kings Transit Authority was held on the above date at 4:45 pm at Kings Transit Authority – New Minas.

### **PRESENT**

Chairperson; Patricia Bishop, Kings County  
Vice Chairperson; Anna Ashford-Morton, Berwick

### **COUNCILLORS**

Emma Van Rooyen, Kings County  
Mark Pearl, Town of Kentville  
David Mangle (alternative), Town of Wolfville  
Tom Brown, West Hants

### **KTA STAFF**

Brian Taylor, Interim General Manager  
Dave Burleton, Operations Manager  
Darlene Brownell, Office Manager  
Stephen Foster, Driver's HR Manager  
Toby Walker, Technician

### **IN ATTENDANCE**

Brian Smith, CAO Interim Town of Wolfville

### **ABSENTEES**

Bob Best, Kings County  
Linda Gregory, Warden, Digby County

### **Call to Order**

Chairperson Bishop called the meeting to order at 5:05 p.m.

A greet and meet went around the table. A welcome went out to Brian Taylor as the new interim General Manager.

### **APPROVAL OF AGENDA**

New Business

- Kings Transit Drainage System
- Bus 51 Repairs
- RFP's New Buses

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

**MOTION CARRIED**

### **APPROVAL OF MINUTES: MAY 2, 2013**

MOVED BY COUNCILLORS VAN ROOYEN AND PEARL TO APPROVE THE MINUTES OF MAY 2, 2013.

**MOTION CARRIED**

### **GENERAL MANAGER'S REPORT**

Bell Communications Tower – Bell put forth a proposal to install a tower on the Kings Transit property. The board asked to see if a permit is required for this and that Kings Transit contacts Blomidon Naturalist Society to see if there is any concern with an eagle's nest nearby. The board moved that General Manager Taylor enter talks with Bell regarding a lease subject to conditions and negotiate revenue income. General Manager will collect more information and correspond with the board via email.

ON MOTION OF COUNCILLOR PEARL AND VICE-CHAIR ASHFORD-MORTON THE MOTION TO ENTER INTO TALKS WITH BELL WAS ACCEPTED.

**MOTION CARRIED**

Bus Shelter – This topic will go into camera later.

Board Room Relocation – Quotes are in the process.

Municipality of Annapolis – The service agreement is being handled by lawyers.

RFP's New Buses – Four bids were received. An evaluation will be done on the bids and will be sent via email to board members for review.

ON MOTION OF COUNCILLORS VAN ROOYEN AND MANGLE TO RECEIVE THE GENERAL MANAGER'S REPORT MOTION ACCEPTED.

### **NEW BUSINESS**

**General Manager Recruitment** – A committee has been formed to oversee the hiring process for a new General Manager. The committee will consist of:

Chairperson, Patricia Bishop  
Vice Chairperson, Anna Morton  
Councillor, Mark Pearl Town of Kentville

ON MOTION OF COUNCILLORS VAN ROOYEN AND PEARL TO MOVE AND ACCEPT THE RECRUITMENT COMMITTEE.

**Policy Review** – Policy will be reviewed at each meeting and decided upon and added to the agenda.

**Strategic Plan Working Group** – A leadership team should be formed to keep the plan in motion and see that items get carried out. General Manager Taylor and Chairperson Bishop will review the Strategic Plan at the next board meeting.

A recent copy of the Strategic Plan will be sent via email to board meeting.

### **Citizen Advisory Group –**

ON MOTION OF COUNCILLORS PEARL AND MANGLE TO MOVE AND ACCEPT THE RECRUITMENT COMMITTEE.

Councillor VanRooyen tabled the motion to bring back discussion at next month's meeting.

**Service Partners Quarterly Meetings** – A meeting to be focused on the service partners quarterly was discussed. This would free up some time on regular meetings and also allow service partners to prepare questions and concerns that fit into the agenda. Questions regarding locating to different locations to be fair to all service partners were brought forward. All service partners will be contacted beforehand to get approval. An invitation will be sent to all service partners.

Councillor VanRooyen departs at 6:20 pm with regrets.

**Drainage System** – Kings Transit wash bay has drainage problems which backs up and floods the floor. A study was performed by Hiltz & Seamone which provides a plan and cost estimate. Total estimate is \$ 15,000.00. This is a pressing issue which requires no time to tender out. Operation's Manager will get 2 quotes from the companies outlined by Hiltz & Seamone as recommended Contractors. A repair to the back corner of the Kings Transit facility is in need of repair and will require 2 quotes. Should the quotes come in under the amount of \$20,000.00 moved by the board, then Kings Transit can move forward with the repairs.

General Manager will review the current purchasing policy.

### **FINANCIAL REPORTS**

Councillor Mangle departs at 6:40 pm, no quorum from this point all content will be for information only.

Ridership/Revenue Reports – General Manager Taylor will analyze different ways to improving the ridership and revenue.

Chairperson Update – Chairperson Bishop expressed that she was very happy to be working with General Manager Taylor.

Board has asked that a balance sheet and Payable listing be added to the agenda.

ON MOTION OF COUNCILLORS MANGLE AND PEARL TO AND ACCEPT THE FINANCIAL REPORTS AS PRESENTED

MOTION CARRIED.

### **5. OPERATIONS MANAGER'S REPORT**

Mr. Burleton presented the Operation Manager's report for May 2013.

Kings Transit's yard is in need of sweeping from all the sand used over the winter months. A quote of \$250.00 was given.

### **6. DRIVERS' HR MANAGER'S REPORT**

Driver's HR Manager's report was circulated to members.

Mr. Foster will look at opportunities for training in Violence in the Workplace.

The audit committee will work with the auditor for year end.

In Camera – Bus shelter agreement.

**12. NEXT MEETING DATE**

Next meeting will be held June 19, 2013 at 5:00 pm

**13. ADJOURNMENT**

Meeting was adjourned at 7:05 pm.

---

**CHAIRMAN**

---

**SECRETARY**