



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES November 21, 2012

The regular board meeting of Kings Transit Authority was held on the above date at 4:40 pm at Kings Transit Authority – New Minas.

PRESENT

Chairman; Mark Pearl, Kentville

COUNCILLORS

Patricia Bishop, Kings County
Dale Lloyd, Kings County
Anna Ashford-Morton, Berwick
Ron Trimper, Annapolis County
Tom Brown, Hants West
Diane Memberton, Wolfville
Mercedes Bryan, Wolfville
Mark Phillips, CAO Kentville
Linda Gregory, Warden Digby County

KTA STAFF

Ron Mullins, General Manager
Steve Foster, Driver's HR Manager
Dave Burleton, Operations Manager
Darlene Brownell, Office Manager
Tanya Morrison, Office Clerk

*** Mark Phillips arrived at 4:43 p.m.

*** Anna Ashford-Morton arrived at 4:52 p.m.

*** Steve Foster arrived at 5:35 p.m.

*** Patricia Bishop departed the meeting at 5:50 p.m. with her regrets.

*** Diane Memberton departed the meeting at 5:50 p.m. with her regrets.

1. Call to Order

Chairman Pearl called the meeting to order at 4:40 p.m.

2. APPROVAL OF AGENDA

ON MOTION OF COUNCILLORS BISHOP AND LLOYD THE MOTION TO APPROVE THE AGENDA WAS ACCEPTED.

MOTION CARRIED

3. STUDENT U-PASS PROPOSAL UPDATE

Chairman Pearl gave an overview on the U-Pass proposal to all new councillors. Mr. Mullins asked board members for suggestions for marketing the U-Pass to Acadia Students. After a brief discussion it was decided that a focus group involving key stakeholders would be formed to gather input for marketing strategies.

4. STRATEGIC PLAN FINAL DRAFT

Mr. Mullins presented the draft to the board. The next step is putting the plan in motion. Item will remain on the agenda to discuss when more time permits.

5. APPROVAL OF MINUTES: OCTOBER 17, 2012

One error was noted, future minutes to reflect the Canadian spelling of the word councillor.

MOVED BY COUNCILLORS LLOYD AND BISHOP TO APPROVE THE MINUTES OF OCTOBER 17, 2012 AS CIRCULATED.

MOTION CARRIED

6. GENERAL MANAGER'S REPORT

Manager Ron Mullins presented the GM Report.

Fuel is continuing to increase, current price is \$1.014. The budget is based on a fuel cost of \$1.00.

New bus shelter will be operational by the first week of December.

Security cameras are being installed in the upcoming week due to safety concerns resulting from an additional attack on the night cleaner. Concerns were brought forward because the purchase was not approved by the board. It was stated that an emergency meeting or conference call should have taken place between the board and Mr. Mullins. Mr. Mullins clarified that it was in fact a safety issue and therefore was within his right as Manager to order the equipment. Chairman Pearl assured board members that he was contacted by Mr. Mullins and because it was an employee safety issue the purchase was necessary.

ON MOTION OF COUNCILLORS BRYAN AND BISHOP THE MOTION TO RECIEVE THE GENERAL MANAGER'S REPORT WAS ACCEPTED.

MOTION CARRIED

7. OPERATIONS MANAGER'S REPORT

Mr. Burleton presented the Operation Manager's report.

Spare buses are depleted due to several buses being in the shop for repairs. Bus 55 requires an engine rebuild and bus 57 is back in for additional repairs.

ON MOTION OF COUCILLORS LLOYD AND ASHFORD-MORTON TO RECEIVE THE OPERATIONS MANAGER'S REPORT MOTION ACCEPTED.

MOTION CARRIED

8. DRIVERS' HR MANAGER'S REPORT

Driver's HR Manager's report was presented by Mr. Foster.

ON MOTION OF COUNCILLORS LLOYD AND ASHFORD-MORTON THE MOTION TO RECEIVE THE DRIVER'S HR MANAGER'S REPORT WAS ACCEPTED.

MOTION CARRIED

9. RIDERSHIP REVENUE REPORTS- OCTOBER, 2012

Mr. Mullins presented the revenue reports to the board.

There is a \$9000.00 deficit forecasted for year-end. Bus refurbishing and loss from advertising are two areas contributing to the deficit.

The Office Manager will look into the previous month's reports for Annapolis County and Hants County to find if there are any errors within the numbers reported.

ON MOTION OF COUNCILLORS LLOYD AND ASHFORD-MORTON THE MOTION TO RECEIVE THE REVENUE REPORT FOR AUGUST 2012 WAS ACCEPTED.

MOTION CARRIED

10. ANNAPOLIS COUNTY UPDATE

Trial is complete, awaiting a decision from the courts.

11. POLICY REVIEW- SICK LEAVE

Mr. Mullins presented the new sick leave policy to the board.

Board members suggested Mr. Mullins prepare a spreadsheet showing numbers reflecting the current plan costs and the projected savings from the new plan.

Mr. Mullins will have numbers to present to the board before final approval of the policy.

12. CORRESPONDENCE

Letter of thanks presented to Mr. Mullins from the Little Pumpkins Daycare for their outing to Noggins Farm.

13. NEW BUSINESS

Nova Scotia Moves Grant

Mr. Mullins verified that Kings Transit Authority falls within the guidelines for the grant. He will prepare the application and start the process to move forward with the purchase of two new buses.

14. NEXT MEETING DATE

Next meeting scheduled for December 19, 2012

17. ADJOURNMENT

Meeting was adjourned by Councillors Lloyd and Ashford-Morton at 7:04 pm.

CHAIRMAN

SECRETARY