



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES November 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, Mercedes Brian, Town of Wolfville
Vice Chair, Anna Ashford-Morton, Town of Berwick
Pauline Raven, Municipality of Kings County
Peter Muttart, Municipality of Kings County
Mark Pearl, Town of Kentville
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Greg Towne, Finance Director, Town of Berwick
Linda Gregory, Warden, Municipality of Digby County
Don Regan, CAO, Town of Berwick

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:07 p.m.

2. APPROVAL OF AGENDA

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

- East Hants Information
- Meeting Dates for 2016

Item 11) In Camera regarding contracts.

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF OCTOBER 28, 2015.

MOTION CARRIED

4. BOARD CHAIR UPDATE

The Board Chair met for a short meet and greet with Greg Towne and Stephen Foster to discuss the new financial agreement with the Town of Berwick. She is happy to report that all is running smoothly at Kings Transit.

5. GENERAL MANAGER'S REPORT

Kings Transit has four buses ready for the Rogers Hometown Hockey weekend. Buses will operate for the event on Saturday and Sunday.

A complete inventory count has been done and information is ready to enter into the inventory software.

K-Rock buses are on the road and Mr. Foster will be doing an on-air interview on Thursday November 26th to promote the "Live from the bus" broadcast taking place on Friday November 27th.

CUTA trade show report from Mr. Foster will follow at the next scheduled Board meeting as Mr. Foster returned today from the conference.

Staff will hold an open floor discussion on Sunday December 6th with and awards presentation and dinner following at the Double Dragon Restaurant. Board members are invited to attend the event.

Vicinity Buses – Mechanic sent from Grande West to make upgrades to the 3 Vicinity buses, he remained onsite until all upgrades were completed.

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

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

Mr. Foster presented Ridership Reports to the board.

Ridership continues to be down throughout the system. There seems to be a correlation between Ridership and tickets and passes issued by the Department of Community Services. Mr. Foster informed members that ridership across the country is trending the same. Ridership for October was down 10.03% overall for the month and 6.69% for the year to date.

Action Item:

Mr. Foster will contact the Department of Community Services before the next scheduled meeting to discuss changes that may have occurred within the organization that may impact ridership.

Board members will meet to discuss ridership issues, specifically things that can be done at the Authority level to increase ridership.

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP/REVENUE REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Mr Towne outlined the cash flow issues faced by the Authority due to the way the Authority is set up to operate under the Inter-Municipal Services Agreement, which subjects the Authority to timing issues because the municipal contributions may not align to the expenses incurred for a particular period.

Mr Towne recommends that Kings Transit increase the current line of credit from \$150,000 to \$250,000 to improve the cash flow of the Authority.

MOVED AND SECONDED TO APPROVE THE INCREASE OF THE KINGS TRANSIT LINE OF CREDIT TO \$250,000 AS RECOMMENDED BY MR. TOWNE.

MOTION CARRIED

Mr. Towne presented the financial reports and noted that the reports are not 100% reflective of the actual numbers for the Authority due to work orders not being entered as the inventory software is still being implemented.

MOVED AND SECONDED TO RECEIVE THE FINANCIAL REPORT.

MOTION CARRIED

8. OLD BUSINESS

In January Board members will discuss the deferred decision on transferring the \$99,000 from operating back to the capital funds.

9. NEW BUSINESS

- **Eastern Kings**

Mr. Foster presented a proposal for offering service to Eastern Kings County. He feels that the run would not be cost effective if the run was added at the expense of the current schedule, as it would cause extra delays and would not help to increase ridership. He proposes by using a smaller bus and adding a new route that would cover North End Kentville and Port Williams through to Wolfville and Avonport there is more potential to grow ridership and it would be more cost effective. The current connecting core buses would be able to bypass the North End Kentville part of the run allowing for a 10 minute buffer on either end of the run. This would also decrease travel times between Greenwood and Wolfville by 20 minutes.

- **Meeting Dates 2016**

Meetings will be held on the 4th Wednesday of every month at 5:30 pm as follows:

January 27 th	May 25 th	September 28 th
February 24 th	June 22 nd	October 26 th
March 23 rd	July 27 th	November 23 rd
April 27 th	August 24 th	December 28 th

The December 2015 Board meeting will be on December 16th at 5:00 pm at the KT facility. The ridership discussion meeting will be decided via email amongst members.

- **Pre Budget Discussion**

Budget is to be finalized by January 1st; Mr Foster will be working with Mr. Towne to compile the budget for presentation. Mr. Towne suggests to the Board that KT follow the CPI with an increase of 2.5% for municipal contributions.

10. CORRESPONDENCE

None to report

11. IN CAMERA

- **Contracts**

Board members went In Camera at 6:45 pm

NEXT MEETING DATE

Next meeting will be held January 27, 2016 at 5:30 pm

CHAIRPERSON

SECRETARY