KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
October 17, 2012

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

Chairman; Mark Pearl, Kentville
Vice Chairman; Bill Zimmerman, Wolfville

COUNCILORS

Patricia Bishop, Kings County
Dale Lloyd, Kings County
Anna Ashford-Morton, Berwick
Randall Amero, Digby

KTA STAFF

Ron Mullins, General Manager
Steve Foster, Driver's HR Manager
Tanya Morrison, Office Clerk
Toby Walker

SPECIAL GUESTS

Jennifer Weisner, Kings RDA
Ian Morrison, Acadia University
Michael B, Atcom Outdoor Advertising Inc.

*** Anna Ashford-Morton departed the meeting at 6:30 p.m. with her regrets.

1. Call to Order

Chairman Pearl called the meeting to order at 4:45 p.m.

2. APPROVAL OF AGENDA

Additions to the agenda:

Chairman Pearl added item 2A- UARB hearing outcome.

Vice Chairman Zimmerman gave an update on the outcome of the UARB hearing. Maritime bus was the successful candidate for the new bus route to Halifax.

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

MOTION CARRIED

3. STUDENT U-PASS PROPOSAL UPDATE

Original proposal has been rewritten to include part-time students at a cost of $25. Acadia referendum is to be held on February 13, 2013. The target date for getting the program up and running is September 2013.

CHANGES TO THE PROPOSAL WERE ACKNOWLEDGED BY MEMBERS OF THE BOARD.

4. ATCOM BUS SHELTER CONTRACT RENEWAL

Recommendation by Mr. Mullins is to extend the contract for an additional five years.

ON MOTION OF COUNCILORS LLOYD AND ASHFORD-MORTON THE MOTION TO APPROVE THE CONTRACT RENEWAL WAS ACCEPTED.

MOTION CARRIED

5. STRATEGIC PLANNING SESSION UPDATE: JENNIFER WEISNER, KINGS RDA

Ms. Weisner presented the draft for the strategic plan to the board. Suggestions were given by board members to make the plan more cohesive regarding goals and how to measure those goals.

Mr. Mullins and Ms. Weisner will be meeting to fine tune the strategic plan before drafting.

ON A MOTION OF VICE-CHAIR ZIMMERMAN AND COUNCILOR LLOYD THE MOTION TO APPROVE THE STRATEGIC PLAN WAS ACCEPTED.

MOTION CARRIED

6. APPROVAL OF MINUTES

There were no omissions or errors.

MOVED BY COUNCILORS ASHFORD-MORTON AND LLOYD TO APPROVE THE MINUTES OF SEPTEMBER 5, 2012 AS CIRCULATED.

MOTION CARRIED

7. GENERAL MANAGER’S REPORT

Manager Ron Mullins presented the GM Report.

Fuel is starting to increase. Currently at $.985 per litre.

RFP bus advertising will return to in-house no interested parties came forward to bid on the project.

Mr. Mullins suggested to the board that because of safety reasons for staff working alone at night, as well as security for the building it would be wise to purchase video surveillance equipment for the premises. Mr. Mullins has gotten three quotes on pricing in regards to the equipment.

Board members are hesitant to approve the purchase without further documentation on the pricing and need for the equipment. Mr. Mullins will prepare the numbers to present at next board meeting.

Mr. Mullins asked for the board’s approval to hire an additional night cleaner because of the safety implications of working alone at night. An incident of an attack on the night cleaner was reported to the board.

Board members suggested Mr. Mullins wait until the new budget before hiring any additional staff.

ON MOTION OF COUNCILORS LLOYD AND BISHOP THE MOTION TO ACCEPT THE GENERAL MANAGER'S REPORT WAS ACCEPTED.

MOTION CARRIED

8. OPERATIONS MANAGER'S REPORT

Mr. Mullins presented the operations manger's report on behalf of Mr. Burleton.

A discussion on the feasibility of hiring an apprentice and a parts person to help with the general operations requires further planning on the board's request. The board would like to have further information to be presented at a later meeting for approval.

In regards to the bus swap with Annapolis County the board requested documentation showing total costs associated with the buses involved. Mr. Burleton will prepare numbers to present to the board.

ON MOTION OF VICE-CHAIR ZIMMERMAN AND COUCILOR BISHOP TO RECEIVE THE OPERATIONS MANAGER'S REPORT WITH THE EXCEPTION THAT THE BOARD HAS NOT APPROVED HIRING ADDITIONAL STAFF. MOTION ACCEPTED.

MOTION CARRIED

9. DRIVER'S HR MANAGER'S REPORT

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

OH&S Committee sent two people on course for:

- Occupational Health and Safety Committees
- Workplace Inspection
- Incident Investigation

The Health and Safety Committee recommends the following in regards to working alone at night:

- Ensure panic alarm is worn at all times.
- Ensure wash bay is used when washing buses with doors closed.
- Install security cameras.
- Hire a second night cleaner.

Recommendation by Mr. Mullins and Mr. Foster is to hire a second cleaning person at night because of the health and safety issues associated with working alone.

Board members request further documentation be prepared in regards to hiring a second night person.

ON MOTION OF VICE-CHAIRMAN ZIMMERMAN AND COUNCILOR BISHOP THE MOTION TO RECEIVE THE DRIVER'S HR MANAGER'S REPORT WAS ACCEPTED.

MOTION CARRIED

10. RIDERSHIP REVENUE REPORT- AUGUST, 2012

Mr. Mullins presented the revenue reports to the board.

ON MOTION OF COUNCILORS LLOYD AND BISHOP THE MOTION TO RECEIVE THE REVENUE REPORT FOR AUGUST 2012 WAS ACCEPTED

MOTION CARRIED

11. ANNAPOLIS COUNTY UPDATE

ITEM MOVED TO AGENDA FOR MEETING ON NOVEMBER 21, 2012

12. RFP BUS ADVERTISING

Mr. Mullins will establish a policy for in-house advertising. The policy will reflect fairness for all parties wishing to advertise with KTA.

ITEM TO BE ADDED TO AGENDA FOR MEETING ON NOVEMBER 21, 2012

13. POLICY REVIEW- SICK LEAVE

ITEM TO BE ADDED TO AGENDA FOR MEETING ON NOVEMBER 21, 2012

14. CORRESPONDENCE

ITEM TO BE ADDED TO AGENDA FOR MEETING ON NOVEMBER 21, 2012

15. NEW BUSINESS

ITEM TO BE ADDED TO AGENDA FOR MEETING ON NOVEMBER 21, 2012

16. NEXT MEETING DATE

Next meeting scheduled for November 21, 2012

17. ADJOURNMENT

Meeting was adjourned by Councilors Lloyd and Bishop at 7:20 pm.

CHAIRMAN **SECRETARY**