



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES October 26, 2016

The regular board meeting of Kings Transit Authority was held on the above date at 5:30 pm at Kings Transit Authority – New Minas.

PRESENT

Board Chair, Mercedes Brian, Town of Wolfville
Anna Morton, Vice Chair, Town of Berwick (arrived 6:20pm)
Pauline Raven, Municipality of Kings County
Patricia Bishop, Municipality of Kings County
Jim Winsor, Municipality of Kings County (Alternate)(leaves 6:47pm)
Mark Pearl, Town of Kentville
Don Regan, CAO, Town of Berwick
Wayne Fowler, Municipality of Annapolis County
Diane Leblanc, Municipality of Annapolis County
Linda Gregory, Warden, Municipality of Digby County (arrived 5:55pm)
Kim McKeough, Director of Finance, Town of Berwick
Jennifer Visser, Finance Clerk, Town of Berwick

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

REGRETS

Wayne Atwater

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:31 p.m.

2. APPROVAL OF AGENDA

Added to agenda item 10) In Camera for Labour Discussion

MOVED AND SECONDED TO APPROVE THE AGENDA WITH ADDITION.

MOTION CARRIED

3. APPROVAL OF MINUTES

Minutes from September 28th to include; “End In-Camera at 7:00 p.m.”

MOVED AND SECONDED TO APPROVE THE MINUTES OF SEPTEMBER 28, 2016 WITH AMMENDMENT.

MOTION CARRIED

4. BOARD CHAIR UPDATE

Ms. Brian thanked Councillors Pearl and Bishop for their years of service on the board of Kings Transit Authority. Appreciation awards were given handed out for 11 years of service for Mark Pearl and 4 Years of service for Patricia Bishop. Wayne Atwater was also recognized but was not in attendance to accept his award. Congratulations and appreciation sentiments were shared around the table from members present.

5. GENERAL MANAGER’S REPORT

Transit Coordinator

The new Coordinator is working on new initiatives to help increase awareness and ridership on Kings Transit amongst the senior population.

Bus Issues

Kings Transit had two buses that were down due to engine failure. Buses have been repaired and are now ready to be put back on the road.

Work Procedures

A new bomb threat procedure was created and presented to staff, due to recent events that have occurred locally.

Board members suggested making contact with the Kentville police to make them aware of the procedure in case of a bomb threat in the area. Mr. Foster agreed that it was a good idea to include them as well.

Pokémon Go

There is an organized initiative taking place with a large group of Acadia students to board the KT bus and go on a Pokémon hunt.

Wi-Fi

Wi-Fi has now been installed on all buses with the exception of the Cornwallis bus. Mechanics are waiting on equipment to finish the installation.

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

MOTION CARRIED

6. RIDERSHIP REPORT

Ridership

Ridership is down on the core by 686 passengers. The new Hants Border run is doing extremely well at 24% above the budgeted numbers.

Annapolis West numbers are down; in previous years, courses were held in Cornwallis Park which added to ridership. There weren't any courses this fall which has affected the numbers for the route.

There was discussion on using social media to promote the new service through Port Williams. It was suggested that Kings Transit look in to using 'Facebook Boost' to market to people in the area.

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Kim McKeough presented the financial reports to members present.

The Kings Transit Financials were presented to the group as one consolidated set of financials. Moving forward, the Board requests that financial statements be broken out for each of the partners, to facilitate reporting financials to council.

MOVED AND SECONDED TO ACCEPT THE FINACIAL REPORT FOR SEPTEMBER 2016 AS CIRCULATED.

MOTION CARRIED

Action Item:

Mr. Foster, Ms. Brian, and Ms., McKeough will meet with auditors to discuss the billing for the year-end audit.

8. OLD BUSINESS

RFP

Mr. Foster is working on RFPs for the Federal Transit Funds.

9. CORRESPONDENCE

None to report at this time.

10. IN CAMERA

Board members went "In Camera" re: labour discussion at 6:47 p.m.

ADJOURNMENT

Meeting adjourned at 8:02 p.m.

NEXT MEETING DATE

Next meeting will be held November 23, 2016 at 5:30 p.m.

CHAIRPERSON

SECRETARY