



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES October 28, 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 (Arrived at 5:08 p.m.)
Mark Pearl, Town of Kentville
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Greg Towne, Finance Director, Town of Berwick
Patricia Bishop, Municipality of Kings County
Linda Gregory, Warden, Municipality of Digby County

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:05 p.m.

2. APPROVAL OF AGENDA

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

d. Phones

In camera minutes to be added to the agenda under “Approval of Minutes”

Item 11) In Camera regarding personnel.

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

MOTION CARRIED

3. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF JULY 27, 2015.

MOTION CARRIED

Correction to be noted on In Camera minutes the date should read October 1st not September 10th.

MOVED AND SECONDED TO APPROVE THE IN CAMERA MINUTES AS AMMENDED.

MOTION CARRIED

4. BOARD CHAIR UPDATE

The Board Chair shared with those in attendance that Kings Transit is moving more towards online banking, allowing access to Board signing authority via online VS having to come to the facility to authorize payments.

Restructuring has taken place at Kings Transit on recommendation from the auditors and the recent loss of the West Hants route. Things are going well and the Board Chair will continue to check-in to ensure things continue to do so.

Financial services have been awarded to the Town of Berwick upon motion to make the announcement official at the current meeting.

As part of the restructuring, KT is in the process of hiring two Shift Coordinators.

5. GENERAL MANAGER'S REPORT

Mr. Foster shared that the partnership with K-Rock is underway and the wrap has gone to the print shop. Kings Transit has entered into a Contra Agreement with K-Rock, Kings Transit will receive advertising on K-Rock radio and K-Rock will receive advertising on KT buses.

Awaiting go ahead from the insurance company to fix the water damage sustained when the upstairs pipe broke in the KTA facility.

All signage has been removed from the West Hants route.

Financial services will be handled going forward through the Town of Berwick.

Refurbishment for bus #55 is going to be over by \$9,500 from original quoted amount due to excessive structure decay.

Discussion took place regarding the possibility of future funds for Capital expenses due to the recent change in government. Mr. Foster will start to prepare a “wish” list for the Authority and look into any grants that may become available.

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

MOTION CARRIED

6. RIDERSHIP/REVENUE REPORT

Mr. Foster presented Financial Reports to the board.

Ridership is down 6.09% overall for the current year, Mr. Foster speculates that the decline could be due to the low cost of fuel. Typically when fuel prices are down people tend to use their own vehicles to commute.

Board members discussed brainstorming ideas on how to increase ridership and draw awareness to the advantages of transit. Members agree to meet 1 hour before November 25, 2015 Board Meeting to discuss ridership ideas.

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP/REVENUE REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Greg Towne, Town of Berwick Finance Director presented the financial services package being offered to KTA as prepared by the Town of Berwick to the members in attendance.

Mr. Towne presented the financial reports to the board for September 2015. The reports are not 100% up-to-date due to the change over from KT to the Town of Berwick. Not all financial information has been added into the accounting software as of the current meeting date. Reports were presented so the board members could see the new format in which information will be shown moving forward.

It was suggested by Mr. Towne that the Board reverse the previous transfer of the \$99,000 from Capital funds to operating, and ask the partners to fund the deficit. Mr. Towne suggests that by reversing the transfer the financial position of the Authority is more accurately represented on the financial statements.

MOVED AND SECONDED TO RECEIVE THE FINANCIAL REPORT

After discussion amongst the Board members it was decided that the previous motion to transfer the funds from capital to operating will stand. The board feels that the decision was a well thought out decision which involved consulting with a lawyer, an accountant, and one of the Chief Administrative Officers of the partners to come up with a plan that was in the best interest of the Authority given the circumstances at the time. Before the end of the current fiscal year it was discussed that the Board would look at transferring the money back in to capital so that the financial statements would accurately reflect the operations of the Authority for the 2015/16 fiscal year end.

The Board also requests that bullet number #4 be removed from Mr. Towne's Report to the Board.

MOVED AND SECONDED TO AMMEND THE MOTION TO RECEIVE THE FINANCIAL REPORT WITH THE REMOVAL OF BULLET #4 FROM THE REPORT.

MOTION CARRIED

8. OLD BUSINESS

No items to discuss.

9. NEW BUSINESS

a) Ratify vote for Town of Berwick Proposal

MOVED AND SECONDED TO AWARD FINANCIAL SERVICES CONTRACT TO THE TOWN OF BERWICK

MOTION CARRIED

b) CUTA conference/tradeshaw

Mr. Foster will attend the fall conference in Montreal.

c) Service to Hants Border

Information is required for Kings County Council for November 17th Committee of the Whole meeting. Board directs Mr. Foster to draft preliminary stats for the possibility of a run from Wolfville to Avonport.

d) Phones

Staff will look in to the 1-800 phone system as there was a problem with system access.

10. CORRESPONDENCE

None to report

11. IN CAMERA

• **Personnel**

Board members went In Camera at 7:59 pm

NEXT MEETING DATE

Next meeting will be held December 16, 2015 at 5:00 pm

CHAIRPERSON

SECRETARY