



KINGS TRANSIT AUTHORITY REGULAR BOARD MEETING-MINUTES September 28, 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
Pauline Raven, Municipality of Kings County
Wayne Atwater, Municipality of Kings County
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
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

1. CALL TO ORDER

Chair Mercedes Brian called the meeting to order at 5:33 p.m.

2. APPROVAL OF AGENDA

Added to agenda item 11) In Camera

MOVED AND SECONDED TO APPROVE THE AGENDA WITH ADDITION.

MOTION CARRIED

3. APPROVAL OF MINUTES

Under “Syrian Families” update should state “Mr. Foster went on a bus trip ‘in the core’, to assist families with learning the bus route”.

MOVED AND SECONDED TO APPROVE THE MINUTES OF JULY 26, 2016 WITH AMMENDMENT.

MOTION CARRIED

4. BOARD CHAIR UPDATE

Ms. Brian shared she has been dropping in once per week to “check in” and sign any documents that require a signature. She was Chair of the Audit Committee and met with the committee and auditor from Grant Thornton.

5. GENERAL MANAGER’S REPORT

Transit Coordinator

Marnie Parker the successful candidate for the position has started organizing outings for seniors on the bus.

Provincial Transit Funds

Funds have been received by the Authority.

VCFN Update

A purchase order has been issued to run the Fibre Op connecting Kings Transit to the Kings County Municipal building. Work will take 8-12 weeks to complete.

New Route

Numbers are doing extremely well with 100 plus passenger trips daily.

In the near future counters will be placed on the route to see where the majority of the passengers are travelling.

WCB

Kings Transit Authority WCB rate is the lowest it has ever been. Mr. Foster attributes this to a well-functioning Health and Safety Committee.

Bus #57 (Annapolis County)

The bus refurb is complete and a new turbo charger has been installed.

Break-In

There was a break-in at the Annapolis County depot. Police were contacted and new equipment has been installed at the location to prevent future incidents.

CUTA

Mr. Foster is registered for the upcoming fall trade show in November. He will be looking for new buses and technology to be purchased using the federal funds available to the Authority.

Television Show “Pure”

A production company contacted Kings Transit for use of a bus in a new production taking place in Windsor.

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

MOTION CARRIED

6. RIDERSHIP REPORT

Ridership

Ridership for July was down by 5.22% and down by 1.23% for the YTD. August ridership had an increase of 3.29% vs budget for the month. Overall ridership for the year was down slightly at .33%.

It was noted that the formatting was incorrect on the July ridership report. Incorrect colour was used to show negative values.

MOVED AND SECONDED TO RECEIVE THE RIDERSHIP REPORTS.

MOTION CARRIED

7. FINANCIAL REPORTS

Kim McKeough presented the financial reports to members present.

The financials presented had a calculation error on the third page under YTD expenses. It was discussed that because the current report is a report that is compiled from data that is manually entered in to a spreadsheet, it leaves room for error when reporting numbers. Board requests to have a new format for the presentation of the financials. The new reports will be produced directly from the accounting software to eliminate the risk of errors in the reporting. The board requests to have the report show a noted end date and also how KT is trending vs budget by percentage.

8. OLD BUSINESS

Wi-Fi Update

Equipment is in; KT is working with the Lawyers and the IT department to create terms and conditions for use with the Wi-Fi and to load the conditions on to the routers. The cost for the conditions was asked Mr. Foster did not have a figure at the time of the meeting but will bring back the information to the next board meeting.

9. NEW BUSINESS

Approval of Year-End Audit

The draft of the year-end audit was circulated to members present. There was discussion around the amount of the line of credit currently used by Kings Transit. There was a motion previously to increase the line of credit but the increase is not reflected in the year-end audit. Mr. Foster is going to look in to this to see if the increase was ever processed to the account.

MOVED AND SECONDED TO ACCEPT THE DRAFT YEAR END FINANCIAL STATEMENTS.

MOTION CARRIED

10. CORRESPONDENCE

Acadia Community Language Program

A “thank you” letter was received from the organization for donation of bus passes to refugee families travelling to and from their language classes.

Mr. Zach Churchill

A Letter recognizing the receipt of the letter requesting PTAP funds from the province.

11. IN CAMERA

Board members went “In Camera” at 6:20 p.m.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.

NEXT MEETING DATE

Next meeting will be held October 26, 2016 at 5:30 p.m.

CHAIRPERSON

SECRETARY