

**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING - MINUTES
July 24TH, 2019**

A. Regular Meeting of the Kings Transit Authority Board of Directors was held on the above date at 4:00pm at the Kings Transit Authority – New Minas NS.

1. Welcome and Safety Minute

Attendance:
Board Members
Councillor Hodges, Municipality of the County of Kings; Board Chair
Councillor Donovan, Town of Wolfville
Councillor Andrew, Town of Kentville (Arrived 4:43pm)
Councillor Allen, Municipality of the County of Kings
Councillor Walsh, Town of Berwick (Arrived 4:17pm)
Councillor Raven, Municipality of the County of Kings
Service Partners
Councillor LeBlanc, Municipality of the County of Annapolis
KTA Staff
Glen Bannon, General Manager
Guests
Karen Kluska, Consultant
2. Approval of Agenda

Motion: To Approve the Agenda of July 24th, 2019 with one addition "In Camera, Personnel".

Councillor Donovan/Councillor Allen (Moved/Seconded)

MOTION CARRIED
3. Approval of June 26th, 2019 Regular Board Meeting Minutes

Motion: To Approve the June 26th, 2019 Regular Board Meeting Minutes.

Councillor Donovan/Councillor Raven (Moved/Seconded)

MOTION CARRIED
4. Discussion – 2018/19 Year End Audit Results

Earlier in the day, the Authority's auditor (BDO LLP) presented the results, reports and financial statements associated with the 2018/19 year end audit to the Audit Committee. The Board Chair introduced and summarized the discussion, and Karen Kluska related the details of the reports and the financial statements. Two related motions followed.

Motion: That any General Journal Entries receive secondary review and approval by an independent entity on a monthly basis.

Councillor Donovan/Raven (Moved/Seconded)

MOTION CARRIED

Motion: To approve the audited financial statements with the pending Note disclosure related to the estimated remaining useful life of the vehicles.

Councillor Raven/Allen (Moved/Seconded)

MOTION CARRIED

5. Board Chair Update Chair Hodges provided an update of the month's activities.

Motion: To receive the Board Chair's Report.

Councillor Walsh/Raven (Moved /Seconded)

MOTION CARRIED

6. General Manager's Report General Manager Bannon provided an update of the month's activities.

Motion: To Receive the General Manager's Report.

Councillor Donovan/Raven (Moved /Seconded)

MOTION CARRIED

7. Old Business No old business to discuss.

8. New Business Discussion – Options for Quarterly Financial Reporting. The General Manager presented two options for a format for a quarterly financial report for the Board of Directors. The first is a very simple report that totals revenues and expenses for each service area, and provides an indication of whether or not the service area is in surplus or deficit. The second format provides greater detail and reflects the revised accounting structure that has been developed for Sage. The Board agreed that the second format (with greater detail and explanatory notes where applicable) is of greater utility.

Motion: To adopt the quarter financial report proposed by the General Manager and selected by the Board of Directors.

Councillor Walsh/Councillor Andrew(Moved/Seconded)

MOTION CARRIED

Student Summer Pass. The General Manager reported improved success for the Student Summer Pass program, but a discussion revealed some of the administrative challenges surrounding the program in its current format and the need to revisit the intention behind the program. After some discussion, the Board decided to amend the eligibility parameters for the program.

Motion: To revise the Student Summer Pass program to remove its restriction to students and expand the age range to include persons aged 12 to 21.

Councillor Walsh/Councillor Andrew(Moved/Seconded)

MOTION CARRIED

9. Correspondence There was no correspondence to discuss.

10. In Camera Meeting **Motion:** To go In-Camera at 5:45pm.
 – Personnel Matters

Councillor Hodges/Councillor Walsh (Moved/Seconded)

MOTION CARRIED

11. Regular Meeting **Motion:** To reconvene the Regular Meeting.
 Reconvened

Councillor Andrew/Councillor Walsh (Moved/Seconded)

MOTION CARRIED

Motion: That the chair provide the feedback from the Board's performance review and discuss flex time with the General Manager.

Councillor Donovan/Councillor Walsh (Moved/Seconded)

MOTION CARRIED

12. Adjournment and
Next Meeting

Motion: To adjourn the Regular Meeting.


Councillor Raven/Councillor Walsh (Moved/Seconded)

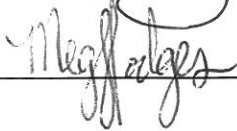
MOTION CARRIED

The next meeting will be held on September 25th, 2019 at
4:00pm in the Board Room, KTA Office, New Minas.

Recorded by Glen Bannon, General Manager

Signatures of Approval


_____ General Manager


_____ Chair