



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
April 25, 2018**

The regular board meeting of Kings Transit Authority was held on the above date at 4:00pm at Kings Transit Authority – New Minas NS.

1. Welcome and Roll Call
Attendance:
Board Members
Councillor Raven, Municipality of the County of Kings; Board Chair
Councillor Brian, Town of Wolfville; Vice Chair
Councillor Spicer, Municipality of the County of Kings
Councillor Hodges, Municipality of the County of Kings (Arrived 4:18pm)
Councillor Walsh, Town of Berwick
Service Partners
Councillor LeBlanc, County of Annapolis
Deputy Warden Linda Gregory, Municipality of the District of Digby
KTA Staff
Ken Redden, Interim General Manager
Kate Dixon, Accounting Coordinator
Kaileigh Smith, Office Coordinator

2. Approval of Agenda
Motion: To Approve the Agenda of April 25, 2018 with the amendments below.

Councillor Walsh/Councillor Spicer (Moved/Seconded)
MOTION CARRIED

List of Amendments: Additions Under New Business
 - 11 a) Update from Towns of Wolfville and Berwick
 - 11 b) Student Summer Bus Pass
 - 11 c) Valley REN Passenger Data Collection
 - 11 d) Emergency Management Link on Website

3. Approval of March 28, 2018 Regular Board Meeting Minutes
Motion: To Accept the March 28, 2018 Regular Board Meeting Minutes

Councillor Spicer/Councillor Brian (Moved/Seconded)
MOTION CARRIED

4. Board Chair Update
- Grant Thornton Audit Update
Auditors from Grant Thornton will be on site at the Kings Transit Office beginning on June 18th, 2018.
- Board Chair Resignation
Motion: To Accept Councillor Raven's Resignation as Chair of the Kings Transit Authority Board.
Councillor Hodges/Councillor Walsh (Moved/Seconded)
MOTION CARRIED
- Motion: To appoint Councillor Brain as Chair of the Kings Transit Authority Board
Councillor Hodges/Councillor Walsh (Moved/Seconded)
MOTION CARRIED
- Motion: To Nominate Councillor Raven as Vice Chair of the Kings Transit Authority Board.
Councillor Hodges/Councillor Walsh (Moved/Seconded)
MOTION CARRIED
5. Valley REN Report
- A discussion took place in regard to the report circulated outlining the preliminary steps toward a Strategic Plan for Kings Transit Authority. One suggestion was to have a Kings Transit Rider participate in data collection for planning purposes, a discussion and motion for this was made under item 11 c) Valley REN Passenger Data Collection.
Motion: To Accept the Valley REN Report
Councillor Hodges/Councillor Walsh (Moved/Seconded)
MOTION CARRIED
6. Strategic Planning Update
- Motion: To Accept the Strategic Planning Update
Councillor Hodges/Councillor Spicer
MOTION CARRIED
7. General Managers Report
- Motion: To Accept the General Managers Report
Councillor Raven/Councillor Hodges (Moved/Seconded)
MOTION CARRIED
- Deputy Warden Gregory left the meeting at 5:37pm
8. Monthly Ridership Report
- Motion: To Accept the Monthly Ridership Report
Councillor Hodges/Councillor Raven (Moved/Seconded)
MOTION CARRIED

9. Monthly Financial Report Motion: To Accept the Monthly Financial Report
Councillor Raven/Councillor Hodges (Moved/Seconded)

MOTION CARRIED

10. Old Business No Old Business to Discuss

11. New Business Councillor Hodges left meeting at 6:05pm

A) Update from Towns of Wolfville and Berwick

A discussion too place in regard to the stance of the towns of Wolfville and Berwick on interim supplementary funding awaiting Budget Approval. Both Councillor Brian of the Town of Wolfville and Councillor Walsh of the Town of Berwick reported that favorable motions were put forth in regard to the matter.

B) Student Summer Bus Pass

Motion: That Kings Transit construct a High School Student (age 12-18) Bus Pass for July and August 2018, and that the appropriate form be submitted to the UARB.

Councillor Raven/Councillor Walsh (Moved/Seconded)

MOTION CARRIED

C) Valley REN Passenger Data Collection

Motion: That Kings Transit work with a current rider to conduct interviews on the buses with other riders to collect data for Strategic Planning. Work totaling 40-48hours in exchange for a yearly bus pass.

Councillor Spicer/Councillor Walsh

MOTION CARRIED

D) Emergency Management Link on Website

Motion: To add a link on the kbus website to the “Kings County Regional Emergency Guide” prepared by the Regional Emergency Management Planning Committee.

Councillor Walsh/Councillor Spicer

MOTION CARRIED

- E) Correspondence

Correspondence Regarding Bike Racks:

An email was received and presented to the Board requesting the Bike Racks be placed on the buses beginning April 1st and remain in place until November 30th. Discussion resolved that placing the bike racks on the buses beginning April 1st was obtainable, however leaving them on until the November 30th was not an option, due to the obstruction of the headlights on our buses. The final

decision was to leave the placement date of the bike racks to the General Manager's discursion.

SOAR

A request was received from Survivors of Abuse Recovery (SOAR) for a donation for an upcoming fundraiser. The Board discussed this resulting in the decision to approve the donation of an item. The discretion of which items are to be donated will be left to the General Manager.

F) In Camera

Meeting Moved In Camera at 6:30pm

G) Adjournment

Meeting came Out of Camera and Adjourned at 7:20pm

H) Next Meeting

The next meeting will be held on May 23, 2018 at 4:00pm in the Board Room, KTA Office, New Minas

Approved at the KTA Board meeting of 05/23/2018

Recorded by Kaileigh Smith

Signatures of Approval

_____ General Manager

_____ Board Chair