



**KINGS TRANSIT AUTHORITY  
REGULAR BOARD MEETING-MINUTES  
January 27, 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  
Pauline Raven, Municipality of Kings County  
Wayne Atwater, Municipality of Kings County  
Jim Winsor, Municipality of Kings County, Alternate  
Tony Bentley, Town of Kentville, Alternate  
Diane Leblanc, Municipality of Annapolis County  
Wayne Fowler, Municipality of Annapolis County  
Greg Towne, Finance Director, Town of Berwick  
Don Regan, CAO, Town of Berwick  
Linda Gregory, Warden, Municipality of Digby County (arrived 5:42 p.m.)

**KTA STAFF**

Stephen Foster, General Manager  
Tanya Morrison, Office Coordinator

**IN ATTENDANCE**

Bryon Crossman, ATCOM Outdoor Advertising

**REGRETS**

Anna Ashford-Morton  
Patricia Bishop  
Mark Pearl

**1. CALL TO ORDER**

Chair Mercedes Brian called the meeting to order at 5:35 p.m.

## **2. APPROVAL OF AGENDA**

Shelter discussion moved to; after “Approval of Minutes”.

Operating Budget added to “New Business”.

MOVED AND SECONDED TO APPROVE THE AGENDA AS AMMENDED.

**MOTION CARRIED**

## **3. APPROVAL OF MINUTES**

Under “Board Chair Report” the last sentence in the minutes should read: “the Chair **will** be extending to all service partners”.

MOVED AND SECONDED TO APPROVE THE MINUTES OF DECEMBER 16, 2015.

**MOTION CARRIED**

### **Atcom Outdoor Advertising Presentation – Bryon Crossman**

Bryon Crossman owner of Atcom Outdoor Advertising, which has bus shelters throughout the KT route, offered information about the shelters to those present.

Atcom started with three bus shelters and has now grown to 16 shelters on the route. Since taking on full ownership of the company in 2014 Mr. Crossman has done a full refurbishment on the shelters and has put a maintenance schedule in place.

Mr. Crossman explained the cost to construct and maintain a shelter is expensive. There are not only the costs to consider but also the policies from the Towns and Municipalities where the shelters are placed. Parties must have permission from the individual town, county or land owner depending on who has ownership of the land. Interested parties were encouraged to contact Mr. Crossman to discuss opportunities for placing shelters in their areas.

Board members brought up concerns about snow removal from the shelters in the winter. Mr. Crossman explained bus shelters are cleaned up within 24 hours after the snow has stopped. There is a crew that goes out in the evenings to clear the shelters of snow, as this is when there is the least amount of traffic interfering with their safety.

After discussion about snow removal from the shelters the topic of snow removal from bus stops was mentioned. There are concerns that have been brought forward with bus stops located within the Village of New Minas. It is unclear if the issue is DTIR or the responsibility of the Village.

**Action Item:**

The Board Chair and Mr. Foster will setup a meeting with The Village of New Minas to discuss clearing of the bus stops within the village.

**4. BOARD CHAIR UPDATE**

The new route proposal was released in the media and Nova News neglected Kings County as a contributing party in the new plan. The oversight is being looked in to.

**5. GENERAL MANAGER'S REPORT**

Mr. Foster presented ridership information based on the time of day use of the Weymouth to Cornwallis service to Digby's Municipal Council. The report highlighted the times the bus was underutilized and some cost saving options for council to consider in the future.

The weather caused a service cancellation; buses did not run on Saturday January 16<sup>th</sup>.

An RFP has gone out for the bodywork repairs on buses 57 & 58 for Annapolis and Digby Counties.

The Three Vicinity buses will be repainted from the windows down due to a paint recall. Costs for the repair will be covered.

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

**MOTION CARRIED**

**6. RIDERSHIP/REVENUE REPORT**

Mr. Foster presented Ridership Reports to the board.

December numbers were again down over last year. Mr. Foster spoke with DCS and they informed him that numbers were down at least 100 cases over the last 22 months. This has impacted the number of people receiving bus tickets and passes for use on the bus.

MOVED AND SECONDED TO ACCEPT THE RIDERSHIP/REVENUE REPORTS.

**MOTION CARRIED**

**7. FINANCIAL REPORTS**

Mr. Towne presented financial reports to those present.

KT has a projected surplus of \$98,000 some items contributing to the surplus are; Misc Revenues from Roger's Hometown Hockey event, insurance money received, and revenue from mechanic's labour.

MOVED AND SECONDED TO RECEIVE THE FINANCIAL REPORT.

**MOTION CARRIED**

**8. OLD BUSINESS**

None to report.

**9. NEW BUSINESS**

**Annapolis and Digby Budgets**

Budget presentations were done by Mr. Greg Towne for the Board's approval before sending along to the service partners for final approval.

Digby has a budgeted reduction in expenses of 4.3% mostly due to the reduced fuel cost.

Wages have been budgeted at a decrease, with benefits being increased due to the way wages were previously budgeted. Benefits that were budgeted under wages have since been allocated to benefits.

Annapolis County has a decrease in budgeted wages and an increase in benefits expense as well do to the reallocation of the benefits expense.

Total expenses have a budgeted increase of 2.1% because of the projected decrease in ridership numbers.

MOVED AND SECONDED TO APPROVE THE BUDGET FOR THE SERVICE PARTNERS OF THE MUNICIPALITY OF DIGBY COUNTY AND THE MUNICIPALITY OF ANNAPOLIS COUNTY TO BE FORWARDED FOR THEIR COUNCILS' APPROVAL.

## **MOTION CARRIED**

### **Capital Budget**

Mr. Towne presented the Capital Budget for 2016/2017 for board approval.

Proposed capital budget includes the following:

Vehicles - \$180,000 (includes \$30,000 carried forward from previous year)

Facility - \$107,500 (includes \$7,500 carried forward)

Equipment/Misc - \$15,000

Board members discussed the benefits of having Wi-Fi installed on the buses to increase ridership. This was one of the items brought up in an increasing ridership initiative discussion amongst members. Mr. Foster suggested he contact some Wi-Fi service providers and get them to do a presentation to the board. Linda Gregory, Warden of Digby County has also requested that Mr. Foster collect pricing for her to take back to her council for budgeting purposes.

MOVED AND SECONDED TO APPROVE THE 2016/17 CAPITAL BUDGET.

## **MOTION CARRIED**

### **Ridership Initiative**

Brainstorming results will be resent out to members and the topic is requested to be added to the beginning of the next meeting agenda.

MOVED AND SECONDED TO POSTPONE THE RIDERSHIP DISCUSSION TO THE NEXT SCHEDULED BOARD MEETING ON FEBRUARY 24, 2016.

## **MOTION CARRIED**

### **10. CORRESPONDENCE**

None to report

### **ADJOURNMENT**

Meeting adjourned at 7:47 p.m.

MOVED AND SECONDED TO ADJOURN

## **MOTION CARRIED**

**NEXT MEETING DATE**

Next meeting will be held February 24, 2016 at 5:30 pm

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**CHAIRPERSON**

\_\_\_\_\_  
**SECRETARY**