



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
March 28, 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 Pauline Raven, Municipality of the County of Kings, Board Chair
Councillor Mercedes Brian, Town of Wolfville, Vice Chair
Councillor Spicer, Municipality of the County of Kings
Councillor Morton, Town of Berwick
Councillor Winsor, Municipality of the County of Kings;
Alternate for Councillor Hodges
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
Regrets
Councillor Walsh, Town of Berwick
2. Approval of Agenda Councillor Brian/Councillor Morton (Moved/Seconded)
List of Amendments:
 - Addition of “Temporary Three (3) Month Budget Discussion” as item 8. All items move one number in sequence thereafter.
3. Approval of (Last Meeting Date) Minutes Councillor Morton/Councillor Spicer (Moved/Seconded)
List of Amendments:
 - Correct spelling of Councillor Walsh
 - Add underline to Regrets
 - Correct “Stand in for” to “Alternate”

4. Board Chair Update Website Update

Councillor Brian has reviewed the new Kings Transit Website and is ready for a soft launch. The new website will be soft launched within the next week and the old website will be removed.

Strategic Planning Update

Both Valley-REN and ACOA have recognized that Kings Transit is an important resource, and have agreed to work with us. Work started on March 28th, 2018 at 3:00pm prior to the Board Meeting with an introduction to the Board Members and Service Partners with a representative from Valley-REN.

General Manager Candidates

On March 21st, 2018, the selection committee interviewed 5 candidates. A Special In-Camera Board Meeting was held on the above date, and a unanimous decision was made on the selected candidate. An offer has been made to this candidate based on 2018/2019 Budget Approval. A Motion was Put Forward:

“That the Board give formal consent to the offer made to the selected candidate as circulated to all Board Members on the morning of March 24th, 2018”

Councillor Brian/Councillor Morton (Moved/Seconded)

Motion to Accept Board Chair Update

Councillor Morton/Councillor Brian (Moved/Seconded)

5. General Manager Report

Motion to Accept the General Managers Report

Councillor Spicer/Councillor Morton (Moved/Seconded)

6. Monthly Financial Report

A number error was found in the February Monthly Financial Statements. Staff will correct and distribute corrected statements to Board Members as soon as possible.

Motion to Table Acceptance of the Monthly Financial Report until the April 25th, 2018 Board Meeting

Councillor Morton/Councillor Winsor (Moved/Seconded)

7. Monthly Ridership Report
 Motion to Table Acceptance of the Monthly Ridership Report until the April 25th, 2018 Board Meeting
 Councillor Morton/Councillor Winsor (Moved/Seconded)
8. Temporary Three (3) Month Budget Discussion
 A discussion took place in regards to a Temporary Three (3) Month Budget to be put in place from April 1st, 2018 to June 30th, 2018.
 Discussion Set Aside at 5:30pm; Discuss Correspondence from Annapolis County.
 Councillor Morton left the room at 5:38pm
 Councillor LeBlanc Left at 5:48pm
 Returned to Discussion at 5:49pm
 Councillor Morton returned at 5:49pm.
 A Motion was Put Forward:
 “Kings Transit Authority approves expenditures at the same level as approved in the 2017/2018 Budget from April 1st, 2018 to June 30th, 2018”
 Councillor Brian/Councillor Morton (Moved/Seconded)
9. Old Business
 There was no Old Business to Discuss
10. New Business
Audit Committee
 The 2017/2018 Audit Committee meeting is set for early April.
 The 2017/2018 Audit Committee will consist of the following:
 Councillor Spicer
 Councillor Brian
 Councillor Raven
 Kings Transit General Manager
 Councillor Brian/Councillor Spicer (Moved/Seconded)
11. Correspondence
Letters From Annapolis County
 Two letters were received from Annapolis County in regard to two separate Route Changes that have been requested. These were discussed and a decision was made to set this aside until the new General Manager is in place.
 A Motion was put Forward:
 “The Board instructed that our Interim General Manager respond to the requests stating that when a New General Manager arrives, a Service Review will be conducted within the first Fiscal Year.”

Councillor Spicer/Councillor Brian (Moved/Seconded)

All were in favor; Councillor Morton was not present for the vote.

Letter from NS Health Authority Re. Ticket

A letter was received from the Nova Scotia Health Authority in conjunction with their program called “Healthy Beginnings” in regard to a donation from Kings Transit in the form of Tickets for the program. A discussion took place and the decision was made to donate 50 tickets if 150 were purchased by the Health Authority

Discussion of Financials for The County of Annapolis and The Municipality of the District of Digby

A Budget Presentation is set to be held at the County of Annapolis on April 10th, 2018.

Should any budget changes be required for the Municipality of the District of Digby, it has been requested they be notified prior to April 22nd, 2018.

12. Adjournment

Meeting Adjourned 6:24pm

13. Next Meeting

The next meeting will be held on April 25th, 2018 at 4:00pm in the Board Room, KTA Office, New Minas

Approved at the KTA Board meeting of 04/25/2018

Recorded by Kaileigh Smith

Signatures of Approval

_____ General Manager

_____ Board Chair

Action Items

Kate Dixon, Accounting Coordinator; Make the adjustments to February Financial Statements as noted and distribute as soon as possible.