



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
October 25th, 2017**

The regular board meeting of Kings Transit Authority was held on the above date at 4:45pm at Kings Transit Authority – New Minas NS.

1. Welcome and Roll Call
Attendance:
Board Members
Councillor Raven, Board Chair; Municipality of the County of Kings
Councillor Brian, Vice Chair; Town of Wolfville
Councillor Andrew; Town of Kentville
Councillor Spicer; Municipality of the County of Kings
Councillor Hodges; Municipality of the County of Kings
Councillor Morton; Town of Berwick
Service Partners
Councillor Fowler; County of Annapolis
Councillor LeBlanc; Count of Annapolis
Deputy Warden Linda Gregory; Municipality of the District of Digby
KTA Staff
Stephen Foster; General Manager
Kate Dixon; Accounting Coordinator
2. Approval of Agenda Councillor Andrew/Councillor Spicer (Moved/Seconded)
3. Approval of September 28th, 2017 Regular Board Meeting Minutes Councillor Spicer/Councillor Andrew (Moved/Seconded)
4. Board Chair Update Update on Solar Array for the Roof of Kings Transit Depot
The application was submitted to Nov Scotia Power.

Decreasing Ridership Trend
CUTA withdrew the invitation to present at the upcoming Forum.

Motion:

To acknowledge the Nova Scotia Power, Ridership and CUTA business.

Councillor Andrew/Councillor Spicer (Moved/Seconded)

MOTION CARRIED

5. General Manager Report

Occupational Health and Safety meeting update.

Garage Report

Quarterly inventory has been completed.

Revenue

System wide, revenue has seen an increase of just over 2% in a month to month comparison of September/August.

Ridership

An increase has been seen in ridership in HantsBorder, Annapolis East and Annapolis West.

A decrease has been seen in Core Service as well as Digby.

Staffing

Interviews will take place for the Customer Service Coordinator.

Two new spare drivers have been hired.

A Term Driver Position in Annapolis East will be opening soon.

Motion:

To receive the General Managers Report

Councillor Hodges/Councillor Morton (Moved/Seconded)

6. Monthly Financial Report

Not Discussed

7. Monthly Ridership Report

Not Discussed

8. Old Business

Inventory Management Policy

The Inventory Management Policy has been deferred until the November 22nd, 2017 Board Meeting.

Camera Tender

A tender has been put forth to replace the system. Kings Transit received quotes from three (3) companies. It was recommended that the tender be awarded to Gate Keeper for a total price including tax of \$36,000

Motion:

To Award the Tender to Gate Keeper and Defer the Inventory Management Policy until the November 22, 2017 Board Meeting.

Councillor Hodges/Councillor Brian (Moved/Seconded)

MOTION CARRIED

9. New Business

Port Williams Route Change

A Change to the Port Williams section of the Hants Border Route needs to be submitted to the UARB. The application to begin this process should be completed prior to submission.

Motion:

To Proceed with the Application

Councillor Hodges/Councillor Morton (Moved/Seconded)

MOTION CARRIED

24/7 Program Identification

Discussion took place on how the drivers can identify student from the Coldbrook School who are in the 24/7 Program (student bus passes). It has been suggested that the Department of Justice provide aminated letters to students which could be presented to the driver.

Acadia U-Pass

Councillor Hodges summarized the U-Pass presentation given to the Acadia Student Union (ASU), by herself and General Manager Foster. The U-Pass will extend service later into the evening and on Sundays to accommodate Acadia Students. The price of the pass will be included in every student's tuition; therefore, every student with an Acadia Student ID can ride the bus. The competition to this program does not exist anymore; the Boston Pizza bus service is no longer available. Discussion regarding PR work concluded that we need to stay active in our

advertising of this service. The ASU will be voting in February 2018; at that point it will be decided if the program is accepted.

Motion:

To Proceed with the Acadia U-Pass Project

Councillor Hodges/Councillor Brian (Moved/Seconded)

Sharing the Cost of Bus Shelters

A discussion took place regarding the need to speak with communities on the topic of sharing the cost bus shelters with Kings Transit.

A question was raised by Councillor Brian:

Why does Kings Transit not display time tables at all of the bus shelters?

General Manager Foster has previously inquired about the cost of timetables for the bus shelters; the project was deemed too costly and money from taxpayers could be allocated into more productive areas.

There was a proposal moved forward for the Board to compose a letter explaining the cost of timetable as well as to-date data on money allocation. Councillor Brian is to review and deliver the letter.

Motion:

To Proceed with a letter in regard to timetables.

Councillor Hodges/Councillor Brian (Moved/Seconded)

December Board Meeting

Deputy Warden Gregory reminded the Board that there will not be a Board Meeting in December 2017. The Board Members will have a Christmas event which consists of a bus trip and dinner in either Annapolis Royal or Digby. The Board is also looking at the possibility of a "Santa On The Bus" event.

Motion:

To proceed with a Christmas get-together and deferral of Board Meeting until January 2018.

Councillor Hodges/Councillor Brain (Moved/Seconded)

10. Correspondence No Correspondence

11. Adjournment Meeting Adjourned 6:05pm

12. Next Meeting The next meeting will be held on November 22nd, 2017
at 4:30pm in the Board Room, KTA Office, New Minas

Signatures of Approval

_____ General Manager

_____ Board Chair