



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
Wednesday, September 22, 2021**

The regular board meeting of Kings Transit Authority was held on September 22nd at 5:00pm at the Orchards Room, Municipality of the County of Kings, following a preview of one of the new Eldorado buses.

1. Welcome and Roll Call	Attendance: Board Chair MacKay, Councilors Misner, Huntley, Goddard and Harding. Service Partners Warden Gregory and Councilor LeBlanc. Regrets: Councilor Winsor Staff: Interim GM Smith, April Ernest
2. Approval of Agenda	Moved by Councilor Huntley, Seconded by Councilor Goddard to approve the Agenda as circulated, with the exception of moving Item 4 Board Chair Update to the end of the Agenda. Agreed
3. Approval of July 23 2021 Special Board Meeting Minutes	Moved by Councilor Misner, Seconded by Councilor Huntley. Agreed.
4. August Ridership and Revenue Report	Interim GM Smith summarized the August Ridership and Revenue Report, as outlined in his September 14 th memo included with the Agenda package: <ul style="list-style-type: none"> • Ridership on all routes except Digby County is about 47% higher than August 2020 • Year to date ridership is generally higher than budget • Ridership is still below pre-COVID levels. •
5. Capital Project Update	RFP for Heat Pump in maintenance facility closing September 23 rd .

<p>6. Financial Reports and Preliminary Forecasts</p>	<p>Revenues and expenses are reasonably in line with budget, and it is early in the fiscal year for a reliable forecast.</p> <ul style="list-style-type: none"> • Core area: Hold on re-establishing hourly service for now, monitor diesel fuel expense and revenues. • Annapolis: new Eldorado bus should reduce maintenance but COVID related cleaning remains a concern, as are fuel costs. <p>Digby: Monitor ridership and fuel, but very positive so far.</p>
<p>7. New Business</p>	<p>As outlined in GM's memo to the Authority of September 14th:</p> <ol style="list-style-type: none"> a. Communication with Partners: Staff plan to include current financial information, once shared with the Board, with monthly and quarterly cost-sharing invoices. GM Smith to advise CAO's. b. Hourly Service: Hold for now, although the budget included provision to reinstate hourly service in the Core area, it is too soon and fuel costs are a concern. c. Phase 5 Reopening Plan: KTA position still under development by GM and management group. Masks are an important issue for public passenger service. Monitoring partner municipalities and GM will keep Board advised. d. Statutory Holiday Service: Circumstances of September 30th service stop reviewed, GM also provided information about 2021 and previous Natal Day Service, suggesting this be reviewed for 2022 budget process – very low ridership/revenue but some link to local events. e. Transportation of Small Bicycles: GM Smith explained the current regulations and equipment issues that make it impossible to safely transport small bicycles on the bus. Warden Gregory asked if there were other options in terms of bike racks that could address this issue. f. Update on Regional Transit Master Plan: linked to Shared Services Authority concept and introduction. GM Smith is assisting MoK Staff with Terms of Reference for a transit master plan. More info to follow as it becomes available.
<p>8. Correspondence</p>	<p>There was no correspondence presented for this meeting.</p>

<p>9. Board Chair Update</p>	<p>Moved by Councilor Misner, Second by Councilor Goddard to move In Camera for a discussion of a personnel matter.</p> <p>Upon conclusion of the In Camera discussion, Moved by Councilor Goddard, Second by Councilor Misner that the Authority approve a letter of offer for the position of General Manager as reviewed during the In Camera session. Agreed unanimously.</p>
<p>10. Adjournment</p>	<p>The meeting concluded at 6:00pm and the next meeting is planned for Wednesday, October 27th at 5:00pm, again at the Orchards Room, Municipality of Kings County.</p>
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	<p>Approved at the KTA Board meeting of MM/DD/YYYY</p>
	<p>Recorded by Brian Smith</p>
<p>Signatures of Approval</p>	<p>_____ General Manager</p> <p>_____ Board Chair</p>

