



**KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
September 28th, 2017**

The regular board meeting of Kings Transit Authority was held on the above date at 5:00pm 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 Spicer; Municipality of the County of Kings
Councillor Hodges; Municipality of the County of Kings
Service Partners
Councillor Diane LeBlanc; County of Annapolis
KTA Staff
Stephen Foster; General Manager
Kate Dixon; Accounting Coordinator

2. Approval of Agenda
Motion:
It was regularly Moved and Seconded to Approve the Agenda of the September 28th, 2017 Board Meeting.

MOTION CARRIED

3. Approval of July 26th, 2018 Regular Board Meeting Minutes
Motion:
It was regularly Moved and Seconded to Approve the July 26th, 2017 Board Meeting Minutes with the following Amendments:
 - Discussion regarding solar panels, the cost, number 3 electrical phase, the founding for this project, and possible revenues from selling power to NS power Co. the 0.33 cents per K/W was proposed as a reasonable rate. Once we propose a rate to NS Power Co. we cannot change the number of K/W. We have everything to complete the application. The construction could start in May 2018.
 - Acadia U-Pass was discussed. There will be a presentation by General Manager Stephen Foster

to the Acadia Student Union (ASU) regarding the U-Pass. Councillor Hodges is preparing the presentation. Councillor Hodges was corresponding with the executives of the AUS. Councillor Hodges also suggested to present the pass options to the local High School. The payment for the pass should be incorporated in to the student fees, therefore we would be receiving these funds on an annual basis. It was also suggested that the School Board should be involved.

MOTION CARRIED

4. Board Chair Update Councillor Raven applied and was accepted for the Women Involved in the Ridership Abstract CUTA Conference held in NY region. Should would like to attend the conference and is looking for financial support.

General Manager Foster is attending the CUTA Conference in Toronto; the registration fee of \$450 was paid.

Invitation should be extended to Anna Scot to attend Kings Transit meeting.

Update on General Manager description.

General Manager Foster and Accounting Coordinator Dixon were commended for the work they were doing, the Board id happy and looking forward to organized financial reports.

Motion:

It was regularly Moved and Seconded to Accept the Board Chair Update.

MOTION CARRIED

5. General Manager Report Safety Committee meeting update.

Garage report - 49 work orders.

CTNS General Manager Foster attended the meeting of Community Transit NS in Halifax.

Town of Bridgewater has hired Kings Transit to assist with

their bus operator training, providing procedures and service manuals.

Staffing

Kings Transit is looking for a new Customer Service Coordinator as well as an Advertising Coordinator (Commission 25%). Kings Transit is also advertising for drivers' positions.

Accident Report

Kings Transit Bus was struck by a Van which ran a red light in New Minas on August 20th, 2017. There was an incident on a bus with Fire extinguisher.

General Manager Foster attended Town of Wolfville EMPC Meeting. Discussions regarding emergency response by Kings Transit with the Town of Wolfville as a part of regional emergency measures MOU.

General Manager Foster is pursuing his Human Resources Management Certification.

Motion:

It was generally Moved and Seconded to Accept the General Managers Report.

MOTION CARRIED

6. Monthly Financial Report

Financials were not ready for the time of the Board Meeting. The reports will be circulated to all Board Members via email later in the week.

Motion:

It was generally Moved and Seconded to have the Financial Reports circulated within the week.

MOTION CARRIED

7. Monthly Ridership Report

There were three (3) reports presented or June, July and August 2017. The reports showed that ridership had decreased in the months of June and July and increased in the month of August.

Motion:

It was generally Moved and Seconded to Accept the Ridership Reports.

MOTION CARRIED.

8. Old Business

Shelter Tender

The Shelter Tender has been approved. General Manager Foster is going to research the best prices available. The Board gives permission to General Manager Foster to proceed with the construction of bus shelters in Annapolis County and the Municipality of the District of Digby. The Provincial Transit Grant will be covering the cost of the shelters.

CAD/AVL Tender

Kings Transit has received bids from two (2) companies. General Manager Foster is recommending that Double Map Company be awarded the tender.

Motion:

It was generally Moved and Seconded to Purchase the Double Map Software and Services.

MOTION CARRIED

Inventory Management Policy was deferred to the October 25th, 2017 Board Meeting.

9. New Business

CUTA Forum: Route to Innovation

10. Correspondence

No Correspondence.

11. Adjournment

Meeting Adjourned 6:10pm

12. Next Meeting

The next meeting will be held on October 25th, 2017 at 4:30pm in the Board Room, KTA Office, New Minas

Signatures of Approval

_____ General Manager

_____ Board Chair