



**KINGS TRANSIT AUTHORITY
SPECIAL BOARD MEETING-MINUTES
September 7, 2017**

The regular board meeting of Kings Transit Authority was held on the above date at 10:00am 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 Hodges; Municipality of the County of Kings
Councillor Morton; Town of Berwick
Councillor Spicer; Municipality of the County of Kings

KTA Staff
General Manager Stephen Foster

Grant Thornton Representatives
Jessica Clahane
Duane Saulnier

The Chair welcomed the auditors and the councilors present introduced themselves. The Chair noted full attendance and thanked councilors for attending this extra meeting.

2. Approval of Agenda
- The proposed agenda included:
1. Receiving and discussing the audited statements for 2016-17.
 2. A discussion regarding on board technology.
 3. An update on the Solar Roof Project.

Councillor Brian/Councillor Spicer (Moved/Seconded)

3. Auditor's Report
- The audit was presented with no key surprises and several good recommendations that are implementable. In summary:
1. Auditors have removed the revenues and expenses

- of the service partners, and now record these details as a separate schedule.
2. Auditor advised that the issue of sick leave obligations not being accrued is not a significant factor at Kings Transit, but should be booked every 4-years.
 3. There is a need to invoice partners and service providers for the differences between surpluses and deficit for the last 3-years. The amounts will be set out by the auditors. Grant-Thornton is recommending this invoicing be done within 30-days of approving audited statements on a go-forward basis.
 4. A healthy discussion was held between the auditors and the Board.
 5. The auditors commented that it is clear the board is taking its fiscal responsibility seriously and is asking the right questions.
 6. Councillor Spicer requested that there be a breakdown of the capital account in terms of the partner contributions and service agreement amounts. The auditors agreed this was a good recommendation, while noting that this is not required under Public Service Accounting Standards. It was noted that the Digby Capital amount was \$61,067 and Annapolis was \$153,545 for a total of \$214,612.

Motion:

To accept the audited statements as presented with two modifications:

1. Change of line of credit amount from \$100,000 to \$280,000 (GM to provide documentation).
2. A note to be added to clarify liability to the partners and service providers.

Councillor Brian/Councillor Spicer (Moved/Seconded)

The chair expressed a huge note of thanks to Councillor Spicer and Councillor Morton for serving as Audit Committee members.

4. On Board
Technology

KT has received two responses to its RFP for On Board Technology. The proposals have varied strengths and weaknesses and both the Manager and Board are struggling with a recommendation in this new endeavour.

The decision has thus been delayed. The GM sees merit in

further analysis/inquiry and reaching out to other public transit authorities for input.

5. Solar Roof

The Chair reported that two of three cost estimates requested have been received for the Solar Roof Project. The application to the Government of NS Community Solar Program is due on September 29 and a final recommendation will be brought to the board on September 27, 2017.

6. Adjournment
Signatures of Approval

Meeting Adjourned at 11:45am.

_____ General Manager

_____ Board Chair