



**MAX Transportation Authority Board Meeting Agenda
Tuesday, January 22, 2008
3:30 PM
Padnos Transportation Center/
MAX Administrative Offices Board Room
171 Lincoln Ave., Ste. 20
Holland, MI 49423**

- 1. Approval of the Board minutes: December 18, 2007**
- 2. Opportunity for Public Comment**
- 3. Executive Committee:**
 - a) Approval of Fiscal Year 2009 MDOT Grant Application – Action**
 - b) Award of Bid for Painting Interior of Padnos Transportation Center (Information provided at meeting) – Action**
 - c) Award of Bid for Fence Replacement (Information provided at meeting) – For Review Only**
 - d) Mid-Year Budget Adjustments**
 - e) Approval of Fiscal Year 2008 Federal Grant Application – Action**
 - f) Ridership Report – December 2007 – For Review Only**
 - g) Financial Report – December 2007 – For Review Only**
 - h) Invoices for December, 2007 – For Review Only**
- 4. Marketing Committee**
- 5. MV Contract Renewal (Verbal Report)**
- 6. Alternative Fuels (Verbal Report)**
- 7. Other Business:**
 - a) Employee Orientation (Verbal Report)**
 - b) Staff Training (Verbal Report)**
 - c) Automatic Door Openers (Verbal Report)**
 - d) Sign Update (Verbal Report)**
 - e) New Freedom Grant Application (Verbal Report)**
- 8. Adjournment**

If you cannot attend the meeting, please contact Kathie VandenBand at (616) 928-2476.

**Next meeting is February 26, 2008 at 3:30 pm at
MAX Administrative Office Board Room**



**Macatawa Area Express Transportation
Authority Meeting Minutes
Tuesday, January 22, 2008**

The Macatawa Area Express Transportation Authority met at 3:30 pm at the Padnos Transportation Center Board Room.

Members Present: Vice-Chair Polly Diehl, Secretary/Treasurer Bob VandeVusse, Board Members Joe Baumann, Doug Bazuin, Steve Bulthuis and Russ TeSlaa

Members Absent: Chair Nancy Burkitt and Ex-Officio Al Dannenburg

Staff Present: MAX Coordinator Linda LeFebre, MAX Marketing Specialist, Sherri Betz, and Kathie VandenBand

Others Present: Katie Driesenga, MV General Manager and Greg Chandler, The Grand Rapids Press

08.01.1 **Minutes Approved:**

A motion was made by TeSlaa and supported by Baumann to approve the December 18, 2007 meeting minutes as written. Motion carried unanimously.

08.01.2 **Opportunity for Public Comment**

There was no public comment.

08.01.3 **Executive Committee:**

08.01.3a **Approval of Fiscal Year 2009 MDOT Grant Application**

LeFebre reviewed the FY2009 MDOT Grant Application. \$1,434,500 will be requested in MDOT operating assistance based on State guidance of funding levels at 36.15% of eligible expenses. A motion was made by TeSlaa and supported by Bazuin to approve the Resolution and to authorize the Board Secretary/Treasurer to sign the resolution on behalf of the Board. Motion carried unanimously.

08.01.3b **Award of Bid for Painting Interior of Padnos Transportation Center**

LeFebre reviewed the five bids received for painting the interior of the Padnos Transportation Center. Staff recommends a bid award to Kroll's Decorating as the lowest bidder. Federal and State Grant Funding will be used for this project. A motion was made by Bauman and supported by Bazuin to award the bid in the amount of \$5,978 to Kroll's Decorating. Motion carried unanimously.

08.01.3c **Award of Bid for Fence Replacement**

LeFebre reviewed the bids received to replace the fencing at the Padnos Transportation Center. The City of Holland has a \$25,000 MDOT grant for the fence replacement. LeFebre will summarize the bids to the Holland City Council in February, 2008 and recommend a six month extension of the grant to allow for project completion.

08.01.3d **Mid-Year Budget Adjustments**

LeFebre reviewed several budget adjustments in a spreadsheet presented to the Board. LeFebre also recommended that the Board set up several reserves within the one existing MAX fund. A motion was made by Bazuin and supported by Bulthuis to approve the budget adjustments as presented and to create reserves for working capital, contingency and local grant match. Motion carried unanimously.

08.01.3e

Approval of Fiscal Year 2008 Federal Grant Application

LeFebre reviewed the Fiscal Year 2008 Federal grant application. Staff recommends the Board apply for \$950,000 in Operating Funds: \$10,000 for computer equipment, \$5,000 for miscellaneous support equipment and \$10,000 for passenger shelters.

A motion was made by VandeVusse and supported by Bulhuis to submit the Federal grant application as presented to the Board and to allow the City of Holland's Finance Director to PIN the grant application after it is awarded. Motion carried unanimously.

08.01.4

Marketing Committee:

08.01.4a

Bus Advertising

Diehl reported Marketing has encountered some communication problems with Crosstown Communication and they are working to resolve the issues.

08.01.4b

Energy Week

Betz reported MAX has been invited to participate in Energy Week which takes place March 15-22. Marketing will offer free fixed route rides on Saturday, March 15 and will hand out buttons which will promote energy awareness. They will also offer free advertising space during the week for companies promoting energy awareness.

08.01.4c

Tulip Time

Betz reported to the Board that the Marketing Committee is exploring the possibility of offering a "Park and Ride" service during Tulip Time to help relieve traffic.

08.01.4d

Web Site

Betz reported to the Board on the status of the new web site. Features include route maps of the fixed routes and on-line pass purchasing. Betz talked about awarding points for on-line purchasing of passes which could be redeemed for MAX merchandise.

08.01.5

MV Contract Renewal:

LeFebre reported the contract with MV is due to expire on June 30, 2008. The original contract included an option to renew the contract for two additional years. MV has submitted a proposal to increase the hourly rate by 3.9% the first year and by 3.7% for the second year. A letter was sent to MV asking for some improvements before the Board will enter into a two year extension. A meeting is scheduled with MV staff later this week.

08.01.6

Alternative Fuels:

A committee of representatives from the City of Holland, MAX and Holland Public Schools has been formed to explore alternative fuels. The committee will meet the last week of January.

08.01.7

Other Business:

08.01.7a

Employee Orientation

LeFebre informed the Board each new employee will go through an orientation which includes watching a MAX 9 minute informational video, two videos on safety and public awareness, a summary of MAX services and passes and tours of the MAX building and the Padnos Transportation Center.

08.01.7b

Staff Training

LeFebre informed the Board every MAX employee will be trained on awareness and security. Each employee will watch two videos on safety and public awareness and each employee will wear a picture ID badge.

08.01.7c

Automatic Door Openers

LeFebre reported to the board that the installation of the automatic door openers should take place in the next month.

08.01.7d

Sign Update

LeFebre reported D-Sign is behind schedule for installing the signs at the Padnos Depot due to a three-week holiday shut down of the manufacturing company. D-Sign is planning on the end of February for completion.

08.01.7e

New Freedom Grant Application

A small group, consisting of a representative from Disability Network, Pioneer Resources and a Board member met to discuss the opportunities for funding through the New Freedom grant program. The Board felt a Night Owl service would benefit the most people, but also felt accessible paths to bus stops could be a good use of the funds. The suggestion was made to pursue funding for the Night Owl service to operate from 7:00 pm – 12:00 midnight, but possibly to apply for both. The Board will seek a recommendation from the Local Advisory Committee.

08.01.7f

Storage and Maintenance Facility

A committee was formed to research locations for the new Storage and Maintenance Facility. Bulthuis felt the addition of Bob Zwiers to the committee would be beneficial. A motion was made by Bazuin and supported by Bulthuis to appoint Bob Zwiers to the committee and to appoint Ken Freestone to the Alternative Fuel Committee. Motion carried unanimously.

08.01.8

Adjournment:

At 4:30 pm a motion was made by Bulthuis and supported by Diehl to adjourn. Motion carried unanimously