



**MAX Transportation Authority Board Meeting Agenda
Tuesday, February 26, 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: January 22, 2007 - Action**
- 2. Opportunity for Public Comment**
- 3. Report from Disability Network on Unmet Transportation Needs Study – Information**
- 4. Marketing Committee:**
- 5. Executive Committee:**
 - a) Ridership Report – January 2008 – For Review Only**
 - b) Financial Report – January 2008 – For Review Only**
 - c) Expenditure Report – January 2008 – For Review Only**
 - d) Amendments to Purchasing Rules & Regulations – Action**
 - e) Banking Services Contract – Action**
 - f) New Freedom grant application – Action**
 - g) Contract extension with MV Transportation (Information to be provided at Meeting) – Action**
 - h) Board Strategic Visioning (Information to be provided at Meeting) – Action**
 - i) Minutes of the February 5, 2008 Local Advisory Council Meeting – For Review Only**
- 6. Other Business**
- 7. Adjournment – Action**

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

**Next meeting is March 25, 2008 at 3:30 pm at
MAX Administrative Office Board Room**



Macatawa Area Express Transportation
Authority Meeting Minutes
Tuesday, February 26, 2008

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

Members Present: Chair Nancy Burkitt, Vice-Chair Polly Diehl, Secretary/Treasurer Bob VandeVusse, Board Members Joe Baumann, Steve Bulthuis and Ex-Officio Al Dannenburg

Members Absent: Doug Bazuin, and Russ TeSlaa

Staff Present: MAX Coordinator Linda LeFebre, City of Holland Finance Director Tim Vagle

Others Present: Genevieve Risner, Disability Network/Lakeshore and Greg Chandler, The Grand Rapids Press

08.02.1 **Minutes Approved:**
A motion was made by Burkitt and supported by Bulthuis to approve the January 22, 2008 meeting minutes as written. Motion carried unanimously.

08.02.2 **Opportunity for Public Comment:**
There was no public comment.

08.02.3 **Report from Disability Network on Unmet Transportation Needs Study:**
Risner reported the findings of the Transportation Research Project of Unmet Transportation Needs in the Cities of Holland and Zeeland and the Townships of Holland, Fillmore, Laketown, Park and Zeeland. The results of the taxpayer survey were also summarized for the Board. The final phase of the project is a Transportation Charrette on Tuesday, March 18, 2008 from 8:00 am to Noon at Gentex.

08.02.4 **Marketing Committee:**

08.02.4a **Tulip Time**

Diehl reported to the Board that Marketing Staff is working with Tulip Time to use Park and Ride lots along existing MAX routes to help alleviate traffic during Tulip Time Festival.

08.02.4b **Energy Week**

Energy Week is March 15-21, 2008. MAX will be offering free fixed route rides on a day during this week. Buttons promoting the use of MAX will also be distributed.

08.02.4c **Web Site**

The web site will be functional beginning next week. MAX will be the first transit system in the country to use Google maps. Passes will be available for purchase online.

08.02.4d **Bus Advertising**

The bus advertising is now going as well as initially expected. The Marketing Committee is considering adding additional space on some of the buses.

08.02.5
08.02.5a

Executive Committee:
Ridership Report:

Ridership continues to increase with 60% of passengers using the fixed route service and 40% using the Reserve-A-MAX service.

08.02.5b

Financial Report

LeFebre reported that the snow removal line item of the budget will be over budget. Vagle reported that because of the Federal cuts in interest rate, MAX will be seeing a decrease in investment income.

08.02.5c

Expenditure Report

There was no discussion.

08.02.5d

Amendments to Purchasing Rules and Regulations

LeFebre suggested to the Board that the Purchasing Rules and Regulations be amended. For Micro purchases defined as purchases under \$2,500, two quotes are no longer needed as long as the price is fair and reasonable. Language was also added to clarify that in most cases, bids will be awarded to the lowest responsible bidder. There will be cases where other criteria will drive the award of the bid and these criteria will be outlined in the RFP.

VandeVusse suggested that staff investigate language to deal with sole source procurements.

A motion was made by Bulthuis and supported by Baumann to approve the amendments to the purchasing rules and regulations as presented at the Board meeting.

Motion carried unanimously.

08.02.5e

Banking Services Contract

Vagle outlined the City of Holland's process for investigating banking services and reported that he was able to negotiate for MAX as well. The negotiation includes a reduction in several transaction fees, increase of 25 bps in interest paid on all balances, interest paid on the 10% reserve amount, credit card fees reduced by 25%, removal of all securities purchase requirements and implementation of the positive pay program. A 60-day escape clause is provided for either party.

A motion was made by Burkitt and supported by Baumann to approve the banking services agreement and to authorize the Board Chair and Board Secretary/Treasurer to execute the documents on behalf of the Board.

Motion carried unanimously.

08.02.5f

New Freedom Grant Application

LeFebre summarized the Federal program. The funds are Federal funds to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation in society. There is approximately \$600,000 statewide for agencies of our size. The program is being administered by the State of Michigan and is competitive.

The Local Advisory Committee has reviewed the grant application and recommends to the Board submittal of the grant application to the State.

MAX is applying for \$111,000 with a 50% local match required (\$55,500) to provide service with one bus from 7:00 pm – 12:00 Midnight, Monday through Saturday. MAX is also applying for \$20,000 with a 20% local match required (\$4,000) for building accessible paths to bus stops.

A motion was made by Baumann and supported by Burkitt to submit the grant application to the State of Michigan and for the Max Coordinator to sign the appropriate certifications and assurances required by MDOT.

Motion carried unanimously.

08.02.5g

Contract Extension with MV Transportation

LeFebre summarized the restated agreement with MV Transportation which extends the current contract through June, 2010.

A motion was made by Burkitt and supported by Bulthuis to approve the restated agreement with MV Transportation and for the Board Chair and Board Secretary/Treasurer to sign the agreement on behalf of the Board.

Motion carried unanimously.

08.02.5h

Board Strategic Visioning

The Board Chair, Vice Chair and MAX Coordinator met with a consultant to arrange for visioning and planning sessions for the MAX Board. The Board would also like to include stakeholders from MV, Disability Network and the Local Advisory Committee. The sessions are planned for Saturday, March 29 and Saturday, April 28 from 10:00 am – 3:00 pm at the City of Holland Police Department.

A motion was made by Diehl and supported by Baumann to approve the visioning and planning sessions on the dates listed above and to approve expenditures in the amount of \$2,000 with River Hills Consulting to facilitate the sessions.

Motion carried unanimously.

08.02.6

Other Business:

LeFebre reported that the automatic door openers have been installed on the doors of the depot to allow greater accessibility. The waiting room and office area has been painted. The sign has been installed and is awaiting a hookup to electricity.

08.02.7

Adjournment:

A motion was made by Burkitt and supported by VandeVusse to adjourn the meeting.

Motion carried unanimously.