



**MAX Transportation Authority Board Meeting Agenda
Monday, April 27, 2009
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: March 23, 2009 – Action**
- 2. Opportunity for Public Comment**
- 3. Report on Audit for 15 months ended September 30, 2008 –Action**
- 4. Marketing Committee:**
- 5. Executive Committee:**
 - a) Award of Passenger Shelters Bid – Action**
 - b) Mid-year Budget Amendments – Action**
 - c) Millage Levy – Action**
 - d) Ridership Report –March, 2009– For Review Only**
 - e) Financial Report –March, 2009– For Review Only**
 - f) Expenditure Report – March, 2009 – For Review Only**
 - g) Local Advisory Council Minutes – April 7, 2009 – For Review Only**
- 6. MAX Coordinator's Report**
- 7. Other Business**
- 8. Adjournment**

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

Next meeting is May 18, 2009 at 3:30 pm at Padnos Transportation Center MAX Administrative Office Board Room.



**Macatawa Area Express Transportation
Authority Meeting Minutes
Monday, April 27, 2009**

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

Members Present: Chair Polly Diehl, Vice Chair Russ TeSlaa, Board Members Steve Bulthuis, Mike DeVries, Dave Fackler, Ex-Officio Al Dannenburg

Members Absent: Secretary/Treasurer Bob VandeVusse, Board Member Joe Baumann

Staff Present: Linda LeFebre, Tim Vagle, Michelle Price, Sherri Betz, and Kathie VandenBand

Others Present: Jodi Syens, City of Holland Transportation Director, Kathryn Gillen, Disability Network/Lakeshore, Myron Kukla, The Grand Rapids Press, Katie Driesenga, MV Transportation General Manager, Stephen Blann and William Love, Rehmann Robson

09.04.1 **Minutes Approved:**
A motion was made by Fackler and supported by TeSlaa to approve the March 23, 2009 Board meeting minutes as written.

Motion carried unanimously.

09.04.2 **Opportunity for Public Comment**
There was no public comment

09.04.3 **Report on Audit for 15 months ended September 30, 2008**
09.04.3a Blann and Love reviewed for the Board the results of the fifteen month audit.

A motion was made by Bulthuis and supported by TeSlaa to accept the audit as written.

Motion carried unanimously.

09.04.3b Vagle reviewed the financial issues of the previous year and made recommendations for the Board to consider.

09.04.4 **Marketing Committee:**
09.04.4a Diehl summarized the activities of the Marketing Committee for the Board's review:

The new bus schedules, ADA Passenger Guides and Tulip Time Park N Ride brochures have been printed and are being distributed.

Service changes began on April 6, 2009. In the first seventeen days of operation, route 8 is averaging 51 passengers per day.

Information and Google maps to reflect route changes have been updated on MAX's website.

Bus billboard sales projected revenue for 2009 is \$20,000.

09.04.4b

Summer Fun Pass

Betz presented to the Board a promotion designed to encourage 10 – 17 year old youths to ride MAX during the summer. A Summer Fun Pass would be offered to youths for \$30.00 for unlimited fixed route rides from June 1 – August 31 or \$50.00 for two passes purchased together. The Marketing Committee suggested partnering with local businesses frequented by youths and using a “Passport Card” bearing their destinations, the youth would have the card punched by the business. At the end of the summer, the completed Passports would be entered into a random drawing for prizes.

DeVries suggested having an adult pass made possible so parents may accompany their youths. Marketing agreed to look into this.

A motion was made by TeSlaa and supported by DeVries to create the Summer Fun Pass for youths as stated.

Motion carried unanimously.

09.04.5

Executive Committee:

09.04.5a

Award of Passenger Shelters Bid

Two bids were received after an RFP for three (3) bus shelters were sent out. The two bids were \$14,685 from Brasco International, Detroit, MI and \$27,435 from Columbia Equip., Jamaica, NY.

A motion was made by Fackler and supported by DeVries to award the bid to Brasco adding a purchase of a fourth shelter for the total cost including installation of \$23,100.

Motion carried unanimously.

09.04.5b

Mid-year Budget Amendments

LeFebre reviewed the proposed amendments to the budget comparing the differences to the original budget.

A motion was made by TeSlaa and supported by DeVries to accept the proposed budget as written.

Motion carried unanimously.

09.04.5c

Millage Levy

Discussion took place regarding a .35 vs. .4 millage levy. The Board asked the MAX Coordinator to prepare a preliminary budget for next year by the May, 2009 Board Meeting.

09.04.5d

Ridership Report – March, 2009

There was no discussion

09.04.5e

Financial Report – March, 2009

There was no discussion

09.04.5f

Expenditure Report – March, 2009

There was no discussion

09.04.5g

Local Advisory Council Minutes – April 7, 2009

There was no discussion

09.04.6

MAX Coordinator's Report:

09.04.6a

Investment of MAX funds

The City of Holland's Finance Office has requested that MAX add two banks for investment of MAX funds. The two banks are Mercantile Bank and Paragon Bank.

A motion was made by Bulhuis and supported by TeSlaa to approve the investing with Mercantile and Paragon Banks and authorize the Board Chair and Board Secretary/Treasurer to sign the resolution with Mercantile Bank authorizing City Finance Staff to invest MAX funds on the Authority's behalf and to authorize the Board Chair and Board Secretary/Treasurer to sign a similar resolution if necessary after review of the resolution by the City of Holland Finance Director.

Motion carried unanimously.

09.04.6b

Michigan Transit Pool Annual Meeting

LeFebre gave a report to the Board after attending the MTP Annual Meeting:

MAX will receive a retrospective billing of \$51,963 after the first year of participation in the Transit Pool which includes the \$25,000 Self Insured Retention for the October 2008 accident. This amount will be paid to the Pool out of next year's budget along with the deposit for the Liability Trust Fund which increased from \$54,476 paid this year to \$70,304 for the coming year.

MAX received a refund of \$1,878.23 from the MTP Direct Property Trust Fund. This will lower the deposit from \$22,482 paid this year to \$14,587 for the coming year.

MTP's Executive Committee proposed a change to the Memorandum of Coverage regarding Contracted Operations. This was not implemented, but will receive further study to no longer accept members who desire to extend Pool coverage to an independent contractor. Those members who currently have contracted services will be "grandfathered" until a change is made in contractors.

09.04.6c

Apportionment

The Federal Transit Administration published annual apportionments in the Federal Register today. MAX received an apportionment of \$1,214,512 for FY 2009 and an earmark of \$256,500 (Federal funds) for bus replacement.

09.04.7

Other Business:

There was no other business to report

09.04.8

Adjournment:

A motion was made by Fackler and supported by DeVries to adjourn.

Motion carried unanimously.