



MAX Transportation Authority Board Meeting Agenda

Monday, August 24, 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: July 27, 2009 – Action**
- 2. Opportunity for Public Comment**
- 3. Public Hearing on Fiscal Year 2010 Budget**
- 4. Adoption of FY 2010 Budget and Millage Levy of .35 – Action**
- 5. Marketing Committee:**
 - a) Passenger Survey – For Review Only**
 - b) Marketing Plan and Budget Summary – Distributed at Meeting**
 - c) Cable TV Advertising Contract – Action**
- 6. Executive Committee:**
 - a) Bid Award of A/E Services – Action**
 - b) Execution of MDOT Contract – Action**
 - c) Freedom of Information Act Policy – Action**
 - d) Audit Engagement Letter – Information**
 - e) Contractual Services – Action**
 - f) Insurance - Information**
 - g) Ridership Report – July, 2009– For Review Only**
 - h) Financial Report – July, 2009 – For Review Only**
 - i) Expenditure Report – July, 2009 – For Review Only**
 - j) Local Advisory Council Minutes – Aug. 18, 2009 – For Review Only**
- 7. MAX Coordinator’s Report**
- 8. Other Business**
- 9. Adjournment**

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

Next meeting is Monday, September 28, 2009 at 3:30 pm at the Padnos Transportation Center MAX Administrative Office Board Room



**Macatawa Area Express Transportation
Authority Meeting Minutes
Monday, August 24, 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, Secretary/Treasurer Bob VandeVusse, Board Members, Steve Bulthuis, Mike DeVries, Dave Fackler, City of Zeeland Ex-Officio representative Karen Doyle, Youth Representative on Board, Laurel Ackerman

Members Absent: Board Member Joe Baumann, Ex-Officio Al Dannenburg

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

Others Present: Kathryn Gillen, Disability Network/Lakeshore; Myron Kukla, The Grand Rapids Press; Andrea Goodell, The Holland Sentinel; Brian Balogh, MV Transit Regional Manager; Mick Lowe, Business Agent of the Teamsters Local 406, MAX drivers, Ronda Lubben, Lynda Redder, Christine Cross, John Carl VanderKooi, Fred Schroeder, Marcos Gomez and Tim Rosin.

09.08.1 **Minutes Approved:**
After introductions of Board Members and meeting attendants, a motion was made by Fackler and supported by TeSlaa to approve the July 27, 2009 Board meeting minutes as written.

Motion carried unanimously.

09.08.2 **Opportunity for Public Comment**
Teamster's Agent Lowe expressed to the Board the Teamster's desire to negotiate on behalf of its Union Members if there is a decision by the Board to operate MAX without contracted services.

09.08.3 **Public Hearing on Fiscal Year 2010 Budget**
Due to no public comment on the FY 2010 Budget, the Board Chair closed the public hearing.

09.08.4 **Adoption of FY 2010 Budget and Millage Levy of .35**
A motion was made by TeSlaa and supported by Bulthuis to approve the FY 2010 Budget and millage levy of .35.

Motion carried unanimously.

09.08.5
09.08.5a

Marketing Committee:

Passenger Survey

The Marketing Committee with the help of Hope College Frost Research Center, has developed a passenger survey questionnaire to be distributed to passengers on the fixed routes Sept. 1 through Sept. 11, 2009. A separate survey will be conducted on the Reserve-A-MAX after the fixed route survey has been completed.

09.08.5b

Marketing Plan and Budget Summary

Diehl reviewed for the Board the marketing communications plan developed and approved by the Marketing Committee staff based on the projected marketing budget of \$85,000 for FY 2010.

09.08.5c

Cable TV Advertising Contract

A motion was made by DeVries and supported by Fackler to approve the \$14,000 contract with Charter Media to purchase cable TV ads in FY 2010.

Motion carried unanimously.

09.08.6
09.08.6a

Executive Committee:

Bid Award of A/E Services

Using the Brook's Act method of procuring Architectural and Engineering Services, four Committee members reviewed the qualifications of the five (5) submitted A/E proposals. After rating the qualifications, the Committee then reviewed the previously unopened price proposal of the highest ranking firm, DLZ based in Lansing, MI. After price negotiations on three of the committee's concerns, an agreement was reached.

A motion was made by Bulhuis and supported by VandeVusse to award the bid to DLZ in the amount of \$225, 127.13 and to direct legal counsel to draft the appropriate contracts for signature by the Board Chair and Board Secretary.

Motion carried unanimously.

09.08.6b

Execution of MDOT Contract

A motion was made by Fackler and supported by TeSlaa to authorize the MDOT New Freedom Program Contract and to authorize the MAX Coordinator to execute the contract on behalf of the Board

Motion carried unanimously.

09.08.6c

FY 2010 Budget and Schedule of Fees

A motion was made by Fackler and supported by DeVries to adopt the Freedom of Information Act Policy as written and to designate the MAX Coordinator as the Freedom of Information Act Officer.

Motion carried unanimously.

09.08.6d

Audit Engagement Letter

LeFebre briefly reviewed for the Board the audit engagement letter and addendum sent by Rehmann Robson to City Finance Director Vagle. The engagement letter is for the year ended September 30, 2009

09.08.6e

Contractual Services

A motion was made by Diehl and supported by VandeVusse to take the operation of the Macatawa Area Express Transportation Authority in house effective July 1, 2010 and that staff make the necessary preparations in the remaining 10 months of our current contract.

Motion carried unanimously.

09.08.6f

Insurance

Due to the \$100,000 deductible on the property insurance carried by the City of Holland for the Padnos Transportation Center and the MAX building located at 433 E. 24th St., alternative insurance quotes were sought to cover both facilities and their contents. Two quotes were obtained by Hub International and staff was able to secure coverage for both facilities under Auto Owners Insurance including the contents of each facility and also MAX inventory held in the City of Holland Transportation Systems and Services facility located at 333 Wyngarden Way.

09.08.6g

Ridership Report – July, 2009

There was no discussion

09.08.6h

Financial Report – July, 2009

There was no discussion

09.08.6i

Expenditure Report – July, 2009

There was no discussion

09.08.6j

Local Advisory Council Minutes

There was no discussion

09.08.7

MAX Coordinator's Report:

LeFebre reported on this year's annual Michigan Public Transit Association meeting. The focus of the meeting was to encourage public transit agencies to communicate with their elected leaders.

City of Holland mechanic Joe Pederson will be taking a tour of the Gillig facility located in Hayward, CA. The delivery of the Gillig buses is expected in April, 2010.

The installation of automatic ramps for the ARBOC buses is expected at the end of September, 2009

09.08.8

Other Business:

There was no other business to report.

09.08.9

Adjournment:

A motion was made by Bulhuis and supported by VandeVusse to adjourn.

Motion carried unanimously.