



**MAX Transportation Authority Board Meeting Agenda
Monday, January 25, 2010**

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 28, 2009 – Action**
- 2. Opportunity for Public Comment**
- 3. Election of Officers-Action**
- 4. Marketing Committee:**
- 5. Executive Committee:**
 - a) Fiscal Year 2011 State Grant Application-Action**
 - b) Substance Abuse Policy-Action**
 - c) Employee Manual – Action**
 - d) Ridership Report – December, 2009– For Review Only**
 - e) Financial Report – December, 2009 – For Review Only**
 - f) Expenditure Reports – December, 2009 – For Review Only**
- 6. MAX Coordinator’s Report-MPTA Legislative Conference, FTA Triennial Review, Sustainability grant**
- 7. Other Business**
- 8. Adjournment**

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

Next meeting is Monday, February 22, 2010 at 3:30 pm at the Padnos Transportation Center MAX Administrative Office Board Room



**Macatawa Area Express Transportation
Authority Meeting Minutes
Monday, January 25, 2010**

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, Joe Baumann, Steve Bulthuis, Youth Representative on Board, Laurel Ackerman

Members Absent: Board Members Mike DeVries, Dave Fackler, Ex-Officio Al Dannenburg

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

Others Present: Myron Kukla, Grand Rapids Press, Catherine Gillen, Disability Network/Lakeshore, Katie Driesenga, General Manager, MV Transportation

10.01.1 **Minutes Approved:**

A motion was made by Bulthuis and supported by Baumann to approve the December 28, 2009 Board meeting minutes as written.

Motion carried unanimously.

10.01.2 **Opportunity for Public Comment:**

There was no public comment

10.01.3 **Election of Officers:**

A Motion was made by Bulthuis and supported by TeSlaa to nominate Diehl as Chair, TeSlaa as Vice Chair and Baumann as Secretary/Treasurer, to close nominations and to cast a unanimous ballot.

Motion carried unanimously

10.01.4 **Marketing Committee:**

Betz summarized the upcoming Marketing events including updating the Tulip Time Park 'N' Ride brochure.

New to the Marketing Committee is Nancy Willey from Holland Hospital.

10.01.5
10.01.5a

Executive Committee:

Fiscal Year 2010 State Grant Application

A motion was made by TeSlaa and supported by Baumann to approve the resolution of intent to submit the Fiscal Year 2010 grant application to MDOT for items outlined in the Board Packet, to appoint the MAX Coordinator as the Transportation Coordinator for MAX with the authority to provide information to the State as needed and to publish the intent to apply for State financial assistance in the local newspaper.

Motion carried unanimously.

10.01.5b

Substance Abuse Policy

A motion was made by Baumann and supported by Bulthuis to adopt the Substance Abuse Policy as written which complies with applicable Federal regulations governing workplace anti-drug programs in the transit industry.

Motion carried unanimously

10.01.5c

Employee Manual

Betz reviewed the draft of the Employee Manual. Discussions took place and some revisions will be made. Adoption of the manual will be an agenda item for the February 22, 2010 Board Meeting.

10.01.5d

Ridership Report – November, 2009

There was no discussion

10.01.5e

Financial Report – November, 2009

There was no discussion

10.01.5f

Expenditure Report – November, 2009

There was no discussion

10.01.6

MAX Coordinator's Report:

10.01.6a

MPTA Legislative Conference

The 2010 MPTA Annual Legislative Conference will be attended this year by the MAX Coordinator LeFebre and the MAX Marketing and Customer Service Manager Betz.

10.01.6b

FTA Triennial Review

In preparation of the upcoming FTA Triennial Review, MAX Marketing and Customer Service Manager, Betz and MAX Customer Service Representative, Veldhoff will be attending an FTA Workshop.

10.01.6c

Sustainability Grant

Betz met with Viability and will prepare a Sustainability Grant application to the FTA due in February, 2010.

10.01.7

Other Business:

There was no other business for discussion.

10.01.8

Adjournment:

A motion was made by Bulhuis and supported by Baumann to adjourn the meeting.

Motion carried unanimously.