



MAX Transportation Authority Board Meeting Agenda

Monday, April 26, 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: March 22, 2010 – Action**
- 2. Opportunity for Public Comment**
- 3. Marketing Committee:**
- 4. Executive Committee:**
 - a) Award for Portable Bus Washer-Action**
 - b) MERS – Action**
 - c) Employee 457 Optional Plan-Action**
 - d) Salary Ranges-Action**
 - e) Mid Year Budget Amendments-Action**
 - f) Approval of Audit Engagement-Action**
 - g) Approval of ASA for Flexible Benefits-Action**
 - h) Ridership Report – March, 2010– For Review Only**
 - i) Financial Report – March, 2010 – For Review Only**
 - j) Expenditure Reports – March, 2010 – For Review Only**
- 5. MAX Coordinator’s Report:**
 - a) Michigan Transit Pool Annual Meeting – Verbal**
 - b) Legal RFP – Verbal**
- 6. Other Business**
- 7. Adjournment**

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

Next meeting is Monday, May 24, 2010 at 3:30 pm at the Padnos Transportation Center MAX Administrative Office Board Room



**Macatawa Area Express Transportation
Authority Meeting Minutes
Monday, April 26, 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, Mike DeVries, Dave Fackler, Mike Trethewey

Members Absent: Ex-Officio Al Dannenburg, Youth Representative on Board, Laurel Ackerman

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

Others Present: Myron Kukla, the Grand Rapids Press; Andrea Goodell, the Holland Sentinel

10.04.1 **Minutes Approved:**

A motion was made by Baumann and supported by TeSlaa to approve the March 22, 2010 Board meeting minutes as written.

Motion carried unanimously.

10.04.2 **Opportunity for Public Comment:**

There was no public comment.

10.04.3 **Marketing Committee:**

Betz referred the Board to the Marketing Committee's memo which was included in the packet.

10.04.4 **Executive Committee:**

10.04.4a **Award for Portable Bus Washer**

A motion was made by Diehl and supported by Fackler to purchase from Muncie Transit Supply a portable bus washer in the amount of \$28,710 using 2005-2006 Capital grant money.

Motion carried unanimously.

10.04.4b **MERS**

A motion was made by Fackler and supported by TeSlaa to adopt the MERS Defined Contribution Pension Plan, the Uniform Defined Contribution Adoption Agreement and the Joint Transfer Agreement executed by the Board Chair and Board Secretary/Treasurer on behalf of the Board contingent upon the review and approval of the Board Executive Committee.

Motion carried unanimously.

- 10.04.4c** Employee 457 Option Plan
A motion was made by Diehl and supported by Baumann for the Board adoption of the 457 Plan Resolution, the Resolution allowing employees to take loans and to appoint the MAX Director as the Plan Coordinator.

Motion carried unanimously.
- 10.04.4d** Salary Ranges
A motion was made by TeSlaa and supported by DeVries to adopt the Salary Ranges as presented to the Board.

Motion carried unanimously.
- 10.04.4e** Mid Year Budget Amendments
A motion was made by TeSlaa and supported by DeVries to approve the FY2010 Mid Year Budget Amendments as presented to the Board

Motion carried unanimously.
- 10.04.4f** Approval of Audit Engagement
A motion was made by DeVries and supported by Bulthuis to approve the Rehmann Robson proposal for auditing and financial services for a five-year period covering fiscal years 2010 through 2014.

Motion carried unanimously.
- 10.04.4g** Approval of ASA for Flexible Benefits
A motion was made by Baumann and supported by TeSlaa to execute the Administrative Service Agreement, MAX Flexible Benefit Plan and to authorize the Board Chair and Board Secretary/Treasurer to execute the Agreement and Plan Resolution on behalf of the Board with Kushner.

Motion carried unanimously.
- 10.04.4h** Ridership Report – March, 2010
There was no discussion
- 10.04.4i** Financial Report – March, 2010
There was no discussion
- 10.04.4j** Expenditure Report – March, 2010
There was no discussion
- 10.04.5** **MAX Coordinator’s Report:**
10.04.5a Michigan Transit Pool Annual Meeting
LeFebre reported the MTP held its annual meeting in Lansing this year and a retrospective adjustment was issued to MAX in the amount of \$3,706.44 from the Direct Property Fund. A retrospective adjustment in the amount of \$12,569.89 will be issued to MAX from the Liability Trust Fund.

10.04.5b

Legal RFP

LeFebre reported five law firms submitted proposals in response to the Legal RFP sent out in March, 2010. The Legal RFP Review Committee, is in the process of conducting interviews. The Committee's recommendation to the Board will be on the Agenda for the May, 2010 Board Meeting.

10.04.6

Other Business:

10.04.6a

MAX Director's Salary

A motion was made by Diehl and supported by DeVries to accept the Executive Committee's recommendation to the Board to place the MAX Director at the midpoint of the salary range.

Motion carried unanimously.

10.04.6b

Gillig buses

The four new Gillig buses are due to arrive in early May, 2010 and will be replacing some or all of the vans. Georgetown Seniors has expressed an interest in the van(s) being replaced.

10.04.7

Adjournment:

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

Motion carried unanimously.