



**Macatawa Area Express Transportation  
Authority Meeting Minutes  
Monday, May 24, 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, Ex-Officio Al Dannenburg, Youth Representative on Board, Laurel Ackerman

**Members Absent:** None

**Staff Present:** Linda LeFebre, Sherri Betz, Jodi Syens, Kathie VandenBand, Lovina Shepler

**Others Present:** Kathryn Gillen, Disability Network/Lakeshore, Alfonso Mercado and Walter Olsen, MAX passengers

**10.05.1**                    **Minutes Approved:**  
A motion was made by Fackler and supported by Bulthuis to approve the April 26, 2010 Board meeting minutes as written.

Motion carried unanimously.

**10.05.2**                    **Opportunity for Public Comment:**  
Gillen updated the Board on the 2009 Eastern Ottawa Research Study which is a research project of Disability Network/Lakeshore called "A Vehicle For Change". A copy is attached to the minutes.

Mercado and Olsen brought to the attention of the Board the inoperable pull cord on bus 301. LeFebre thanked them for their report and would follow up for repairs.

**10.05.3**                    **Marketing Committee:**  
**10.05.3a**                    **Award of RFP for Uniforms**  
The Marketing Committee reviewed and ranked three proposals received in the response to an RFP sent out on April 28, 2010 for Uniform bids.

A motion was made by TeSlaa and supported by Baumann to award a three year contract to West Michigan Uniform of Holland, MI with an optional two year extension upon mutual agreement by the parties and for the Board Secretary/Treasurer to sign the resolution on behalf of the Board.

Motion carried unanimously.

**10.05.3b**

Revision of Uniform Policy

Upon review of the Uniform Policy adopted 4/1/2010, the Marketing Committee proposed several minor revisions and requested the Board's adoption of these revisions as "Rev2" with the revision date of 5/24/2010.

A motion was made by Trethewey and supported by TeSlaa to adopt the revisions as written as "Rev2" with the revision date of 5/24/2010.

Motion carried unanimously.

**10.05.3c**

Dump the Pump Day

A motion was made by TeSlaa and supported by Baumann to adopt and sign a Proclamation establishing June 17, 2010 as the official 5<sup>th</sup> Annual "Dump the Pump Day" which offers fixed route free rides to encourage people to ride public transportation and for the Board Chair to sign the Proclamation on behalf of the Board.

Motion carried unanimously.

**10.05.3d**

Volunteer Policy

This agenda item will be discussed at the June 2010 Board Agenda.

**10.05.4**

**Executive Committee:**

The Board Meeting attendees were treated to a ride in one of the new Gillig buses.

**10.05.4a**

Approval of MERS Defined Contribution

A motion was made by Diehl and supported by Bulhuis to adopt the MERS Defined Contribution Pension Plan Resolution, the MERS Uniform Defined Contribution Program Adoption Agreement and the Joint Transfer Agreement for all current and past employees of MAX participating in the City of Holland's MERS plan and for the Board Chair and Board Secretary/Treasurer to execute the documents on behalf of the Board with the understanding the Executive Committee will review this contribution on an annual basis.

Motion carried unanimously.

**10.05.4b**

Award for Purchase of Six (6) Buses

A motion was made by Baumann & supported by TeSlaa to issue a Purchase Order to Holland Bus Company in the amount of \$707,958 for six (6) ARBOC buses to be funded with Federal and State grant funds, "Piggybacking" on Cadillac Wexford's multi-year procurement to Holland Bus and to authorize the Board Chair and the Board Secretary/Treasurer to execute the contract on behalf of the Board.

Motion carried unanimously.

**10.05.4c**

*Award of Legal Services*

An Evaluation Committee was formed consisting of the MAX Director, MAX Customer Service and Marketing Manager, the City of Holland Transportation Services Director and the City of Holland's Human Resource Director to evaluate Legal Bids for MAX.

A total of five proposals were received for General Services and five proposals were received for labor services. The committee evaluated all proposals using criteria in the RFP. Interviews were conducted on April 26 and 27, 2010. The committee recommends a bid award to Cunningham Dalman for general services and a bid award to Miller Johnson for legal services.

A motion was made by TeSlaa and supported by Baumann to award the General Legal Services to Cunningham Dalman.

Motion carried unanimously.

A motion was made by TeSlaa and supported by Baumann to award the Labor Services to Miller Johnson

Motion carried unanimously.

**10.05.4d**

*FY2010 Budget and FY2010 Tax Request*

A motion was made by Bulthuis and supported by TeSlaa to authorize the Board Chair and the Board Secretary/Treasurer to sign the Form L-4029 and resolution on behalf of the Board which will allow the .35 of a mill levy on the summer tax bills.

Motion carried unanimously.

**10.05.4e**

*Georgetown Township Van Donation*

A motion was made by TeSlaa and supported by Baumann to donate Van 322 to Georgetown Transportation pending FTA release of the vehicle.

Motion carried unanimously.

**10.05.4f**

*Ridership Report – March, 2010*

There was no discussion

**10.05.4g**

*Financial Report – March, 2010*

There was no discussion

**10.05.4h**

*Expenditure Report – March, 2010*

There was no discussion

**10.05.4i**

*Notes from the May 17, 2010 Executive Committee*

There was no discussion

**10.05.4j**

*May 4, 2010 LAC Meeting Minutes*

There was no discussion

**10.05.5**

**MAX Coordinator's Report:**

LeFebre reported the transition of employees from the City of Holland and MV Transportation is going well.

**10.05.6**

**Other Business:**

Betz reported the training on the Mobile Data Computers will begin this week.

**10.05.7**

**Adjournment:**

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

Motion carried unanimously.