



**MAX Transportation Authority Board Meeting Agenda**

**Monday, June 28, 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: May 24, 2010 – Action**
- 2. Opportunity for Public Comment**
- 3. Marketing Committee:**
  - a) Volunteer Policy – Action**
- 4. Executive Committee:**
  - a) Purchase of Financial Software – Information**
  - b) Disposition of Vans – Action**
  - c) Ridership Report – May, 2010– For Review Only**
  - d) Financial Report – May, 2010 – For Review Only**
  - e) Expenditure Reports – May, 2010 – For Review Only**
  - f) June 1, 2010 LAC Meeting Minutes – For Review Only**
- 5. MAX Coordinator’s Report:**
- 6. Other Business**
- 7. Adjournment**

**If you cannot attend the meeting, please contact Lovina Shepler at (616) 928-2489.**

**Next meeting is Monday, July 26, 2010 at 3:30 pm at the Padnos Transportation Center MAX Administrative Office Board Room.**



**Macatawa Area Express Transportation  
Authority Meeting Minutes  
Monday, June 28, 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, Mike Trethewey, Ex-Officio Al Dannenburg

**Members Absent:** Dave Fackler, Youth Representative on Board, Laurel Ackerman

**Staff Present:** Linda LeFebre, Sherri Betz, Jodi Syens, Kathie VandenBand, Lovina Shepler, Katie Driesenga, Tim Vagle

**Others Present:** Alfonso Mercado and Walter Olsen, MAX passengers

**10.06.1**                    **Minutes Approved:**  
A motion was made by Bulthuis and supported by Baumann to approve the May 24, 2010 Board meeting minutes as written.

Motion carried unanimously.

**10.06.2**                    **Opportunity for Public Comment:**  
There was no discussion.

**10.06.3**                    **Marketing Committee:**  
**10.06.3a**                    *Volunteer Policy*  
A motion was made by TeSlaa and supported by Baumann to approve and adopt the Use of Volunteers policy as written, effective July 1, 2010.

Motion carried unanimously.

**10.06.4**                    **Executive Committee:**  
**10.06.4a**                    *Purchase of Financial Software*  
Vagle outlined the process for the purchase of financial software. An RFP was issued by the City of Holland in October, 2009. Three firms submitted proposals as outlined in the memo submitted to the Board. The RFP was written to include four separate databases; one of the four databases will serve MAX. The purchase of this financial software will allow MAX to operate independent from the City.

An evaluation committee evaluated the three proposals and recommends a bid award to New World according to the criteria listed in the RFP.

MAX's share of the cost is \$70,000. Board authorization for this purchase will be requested at the July 26, 2010 Board meeting.

**10.06.4b**      *Disposition of Vans*

A motion was made by Baumann and supported by Trethewey to declare three four MAX vans as surplus property and to place a notice in the local newspaper to accept sealed bids for the vehicles, awarding them to the highest bidder(s).

Motion carried unanimously.

**10.06.4c**      *Ridership Report – May, 2010*

There was no discussion

**10.06.4d**      *Financial Report – May, 2010*

There was no discussion

**10.06.4e**      *Expenditure Report – May, 2010*

There was no discussion

**10.06.4f**      *June 1, 2010 LAC Meeting Minutes*

There was no discussion

**10.06.5**      **MAX Coordinator's Report:**

LeFebre reported that nearly all MV employees have rehired by the MAX Authority and uniforms and employee badges are being distributed in anticipation of July 1, 2010 operations takeover.

**10.06.6**      **Other Business:**

Diehl encouraged the Board members to attend the July 26, 2010 Authority Board Meeting to be available for any questions that may arise after the first month of operations without contractual services.

Diehl verbally recognized the hard work staff has put into making the changeover as smooth as possible.

**10.06.7**      **Adjournment:**

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

Motion carried unanimously.