



Macatawa Area Express Transportation
Authority Meeting Minutes
Tuesday, July 24, 2007

The Macatawa Area Express Transportation Authority met at 3:30 pm at the City of Holland Parks and Cemetery Conference Room.

Members Present: Chair Nancy Burkitt, Vice-Chair Polly Diehl, Secretary/Treasurer Bob VandeVusse, Joe Baumann, Doug Bazuin, Steve Bulthuis, Russ TeSlaa and Ex-Officio Al Dannenburg

Members Absent: None

Staff Present: Linda LeFebre, MAX Coordinator; Tim Vagle, City of Holland Finance Director; and Kathie VandenBand

Others Present: Katie Driesenga, MV General Manager

07.7.1 **Minutes Approved:**

A motion to approve the June 26, 2007 minutes was made by Bulthuis and supported by Baumann. The motion carried unanimously.

Operations Report:

07.7.2 Bulthuis reported on the progress being made to put in place the new fixed routes. Miss Dig has marked all of the new stops for sign posts and the poles are currently being installed.

Marketing Report:

07.7.3 Diehl reported that only one bid had been received for the bus advertising Request for Proposals. The Marketing Committee will evaluate the bid.

07.7.4 The twelve Public Workshops to familiarize citizens with the new fixed routes will start Wednesday, July 25, 2007. The first workshop was held at the St. Francis DeSales Church and presented in Spanish.

Executive Committee Report:

LeFebre reviewed the Executive Committee agenda items:

1. Amend Fiscal Year 2007 Grant Application:

07.7.5 a. Rehab/Renovate Parking Lot – change amount from \$1,165,479 to \$950,479.

07.7.6 b. Rehab/Renovate Bus Station – change amount from \$0 to \$200,000.

07.7.7 c. Acquire Bus Route Signage – change amount from \$5,000 to \$20,000.

Staff reported that several small expenditures such as roof repair And replacing counter tops have already been completed and charged to the MAX Budget. These line items will be reimbursed once the grant amendment is approved.

Bazuin motioned and TeSlaa supported amending the Federal and State grant application and the MAX Budget as outlined above. The motion carried unanimously.

2. Amendment to Progressive Contract:

- 07.7.8 a. Construction Testing Services – an additional cost of \$5,700.
- 07.7.9 b. Completion of Addendum #1 to include revisions made to the original plan – an additional cost of \$1,200.
- 07.7.10 c. Construction Observation Services – an additional cost of \$7,400.

Bulthuis motioned and Diehl supported to support the Holland City Council's decision to amend Progressive's contract to include these line items at a total cost of \$14,300. Motion carried unanimously.

07.7.11 3. Triennial Review:

LeFebre summarized the results of the Triennial Review.

07.7.12 4. Status of Padnos Transportation Contract:

LeFebre reported the Depot Annex is near to completion. The fencing and light posts still need to be installed.

07.7.13 5. Calculation of Fair Share Cost:

LeFebre reported the calculation of the Fair Share Cost will not be completed until August, 2007.

07.7.14 6. Service Development Grant Application:

In May, 2006, MAX was awarded a Service Development and New Technology Grant. After receiving bids to develop a methodology study, the bid was awarded to Disability Network-Lakeshore. In May, 2007 the State of Michigan suspended the grant until October, 2007, allowing agencies to submit a suspension plan to continue to receive funds. In July, 2007, MDOT accepted the Suspension plan for Disability Network-Lakeshore to continue its study.

Diehl motioned and TeSlaa supported to amend the MAX budget line item "Contract – Transportation Study" to include the grant funds of \$52,644 to allow MAX to pass these funds through to Disability Network. Motion carried unanimously.

07.7.15 7. Designation of Signature Authority:

Diehl motioned and Burkitt supported to authorize the City of Holland's Finance Director or his designee to be assigned and to use a PIN number for the execution of annual Certifications and Assurances issued by the Federal Transit Administration, submission of all FTA grant applications and the execution of all FTA grant awards on behalf of the MAX Board and to have this resolution signed by the MAX Authority Board's Secretary/Treasurer. Motion carried unanimously.

Other Business:

07.7.16 The Board was told of potential interest from a student from the Black River School to participate on the MAX Board and to provide input. The Board agreed.

Adjournment:

07.7.17 Meeting adjourned at 4:00 pm.