



**Macatawa Area Express
Transportation Authority**

**MAX Transportation Authority Board Meeting Agenda
Tuesday, November 27
3:30 pm
Padnos Transportation Center/
MAX Administrative Office Board Room
171 Lincoln Ave., Ste. 20
Holland, MI 49423**

- 1. Approval of the minutes: October 23, 2007**
- 2. Opportunity for Public Comment**
- 3. Transit Research Project Update (verbal report)**
- 4. Operations Committee:**
 - a. Ridership Report – October 2007 – For Review Only**
 - b. Status of Committee**
- 5. Executive Committee:**
 - a. Financial Report – October 2007 – For Review Only**
 - b. Expenditure Summary – October 2007 – For Review Only**
 - c. Schedule of Fares, Fees, User Charges**
 - d. Contract with Indian Trails**
 - e. Summary on Comprehensive Regional Transportation Planning**
- 6. Marketing Committee:**
 - a. Award of bid for Website**
- 7. Other Business – Mayor’s Holiday Open House**
- 8. Adjournment**

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

**Next meeting is December 18, 2007 at 3:30 pm at
MAX Administrative Office Board Room**



**Macatawa Area Express Transportation
Authority Meeting Minutes
Tuesday, November 27, 2007**

The Macatawa Area Express Transportation Authority met at 3:30 pm at the Padnos Transportation Center Board Room.

Members Present: Chair Nancy Burkitt, Secretary/Treasurer Bob VandeVusse, Vice-Chair Polly Diehl Board Members Doug Bazuin, Steve Bulthuis and Russ TeSlaa,

Members Absent: Board Member Joe Baumann, Ex-Officio Al Dannenburg

Staff Present: MAX Coordinator Linda LeFebre, MAX Marketing Specialist Sherri Betz, and Kathie VandenBand

Others Present: Dean Peterson, MDOT; Genevieve Risner, Disability Network/Lakeshore; Steve Ralph, Holland Sentinel; Ken Freestone

07.11.1 **Minutes Approved:**

A motion was made by Bazuin and supported by Bulthuis to approve the October 23, 2007 meeting minutes as written. Motion carried unanimously.

07.11.2 **Transit Research Project Update:**

Risner summarized the Unmet Transportation Needs Research project being conducted by Disability Network. From initial information collected, the unmet transportation needs of residents are for employment and medical trips.

Operations Report:

07.11.3 Bulthuis suggested to the Board that the Operations Committee no longer exist as a Board Committee with a Board member sitting on the committee. Bulthuis suggested that the Board consider forming ad hoc committees for special areas of interest when needed. One area of interest is the exploration by MAX in using alternative fuels. Bulthuis suggested that the Board form an ad hoc committee to explore the use of alternative fuels.

07.11.3a A motion was made by Bulthuis and supported by TeSlaa to form an Ad Hoc Committee to pursue Alternative Fuel Sources. The Committee will include Bulthuis as the Board representative. The motion carried unanimously.

Executive Committee Report:

Schedule of Fares, Fees, User Charges

07.11.4 A motion was made by Bazuin and supported by Diehl to approve the schedule of Fares, Fees and User charges as presented to the Board. Motion carried unanimously.

Contract with Indian Trails

07.11.5 A motion was made by Bazuin and supported by Diehl to approve the proposed lease with Indian Trails. This will increase the current annual fee charged to Indian Trails by 2%. The lease can be renewed annually with a 2% increase each year. Motion carried unanimously.

- 07.11.6** Summary of Comprehensive Regional Transportation Planning
LeFebre summarized the Comprehensive Regional Transportation Planning project that Disability Network is proposing to undertake. A copy of this draft summary was included in the Board agendas for review.
- 07.11.7** **Marketing Report:**
Diehl reported the Marketing Committee received a bid from 36 Squares of Holland in response to a Request for Proposal to Develop a Web Site for MAX which fit the Committee's criteria. A motion was made by Diehl and supported by Bazuin to accept the Bid Proposal from 36 Squares of Holland in an amount not to exceed \$12,000. Motion carried unanimously.
- 07.11.8** **Other Business:**
Mayor's Holiday Open House
LeFebre informed the Board of the invitation included in the Board packet to the upcoming Open House hosted by Mayor and Mrs. McGeehan.
- 07.11.9** Vision Review Committee
Bazuin requested the Board consider seeking professional assistance, to review the role of the Board and explore a visioning process. The Executive Committee will explore this idea and present more information to the Board in the future.
- 07.11.10** Committee to review Renewal of MV Contract
After discussion, the Board formed a two Board Member Committee working with the MAX Coordinator to review a proposal submitted by MV for a two-year contract renewal. The Board Members are Baumann and Bulthuis.
- 07.11.11** Committee to Research New Facility
Bazuin reminded the board the time was getting close to making a decision on the location for the new MAX Bus Facility. A committee including Bulthuis, VandeVusse and Bob Zwiers was formed to research locations.
- 07.11.12**
Betz informed the Board the Marketing Committee was losing a Committee Member and was looking for an individual to fill the vacancy.
- 07.11.13** **Adjournment:**
At 4:30 pm a motion was made by Burkitt and supported by Bulthuis to adjourn. Motion carried unanimously