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

Members Present: Chair Russ TeSlaa, Vice-Chair Joe Baumann, and Secretary/Treasurer Mike Trethewey; Board Members, Kristin Myers, Tim Burkman, Kevin Klynstra, and James Gerard

Members Absent: None

Staff Present: Elisa Hoekwater, Beth Higgs, Hannah Pedersen-Born, and Barbara Sonnerville

Others Present: Tim Vagle and Al Rios

6.19.1 Approval of the May 20, 2019 Board Meeting Minutes
A motion was made by Baumann and supported by Trethewey to approve the May 20, 2019 board meeting minutes. Motion carried unanimously.

6.19.2 Public Comment
There was no public comment

6.19.3 Marketing Committee

6.19.3a Call Center Summary
There was no discussion.

6.19.4 Executive Committee

6.19.4a Approval of Bid Award for Bus Procurement
On March 20, 2019, MAX issued a Request for Proposal for Cutaway Buses. The RFP was for the purchase of a minimum of one bus and a maximum of 47 buses over a five-year period. The bids were due May 15, 2019 at 11:00 AM. Two bids were received. One proposal was submitted by Holland Bus, for an Arboc Spirit of Freedom Bus. The other bid was from Hoekstra Transportation for a Champion Bus. On May 21, 2019, the Evaluation Committee met and reviewed the two proposals received. Only proposals with 80 or more points were considered for award.
The proposal for Holland Bus received an average of 92 points. Hoekstra scored a total of 60.36 points. The bid was awarded to Holland Bus and staff recommended Board Authorization to purchase four (4) 27-foot Arboc Spirit of Freedom buses from the existing procurement at a total cost of $530,660.00. These four buses will replace four 2012 Arbocs which have reached the end of their useful life as determined by FTA Altoona Testing. The buses will be funded with existing Federal and State capital grants. The delivery date for these buses is estimated to be around November, 2019. A motion was made by Baumann and supported by Trethewey to approve the purchase of the four new buses as written. Motion carried unanimously.

6.19.4b Approval of 2019 Tax Rate Request Form L-4029
The 2019 Tax Rate Request Form L-4029 and Certificate of Compliance was prepared and submitted on behalf of Macatawa Area Transportation Authority showing the tax rates authorized for levy on the 2019 tax roll.
A motion was made by Trethewey and supported by Baumann to approve the L-4029 form and Certificate of Compliance as written. Motion carried unanimously.

6.19.4c Approval of Insurance Contracts
Hoekwater and Higgs met with the Account Manager from Ottawa-Kent to discuss revisions to the insurance contracts for the Macatawa Area Express Transportation Authority. The discussions focused on property and liability coverage for MAX. A revision to the current insurance policy would result in an increase of $2,560 to be paid in quarterly payments. This will cover business personal property at the MAX Depot, the MAX Greenway facility, and the City of Holland Transportation Services building at Wyngarden Way. A motion was made by Trethewey and supported by Baumann to approve the policies as written. Motion carried unanimously.

6.19.4d Change Order for Gillig Bus Pricing
On May 16, 2019, Brian VanderHulst and Kurt Klinkers met with the MAX account representative from Gillig Company in Livermore, California to go over the specs for the five (5) buses currently on order. The beginning price of each bus was $411,510.00 but after input from some of the drivers, several safety features were added and a few money saving items were applied to the final order. After the final recalculation, the total cost of each bus will now be $411,868.00.

6.19.4e Status Report on Revised FY2020 Grant
Upon completion of the revised FY2020 Grant application, it was discovered that one final signed form was needed. All items have now been submitted.

6.19.4f Bus Shelter Construction Plans
Two new MAX passenger shelters are in the final stages of approval with the contracts being drawn up and construction plans approved. The two sites slated for the new shelters were selected by a variety of criteria such as ridership and location of current bus stops. A shelter will be placed near the current bus stop on Waverly at the Greenbriar apartments and the other shelter will be placed near the current bus stop on 144th at the Family Fare.
6.19.4g  Ridership Reports for May 2019
There was no discussion.

6.19.4h  Financial Reports for May 2019
There was no discussion.

6.19.4i  Expenditure Reports for May 2019
There was no discussion.

6.19.4j  LAC Meeting Minutes for June 2019
There was no discussion.

6.19.5  MAX Director’s Report
MAX is preparing the MAX Budget Review for FY2020 and concern over the significant reduction of $36 million in funding for local public transportation contained in House Bill 4246 of the 2019-2020 Department of Transportation budget will need to be taken into account. Hoekwater reported that Al Rios will officially be joining the MAX Board as its newest member. Hoekwater would like to put together a Stakeholder Group of community members and businesses who rely on MAX Transit for transportation for their clients and employees.

6.19.6  Adjournment
A motion was made by Bauman and supported by Burkman to adjourn the meeting. Motion carried unanimously.