



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, April 27, 2020**

The Macatawa Area Express Transportation Authority Board met online at 3:30 pm in accordance with the guidelines set forth by the Federal Government to control the spread of the COVID-19 Virus.

**Members Present:** Chair Russ TeSlaa, Vice-Chair Joe Baumann, Secretary/Treasurer Mike Trethewey; Board Members, Meika Weiss, Al Rios, and Kevin Klynstra

**Others Present:** Tim Vagle

**Members Absent:** Kristin Myers, and James Gerard

**Staff Present:** Elisa Hoekwater, Beth Higgs, Matt Guinn, Charlie Veldhoff, and Barbara Sonnerville

**4.20.1 Approval of the March 30, 2020 Board Meeting Minutes**

A motion was made by Baumann and supported by Trethewey to approve the March 30, 2020 board meeting minutes. Motion carried unanimously.

**4.20.2 Public Comment**

There was no public comment.

**4.20.3 Marketing Committee**

Higgs reported that Shelby Pedersen, Dawn Brott, and Yvonne Dirkse made over 200 masks to distribute to MAX employees as well as passengers who needed them.

**4.20.3a Call Center Summary**

There was no discussion.

**4.20.4 Executive Committee**

**4.20.4a Public Transportation Agency Safety Plan (PTASP) Review**

A motion was made by Trethewey and supported by Weiss to table the board vote until the May meeting. Motion carried unanimously.

**4.20.4b***Build Grant Application*

MAX is seeking funds to complete the maintenance and storage portion of the Operations facility on Greenway Drive. The proposed project will be the second phase of a construction project that began with the land purchase in 2012. The project will complete an addition to current facilities to include electric vehicle (EV) charging stations, as well as in-house maintenance and washing for all vehicles in the fleet. The project will include costs to add a shower on the main floor and ensure ADA compliance with an elevator to the second floor.

A motion was made by Baumann and supported by Weiss to authorize the submission of the final grant application to the FTA as written. Motion carried unanimously.

**4.20.4c***Fiscal Year 2020 Budget Update and Mid-Year Amendments*

Mid-year budget updates and amendments are being worked on and will be presented to the board at the MAY meeting for approval.

**4.20.4d***Regional Transit Access and Connectivity Study*

The Macatawa Area Coordinating Council is completing a study of transit access and connectivity which will use data to show where new dwelling units are projected to be built in the future. There will be three basic steps to the study: 1) Overlay MAX Transit routes, stops, and service areas on new dwelling unit shapefile; 2) Calculate percentage of new dwelling units located in within the service areas; and 3) Supplement with visual analysis to identify deficiencies and opportunities. The analysis will make it possible to investigate the following questions:

- Where is employment located? Do routes currently serve these areas?
- Where are social services, medical offices, grocery stores, pharmacies, schools, etc. located? Do routes serve these businesses?
- Are routes adequately serving minority populations?
- Are routes adequately serving low income populations?
- Are routes adequately serving aging populations?
- Are routes adequately serving zero vehicle households?

The study will continue through June 2020 and results will be used to inform the Macatawa Area Express Transportation Authority Board as members of the board discuss the future vision for MAX. This is an exciting opportunity to use data from the Long Range Transportation Plan and develop a strategy for future transit investments as well as route modifications. Monthly updates will be provided during future meetings.

**4.20.4e***COVID-19 Planning Transitions*

MAX has been sanitizing the buses and offices and well as implementing Social Distancing and face masks as a precaution to prevent the spread of the COVID-19 virus. MAX will continue to make adjustments based on governmental recommendations.

**4.20.4f** *Ridership Reports for April 2020*  
There was no discussion.

**4.20.4g** *Expenditure Reports for April 2020*  
There was no discussion.

**4.20.5** **MAX Director's Report**  
Hoekwater has been attending frequent phone conference briefings with the Ottawa County Emergency Management and other transit agencies to stay on top of the latest developments relating to COVID-19.

**4.20.6** **Adjournment**  
A motion was made by Baumann and supported by Trethewey to adjourn the meeting. Motion carried unanimously.