



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, August 24, 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, Secretary/Treasurer Mike Trethewey; Board Members, Kristin Myers, Meika Weiss, Al Rios, James Gerard, Kevin Klynstra, and Reilly Shuff

Others Present: Howard Fink, Carolyn Muyskens, and Julie Ziurinskas

Members Absent: Vice-Chair Joe Baumann and Tyler Kent

Staff Present: Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, Sue Gorby, and Barbara Sonnerville

8.20.1 Approval of the July 27, 2020 Board Meeting Minutes

A motion was made by Baumann and supported by Rios to approve the July 27, 2020 board meeting minutes. Motion carried unanimously.

8.20.2 Public Comment

There was no public comment.

8.20.3 Marketing Committee

Higgs reported that Marketing is working on the Employee Appreciation festivities. The two weeks of September 7th and September 14th have been set aside for the activities but this year will look a little different with social distancing and teams split into two groups.

8.20.3a Call Center Summary

There was no discussion.

8.20.4 Executive Committee

8.20.4a *Fare Increase Proposal*

MAX has recognized cost increases across all areas of the organization; such as wages, fuel, building and vehicle maintenance, supplies and more, so to help offset these expenses and maintain sustainable transportation for our passengers, we compared our fare structure to other transit agencies of similar size in Michigan. We found that our current fares are lower than most, and the new proposed rates are still very cost effective for passengers. A motion was made by Trethewey and supported by Myers to approve the fare increases as written. Motion carried unanimously.

8.20.4b *FY2020 Budget Revision*

The FY2020 budget amendments to reallocate funds to balance the budget were presented to the board. The numbers consisted of estimated expenses and revenues collected by August 2020. A motion was made by Weiss and supported by Trethewey to approve the FY2020 budget revisions as written. Motion carried unanimously.

8.20.4c *FY2021 Budget Proposal*

The FY2021 proposed budget was available for public review on the MAX website and a notice about the meeting was posted in the local paper. No public comment was made. A motion was made by Trethewey and supported by Weiss to approve FY2021 Budget Proposal as written. Motion carried unanimously.

8.20.4d *Transit Asset Management (TAM) Plan: FY2021 Annual Performance Targets*

The Transit Asset Management Plan for the FY 2021 Annual Performance Target goals was provided to the board for informational purposes. For planning purposes, the Annual Performance Targets are formally approved by the Executive Director and are shared annually with MDOT and the Holland-area MPO, the Macatawa Area Coordinating Council (MACC).

8.20.4e *Student Transportation*

Due to the Federal Administration (FTA) present order and following CDC guidelines during the COVID-19 pandemic, MAX Transit will continue to abide by the six feet of social distancing until such time our region moves to the Phase 6 Category of the MI Safe Plan ordered by the Governor of Michigan.

In compliance with the order, MAX has seating capacity of three passengers per bus, so we will continue to provide "Limited Service" only, which includes to and from work, trips to the grocery store (2 trips per week per passenger), and medical appointments.

We thank our passengers for their patience during this difficult time and look forward to the day when we can fully engage with the community, offering fixed routes and expand our Reserve-a-MAX demand response service once again.

8.20.4f *Ridership Reports for July 2020*

There was no discussion.

8.20.4g *Financial Reports for July 2020*
There was no discussion.

8.20.4h *Expenditure Reports for July 2020*
There was no discussion.

8.20.5 **MAX Director's Report**

Hoekwater reported that one full-time utility person has been hired and the search is on for one more full-time person. One more full-time Information Specialist is needed as well and interviews are planned for next week. Two new drivers have been hired and the plan is to hire ten more. There has been some discussion about increasing base wages and/or having a sign-on bonus to help with driver recruitment. More information on that will be presented at a later date.

Since early May, MAX Transit has been working with MDOT and the FTA in order to adjust and resubmit the annual MDOT and FTA grant applications. Both of those applications are close to final submission.

The plan to resume fixed routes is one of our top priorities with driver recruitment, installation of safety shields in all of the buses, ridership estimates, and the safety of all passengers and employees being the main focus of the restart plan. Early October is the target date but the situation remains fluid and will depend on the spread/containment of the COVID-19 virus.

8.20.6 **Adjournment**

A motion was made by Rios and supported by Myers to adjourn the meeting. Motion carried unanimously.