



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

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, Meika Weiss, Al Rios, James Gerard, Kevin Klynstra, and Reilly Shuff

Members Absent: None

Staff Present: Elisa Hoekwater, Charlie Veldhoff, and Barbara Sonnerville

Others Present:

1.20.1 Approval of the November 25, 2019 Board Meeting Minutes

A motion was made by Baumann and supported by Rios to approve the November 25, 2019 board meeting minutes. Motion carried unanimously.

1.20.2 Public Comment

There was no public comment.

1.20.3 Marketing Committee

1.20.3a Call Center Summary

There was no discussion.

1.20.4 Executive Committee

1.20.4a Federal Awards Policies and Procedures Revision

During the 2019 Triennial Review process, it was found that MAX was deficient in Section 2: Financial Management and Capacity area of the review when MAX did not include procedures for properly calculating net eligible project costs for operating assistance in its Federal Award Administration Policies and Procedures Manual. The procedure was added to the manual as directed by the FTA. A motion was made by Weiss and supported by Baumann to approve the revisions as written. Motion carried unanimously.

1.20.4b*Procurement Policy Revision*

During the 2019 Triennial Review process, it was found that MAX was deficient in Section 9: Procurement area of the review when MAX did not address the use of time and material contracts, negotiation of contractor profit and prohibition of cost-plus contracts in its Procurement Policies & Procedures Manual. These revisions were added to the manual as directed by the FTA. A motion was made by Baumann and supported by Trethewey to approve the revisions as written. Motion carried unanimously.

1.20.4c*Reporting Criminal or Civil Violation Law Resolution*

During the 2019 Triennial Review process, it was found that MAX was deficient in Section 1: Legal of the review when it wasn't promptly reported to FTA Chief Counsel of Regional Counsel, and the U.S DOT OIG, about criminal activity that took place in 2018. Through their final report, the FTA directed MAX to create and seek Board approval on reporting procedures in accordance with the MAX signed Master Agreement. A motion was made by Rios and supported by Trethewey to approve the resolution as written. Motion carried unanimously.

1.20.4d*Vehicle Maintenance Oversight*

During the 2019 Triennial Review process, it was found that MAX was deficient in Section 8: FTA requirements for maintenance oversight. MAX did not have any evidence that its maintenance contractor, the City of Holland Transportation Services unit, is carrying out maintenance activities that meet FTA standards. MAX developed a written maintenance report that includes oversight procedures, along with evidence of its implementation of maintenance standards compatible with FTA requirements. A motion was made by Weiss and supported by Baumann to approve the Vehicle Maintenance Policies & Procedures Manual as written. Motion carried unanimously.

1.20.4e*FY 2021 Grant Application*

It is time again to prepare the annual Michigan Department of Transportation grant application for Fiscal Year 2021, beginning October 1, 2020. MDOT's grant application is nearly one year ahead of the fiscal year. The grant application is for estimating and earmarking only. Staff suggests the following capital and operating items be requested in the annual application.

State Operating Assistance

Operating Assistance – A total of \$1,640,827 is requested in MDOT Operating Assistance. This is based on the 38.0667% (\$4,500,000) of expenses. According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance.

Section 5307 Capital Match

Staff suggests requesting the 20% local match for FY2021 for the following capital expenditures.

Misc. Support Equipment – A state share of \$2,000 (a total of \$10,000) is requested for the matching share (20%) for replacement miscellaneous support equipment.

Rehab/Renovate Facility – A state share of \$15,000 (a total of \$75,000) is requested for the matching share (20%) for rehabilitating and renovating bus and bus related facilities.

Service Vehicle – A state share of \$7,000 (a total of \$35,000) is requested for the matching share (20%) for a service vehicle.

Maintenance Equipment – A state share of \$2,000 (a total of \$10,000) is requested for the matching share (20%) for replacement of maintenance equipment.

Bus Replacement – A state share of \$24,000 (a total of \$123,000) is requested for the matching share (20%) for replacement buses.

Enhanced Mobility of Seniors & Individuals with Disabilities Program (Section 5310)

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each State's share of the targeted populations and are apportioned to State for areas under 200,000 in population.

Staff suggested the following items:

Night Owl – In FY2009 MAX implemented Night Owl Service from 7pm-12 midnight using one bus providing demand response service utilizing New Freedom Funds and a 50% local match. The program is continuing in the current fiscal year (2020) utilizing New Freedom funds and a 50% local match. In FY2012, MAX implemented the first Twilight route from 7pm-10pm and implemented an additional fixed route serving Holland Township from 7pm-10pm with service now in City of Holland and Holland Charter Township for fixed route. Staff recommends applying for \$142,500 in New Freedom funds for FY2021 to continue the Night Owl Program. The program will require a 50% local match.

Mobility Management – Continuation (capital) – A total of \$70,000 in Federal New Freedom funds are requested to continue MAX's Mobility Management efforts. MAX will continue its participation on Specialized Services Coordination Committee, Lakeshore Ridelink and other human service committees. MAX will also continue its efforts to avoid any duplication of services and work with human service agencies to share resources. These funds may be matched by MDOT with state funds, may be matched with toll credits, or the MAX may be required to provide the 20% local match (\$14,000).

Section 5339 Bus and Bus Facilities Program

This is a formula grant program established under the FAST act, replacing the previous Section 5309 discretionary Bus and Bus Facilities Program. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. Each year \$65.5 million will be allocated with each state receiving \$1.25 million. The remaining funding will be distributed based on population, vehicle revenue miles and passenger miles. Because the Holland/Zeeland is a small urbanized area under 200,000 in population, MDOT will receive funds on behalf of the small urbanized areas. Under the FAST act, small urbanized areas can apply directly to FTA for these funds. Staff suggests that we apply for a total of \$144,000 in Federal funds with a State match of \$36,000 (20%) for bus replacement.

The intent of the Macatawa Area Express Transportation Authority to apply for State financial assistance was published in the local newspaper as required by MDOT. Approval to submit the Fiscal Year 2021 grant application to MDOT was requested. Approval of the attached Resolution of Intent was requested. The resolution also appoints the MAX Director as the Transportation Coordinator for MAX and authorizes the Director to execute grant contracts, grant amendments, project

authorizations and to provide information to the State as needed. A motion was made by Baumann and supported by Weiss to approve the FY 2021 Grant Application as written. Motion carried unanimously.

1.20.4f *Route 6 Planned Changes*
There was no discussion.

1.20.4g *Ridership Reports for December 2019*
There was no discussion.

1.20.4h *Financial Reports for December 2019*
There was no discussion.

1.20.4i *Expenditure Reports for December 2019*
There was no discussion.

1.20.4j *LAC Meeting Minutes for January 2020*
There was no discussion.

1.20.5 **MAX Director's Report**
Hoekwater reported that MAX will be doing some reallocation of funds to allow the purchase of another bus. There is also possibility of additional grant funding to retrofit two of the older fleet buses over to electric power.
There will be a meeting next week of the MAX Management for the purpose of determining priorities and goals for the year ahead, using the EOS principles.

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