



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, January 25, 2021**

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, and Secretary/Treasurer Mike Trethewey; Board Members, Kristin Myers, Meika Weiss, Tyler Kent, Al Rios, and Reilly Shuff

Others Present: Lynn McCammon and Julie Ziurinkas

Members Absent: Kevin Klynstra and Jan Steggerda

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

1.21.1 Approval of the December 28, 2020 Board Meeting Minutes

A motion was made by Baumann and supported by Weiss to approve the December 28, 2020 board meeting minutes. Motion carried unanimously.

1.21.2 Public Comment

There was no public comment.

1.21.3 Marketing Committee

Higgs reported that Marketing has finished filming two driver recruitment ads that will go in various news publications both in print and online.

Higgs also reported that the new MAX website design is going well and the ballot language was approved for the millage renewal request set for May 4, 2021.

1.21.3a Call Center Summary

There was no discussion.

1.21.4 Executive Committee

1.21.4a *MAX Lease Agreement with City of Holland*

MAX leases the property located at 171 Lincoln Ave., Holland, MI 49423, also known as the Louis and Helen Padnos Transportation Center, from the City of Holland. A new lease agreement was presented to the board for approval for the time period of January 1, 2021 to June 30, 2022. Trethewey requested that a revision to the lease be made to Clause 10-C to reflect the following:

Cost to Repair Auxiliary Items. If the Historic Trust (as owner of the Pere Marquette Caboose) is no longer obligated to maintain the Pere Marquette Caboose, Tenant will pay 50%, Landlord will pay remaining 50% of the repair and maintenance costs. Tenant will pay 50%, Landlord will pay remaining 50% of the repair and maintenance costs 4-Way Post Clock located on 8th Street (including mechanical components, fixtures, illumination, and primary power hook-up.).

A motion was made by Trethewey and supported by Rios to approve the lease agreement with the requested revision. Motion carried unanimously.

1.21.4b *FY2022 MDOT Annual Grant Application*

MAX is now preparing the annual Michigan Department of Transportation grant application for Fiscal Year 2022, beginning October 1, 2021. 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 \$1,724,616 is requested in MDOT Operating Assistance. This is based on the 37.5350% of eligible expenses totaling \$4,594,687. According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance. In FY2020 the share of State operating assistance was \$1,640,827, based on 36.7916% of eligible expenses that totaled \$4,459,787.

Section 5307 Capital Match

Staff suggests requesting the 20% local match for FY2022 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.

Computer Equipment – A state share of \$2,000 (a total of \$10,000) is requested for the matching share (20%) for replacement of computer equipment (hardware and software).

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

Bus Replacement – A state share of \$56,000 (a total of \$280,000) is requested for the matching share (20%) for replacement buses.

Enhanced Mobility of Seniors and 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 suggests 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 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 FY2022 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.

Action Requested

The intent of the Macatawa Area Express Transportation Authority to apply for State financial assistance will be published in the local newspaper as required by MDOT. Approval to submit the Fiscal Year 2022 grant application to MDOT was requested. Approval of the 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 Rios and supported by Kent to approve the FY2022 MDOT Annual Grant Application as written. Motion carried unanimously.

1.21.4c *Ridership Reports for December 2020*
There was no discussion.

1.21.4d *Financial Reports for December 2020*
There was no discussion.

1.21.4e *Expenditure Reports for December 2020*
There was no discussion.

1.21.5 **MAX Director's Report**
Hoekwater reported that MAX has been busy recruiting new bus operators and a new class began on Jan 18th for five new drivers. Training typically takes about 6 to 8 weeks.
Hoekwater also reported that a Salary Survey is being conducted to compare MAX salaries to other similarly sized transit companies in the area. A report and subsequent recommendation will be presented once the survey is completed.

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