



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, July 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, Kristin Myers, Meika Weiss, Tyler Kent, James Gerard, and Kevin Klynstra

Others Present: Tim Vagle

Members Absent: Al Rios

Staff Present: Elisa Hoekwater, Beth Higgs, Dave Cross, Sue Gorby, and Barbara Sonnerville

7.20.1 Approval of the June 22, 2020 Board Meeting Minutes

A motion was made by Baumann and supported by Weiss to approve the June 22, 2020 board meeting minutes. Motion carried unanimously.

7.20.2 Public Comment

There was no public comment.

7.20.3 Marketing Committee

Higgs reported that Marketing is working on designing new passes and media about our new electronic fare system as well as new help wanted ads.

7.20.3a Call Center Summary

There was no discussion.

7.20.4 Executive Committee

7.20.4a City of Zeeland Contract Extension

A motion was made by Baumann and supported by Trethewey to approve the City of Zeeland contract extension as written. Motion carried unanimously.

7.20.4b*Zeeland Charter Township Contract Extension*

A motion was made by Baumann and supported by Weiss to approve the Zeeland Charter Township contract extension as written. Motion carried unanimously.

7.20.4c*Park Township Contract Extension*

A motion was made by Baumann and supported by Trethewey to approve a 90-day extension of the current contract with Park Township as written. Motion carried unanimously.

7.20.4d*FY2021 Fare Increase Proposal*

MAX Transit was established as an Authority in 2006, providing demand response and fixed route service to the Holland/Zeeland community. During the past fourteen years, MAX has made every effort to continue to offer low-cost fares to passengers. Each year, 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 are evaluating current fares and comparing our fare structure to other transit agencies of similar size in Michigan. A new fare structure will be presented to the board at the next meeting.

7.20.4e*FY2021 Budget*

Operating revenues in the FY2021 budget are expected to be less than MAX received in 2019 and 2020 to cover operating expenses. This is in part due to the decrease in State Operating Assistance, and lower farebox revenues – due to COVID. While CARES Act funding will help to minimize the impact of farebox losses, the CARES Act funds will also be used to cover increased expenses in personnel, supplies, and equipment that will be needed in FY2021.

Operating revenue highlights:

- State Operating Assistance is unclear at this time, due to the expenses of COVID-19. MDOT has advised MAX Staff that the share of State operating assistance is be 36.7916% in FY2021. State operating assistance is projected to be \$1,640,827, which is 36.7916% of eligible expenses. This compares with the State operating assistance of \$1,732,035, which is 38.0667% of eligible expenses in FY2020. In FY2019, the Operating Assistance fund was higher at 39.1981%.
- Federal Operating Assistance is \$1,250,074.
- State Reimbursement Personal Property Taxes (PPT) - In 2017 MAX received \$198,000.00 with a portion of the funds arriving in Sept and again in May. In 2018, the City was informed that MAX would only receive one payout in September at \$84,500.00. The actual amount received in 2019 was \$88,878.48. MAX is expecting to receive 2020 funds in September of this year. For the purpose of the FY2021 budget, we have entered a budget amount of \$88,878, however this is only an estimate.

- Property tax collections are budgeted to increase slightly over FY2019. The millage rate remains at .40 of a mill.
- CARES Act funds are to be allocated in the revenue budget in the amount of \$482,191 to cover increased expenses in personnel, supplies, and equipment that will be needed in FY2021. The CARES Act grant awarded to MAX includes \$2.7 million in federal operating assistance for emergency relief through December of 2022.

Operating expenses in FY2021 are estimated to be \$4,919,770.

Operating expense highlights are:

- A total of \$300,000 is budgeted for fuel for FY2021.
- MAX's deposit premium to the Michigan Transit Pool for liability in FY2021 is due on 12/1/2020. In FY2020 the cost was \$128,619. Direct Property Damage Trust Fund deposit will also be due at this same time and is estimated to be \$38,352
- Health Insurance premiums have been budgeted to increase by 10%.
- Approximately \$482,191 in CARES Act Funding to be allocated for Operations in FY2021

The FY2021 Proposed Budget will be presented to the board for approval at the August meeting.

7.20.4f *Ridership Reports for June 2020*
There was no discussion.

7.20.4g *Expenditure Reports for June 2020*
There was no discussion.

7.20.5 **MAX Director's Report**
Hoekwater announced that Dave Cross has been promoted to ITS Coordinator. He will be in charge of arranging all computer and technology maintenance and upgrades for MAX.
MAX is recruiting for the positions of 2 more full-time utility workers and several more drivers.
MAX is continuing to assess the spread of Covid-19 and evaluating the resumption of the Fixed Route Service while still keeping passengers and employees safe.
Hoekwater is working on the TIP Grant Application as well as working with MDOT to confirm their matching contributions.

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