



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, May 18, 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, Tyler Kent, and Kevin Klynstra

Others Present: Tim Vagle

Members Absent: Kristin Myers, Al Rios, and James Gerard

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

5.20.1 Approval of the April 27, 2020 Board Meeting Minutes

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

5.20.2 Public Comment

There was no public comment.

5.20.3 Marketing Committee

Higgs reported Marketing has been busy gathering signage for the buses, bus stops, the transfer center, and the office spaces.

5.20.3a Call Center Summary

There was no discussion.

5.20.4 Executive Committee

5.20.4a Public Transportation Agency Safety Plan (PTASP) Review

A motion was made by Baumann and supported by Trethewey to approve the final draft of the MAX Public Transportation Safety Plan as written. Motion carried unanimously.

- 5.20.4b** *Certificate of Compliance and Form L-4029*
The 2020 Tax Rate Request Form L-4029 and Certificate of Compliance was prepared and submitted on behalf of Macatawa Area Transportation Authority showing the tax rates authorized for levy on the 2020 tax roll. A motion was made by Weiss and supported by Baumann to authorize the submission of the Form L-4029 and Certificate of Compliance as written. Motion carried unanimously.
- 5.20.4c** *FY2020 Budget Amendments*
Approaching the end of the second quarter of the 2020 fiscal year, we have identified line items in the F2020 budget which have exceeded initial estimates and have made adjustments to reallocate funds from line items that have an overage. A motion was made by Baumann and supported by Trethewey to authorize budget amendments as written. Motion carried unanimously.
- 5.20.4d** *Review of MAX Policies on Safety Reporting, Proprietary Information, and COVID-19 Hazard Pay*
Three new policies were presented to the board for approval and were approved as noted. A motion was made by Trethewey and supported by Weiss to authorize the Safety Reporting policy as written. Motion carried unanimously. A motion was made by Baumann and supported by TeSlaa to authorize the Proprietary Information policy as written. Motion carried unanimously. A motion was made by Weiss and supported by Baumann to authorize the COVID-19 Hazard Pay policy as written. Motion carried unanimously.
- 5.20.4e** *How COVID-19 is changing the Public Transportation Landscape*
The COVID-19 pandemic has brought many changes throughout the public transportation system. Social distancing seating, more hands-free payment options, as well as passenger and driver safety will be a focal point of many transit agencies.
- 5.20.4f** *Ridership Reports for May 2020*
There was no discussion.
- 5.20.4g** *Expenditure Reports for May 2020*
There was no discussion.
- 5.20.5** **MAX Director's Report**
The management team has been keeping in close contact with each other and local authorities on the quickly changing face of the COVID-19 pandemic response. MAX is installing plastic sneeze guards in each of the buses and at each of the customer service stations in the transportation center office. Face masks, social distancing, sanitizing surfaces and other Stay Safe protocols are also keeping our workforce and passengers safe.
- 5.20.6** **Adjournment**
A motion was made by Baumann and supported by Weiss to adjourn the meeting. Motion carried unanimously.