



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, September 23, 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, Tyler Kent, and Kevin Klynstra

**Others Present:** Tim Vagle

**Staff Present:** Elisa Hoekwater, Beth Higgs, Barbara Sonnerville

**9.23.1 Approval of the August 24, 2020 Board Meeting Minutes**

A motion was made by Trethewey and supported by Weiss to approve the August 24, 2020 board meeting minutes. Motion carried unanimously.

**9.23.2 Public Comment**

There was no public comment.

**9.23.3 Marketing Committee**

Higgs reported on the launch of Routematch Pay. Marketing has been preparing information for passengers so they are aware of the electronic ticketing system. MAX Customer Service is working with passengers to set up accounts in order to purchase fares from the website. MAX is also working to redesign the website and is exploring options for a firm to complete the work.

**9.23.3a Call Center Summary**

There was no discussion.

**9.23.4 Executive Committee**

**9.23.4a MAX Banking Activities and Credit Card Authorization**

Trethewey made a motion to authorize the new Finance Director, Lynn McCammon, to be added on MAX accounts. The motion was supported by Weiss. Motion carried unanimously.

**9.23.4b Bus Operator and Utility Worker Wage Adjustment**

Hoekwater explained that in order to recruit bus operators and utility workers needed to run fixed routes and provide the social distancing requirements to maintain safety through the pandemic, MAX is proposing an adjustment in the hourly

wage. The starting wage for bus operators is to increase from \$13.25 to \$15.25. The starting wage for utility workers is also to increase from \$10.61 to \$12.48 in order to attract employees to maintain daily cleanliness standards and assist with deep cleaning in each of the vehicles. Current employees in these positions will be brought up to the new wage scale, effective 10/1/2020. All remaining positions and pay grades will be reevaluated in the new fiscal year. If the budget can support further pay increases, consideration will be made in January 2021. A motion was made by Trethewey and supported by Kent to approve the proposed wage adjustment for bus operators and utility workers, as presented. Motion carried unanimously.

**9.23.4c** *FY2020 Year End Budget Amendments*

Hoekwater noted that revenues are at 38% and expenses are at 87%, as MAX is waiting for funds that have not yet been received. Since May, there has been an increase in operating expenses including employee hazard pay which has increased payroll expenses and benefits, purchases of cleaning solutions, hand sanitizer, and equipment due to COVID. Cares Act funds will be available for these expenses, and may be applied over three fiscal years.

The State requires that expenditures not exceed the budget, to avoid budget violations or a corrective action plan. Vagle recommended that budget amendments be made within the current fiscal year and allow some margin to allow for additional invoices that come in during the end of the fiscal year. The Board approved amendments to Department 266, increasing the Customer Service and Marketing Department total from \$396,500 to \$460,000 and Department 591, increasing the Transit Maintenance Department total from \$526,054 to \$685,000.

A motion was made by Trethewey and supported by Myers to approve FY2020 Year End budget amendments as proposed. Motion carried unanimously.

**9.23.4d** *Ridership Reports for August 2020*

There was no discussion.

**9.23.4e** *Financial Reports for August 2020*

There was no discussion.

**9.23.4f** *Expenditure Reports for August 2020*

There was no discussion.

**9.23.5** **MAX Director's Report**

Hoekwater reported that bus shields for the Gilligs are expected to ship October 8th and installation will take 2-3 weeks. Hoekwater and TeSlaa met with Park Township to discuss potential options for public transportation services. Park Township has requested additional cost estimates to assist their Board to decide on future services.

**9.23.6** **Adjournment**

A motion was made by Weiss and supported by Trethewey to adjourn the meeting. Motion carried unanimously.