



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, June 28, 2021  
Proposed Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the training room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

**Members Present:** Chair Russ TeSlaa, Vice-Chair Joe Baumann, and Secretary/Treasurer Mike Trethewey; Board Members, Meika Weiss, Tyler Kent, Jan Steggerda, and Kevin Klynstra

**Others Present:** Lynn McCammon

**Members Absent:** Kristin Myers, Al Rios

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

**6.21.1 Approval of the May 24, 2021 Board Meeting Minutes**

A motion was made by Baumann and supported by Trethewey to approve the May 24, 2021 board meeting minutes. Motion carried unanimously.

**6.21.2 Public Comment**

There was no public comment.

**6.21.3 Marketing Committee**

Higgs reported that marketing is still working on Driver Recruitment advertising and working on the development of the new MAX website.

**6.21.3a Call Center Summary**

There was no discussion.

**6.21.4 Executive Committee**

**6.21.4a MAX Financial Audit**

The presenter with the independent auditors', Rehmann, was unable to attend the meeting so Lynn McCammon gave a brief ten-minute presentation of the FY2020 Audit results. MAX received a clean/unqualified opinion and the auditors didn't find anything that needed to be corrected. A motion was made by Trethewey and supported by Baumann to approve the FY 2020 Audit Report. Motion carried unanimously.

**6.21.4b**

*Snow Removal Contract*

The Snow Removal contract for MAX has expired as of June 1, 2021. A Request for Proposal for a new contract beginning October 1, 2021 was issued on May 5, 2021 for a two-year contract with an Option 1 to extend one additional year and Option 2 to extend the contract out two more years. Due to receiving only one proposal, a cost analysis was conducted to ensure the proposal pricing was fair and reasonable. MAX used historical pricing to come to the conclusion that the proposal sent from Aesthetic Gardener was fair and reasonable. A motion was made by Trethewey and supported by Baumann to award the Snow Removal contract to Aesthetic Gardener for the two-year contract and the option to extend for an additional one or two years. Motion carried unanimously.

**6.21.4c**

*Ridership Reports for May 2021*

There was no discussion.

**6.21.4d**

*Financial Reports for May 2021*

There was no discussion.

**6.21.4e**

*Expenditure Reports for May 2021*

There was no discussion.

**6.21.5**

**MAX Director's Report**

Hoekwater reported that Budget Amendments for FY21 are being worked on and will be presented at next month's meeting. The draft of the FY22 Budget will also be presented.

**6.21.6**

**Adjournment**

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