



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, March 22, 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, Kevin Klynstra, and Reilly Shuff

Others Present: Lynn McCammon and Julie Ziurinskas

Members Absent: Jan Steggerda

Staff Present: Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, Sue Gorby, Pam Pedersen, Brian VanderHulst, and Barbara Sonnerville

3.21.1 Approval of the January 25, 2021 Board Meeting Minutes

A motion was made by Rios and supported by Weiss to approve the January 25, 2021 board meeting minutes. Motion carried unanimously.

3.21.2 Public Comment

There was no public comment.

3.21.3 Marketing Committee

Higgs reported that flyers for the millage renewal request set for May 4, 2021 are ready to go out to residents as soon as the printing and postage are approved. Higgs also reported that Marketing has more online advertisements, aimed at driver recruitment, going out in the local paper as well as several hiring websites.

3.21.3a Call Center Summary

There was no discussion.

3.21.4 Executive Committee

3.21.4a *FTA Post-Audit Drug & Alcohol Policy Modifications*

During the period 1/25/2021 to 1/29/2021. The FTA conducted an audit of the FTA-mandated drug and alcohol testing programs of the MAX. Several items were found to require attention and MAX is to demonstrate compliance by April 29, 2021. The current policy was last amended on April 16, 2018. Staff revised this latest version to comply with all of the FTA Audit recommendations. Staff approved the policy modifications with one other revision; Weiss requested a clarification of the policy to change the wording on page 4 to say "A positive drug and/or alcohol test **may** also result in disciplinary action.", instead of **will**. A motion was made by Weiss and supported by Trethewey to approve the amendments as requested. Motion carried unanimously.

3.21.4b *MAX Transit Procurement Policy Modifications*

After board discussion, it was decided to table the procurement policy modifications to the next board meeting, with a one-time exception for approving the purchase of the Millage Flyer mailer printing and postage of \$13,000 with more than one quote. A motion was made by Trethewey and supported by Baumann to both table the modifications to next meeting as well as to approve the one-time exception for the millage flyer. Motion carried unanimously.

3.21.4c *Service Vehicle Procurement*

A public bid opening was held on March 9, 2021 of six sealed bids received from vendors offering a sport utility vehicle to replace MAX service vehicles which have exceeded their useful life and were eligible for replacement. Fox Chrysler Dodge Jeep Ram came in with the lowest fair and reasonable bid. Staff recommended board approval for the purchase of three (3) 2021 Jeep Cherokee Latitude 4x4 vehicles for the total purchase price of \$70,185.00. A motion was made by Rios and supported by Weiss to award the bid to Fox Chrysler Dodge Jeep Ram as written. Motion carried unanimously.

3.21.4d *Ridership Reports for December 2020*

There was no discussion.

3.21.4e *Financial Reports for December 2020*

There was no discussion.

3.21.4f *Expenditure Reports for December 2020*

There was no discussion.

3.21.5 MAX Director's Report

Hoekwater reported that MAX has been busy with the re-opening of the fixed route services which has been going smoothly with passengers and staff happy to be back open. Hoekwater also proposed a future study session, to include MAX staff and board members, with the focus of the session to revolve around expanding services, staffing updates, and future opportunities.

3.21.6 Adjournment

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