



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, May 24, 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, Meika Weiss, Tyler Kent, Al Rios, Jan Steggerda, and Kevin Klynstra

**Others Present:** N/A

**Members Absent:** Kristin Myers, Reilly Shuff

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

**5.21.1 Approval of the March 22, 2021 Board Meeting Minutes**

A motion was made by Weiss and supported by Tyler to approve the March 22, 2021 board meeting minutes. Motion carried unanimously.

**5.21.2 Public Comment**

There was no public comment.

**5.21.3 Marketing Committee**

Higgs reported that marketing has been concentrating on Driver Recruitment advertising and working on the development of the new MAX website.

**5.21.3a Call Center Summary**

There was no discussion.

**5.21.4 Executive Committee**

**5.21.4a MAX Transit Procurement Modifications**

MAX staff has requested a revision to the MAX Procurement Policy to align more closely with the MDOT and FTA procurement requirements. The following revisions were requested: "Micro Purchases" \$1,000 up to \$10,000 – Executive Director or Deputy Director approval • "Small Purchases" \$10,000 up to \$50,000 – Request for

Quote (RFQ), prior to requesting quotes, Executive Director and Executive Committee approval • “Competitive Bids” \$50,000 and above – Request for Proposal (RFP) or Invitation for Bid (IFB-sealed bid), prior to seeking proposals or bids, Executive Director and Executive Committee approval. Prior to bid award, Board approval • Modify the requirements for bidding to include information quotes from \$1500 up to \$10,000 – verbal or emailed • \$10,000 up to \$25,000 written quotes (can be emailed), Board approval • \$25,000 and over – sealed bids, and Board approval • “Small Purchase” procurement method to its current Procurement Policy with a threshold of \$10,000 up to \$50,000, and increase the “Competitive Bid” method threshold to \$50,000 and above. Staff is also requesting approval of all other revisions proposed within its Procurement Policy-Revision 13, dated May 24, 2021. A motion was made by Trethewey and supported by Baumann to approve all revisions as requested. Motion carried unanimously.

**5.21.4b**

*MAX L4029 and Certificate of Compliance*

The 2021 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 2021 tax roll. A motion was made by Baumann and supported by Rios to authorize the submission of the Form L-4029 and Certificate of Compliance as written. Motion carried unanimously.

**5.21.4c**

*Extension of MAX PTO*

For those who have worked at MAX for some time and have accrued PTO, we recognize the challenge to either use or lose PTO before July 1. To alleviate some of the pressure of fitting PTO into the next 6 weeks, MAX staff requested the date be extended so that PTO may be used through the end of the calendar year. This is an exception to the MAX PTO Policy specifically addressing carry over of PTO that exceeds the 240 hour “cap” and it is being requested due to the unusual circumstances triggered by the pandemic. A motion was made by Trethewey and supported by Rios to extend the extension of MAX PTO as written. Motion carried unanimously.

**5.21.4d**

*Millage Update*

The MAX millage proposal placed on the May 4 ballot passed by an overwhelming 82% with voters in the City of Holland and Holland Township in favor of the five-year 0.4 mill renewal. The funds received through this tax levy provides MAX with roughly 22% of our annual funding, which helps support our existing operations, as well as future expansion of service

**5.21.4e**

*MAX Grant Update*

Hoekwater reported that the FY20 MAX grant has been approved and will provide funding for ten extra bus passenger shelters and four electric bus shuttles and 2 charging stations.

**5.21.4f**

*Ridership Reports for April 2020*

There was no discussion.

**5.21.4g**

*Financial Reports for April 2020*

There was no discussion.

**5.21.4h** *Expenditure Reports for April 2020*  
There was no discussion.

**5.21.5** **MAX Director's Report**  
Hoekwater reported that MAX has been working with an HR consultant to review salary and benefits for all MAX employees.  
Hoekwater also was pleased to announce that the next MAX Board meeting will be in-person. The board will be meeting on Monday, June 28<sup>th</sup> at 3:30 PM in the Training Room located at 11660 Greenway Dr., Holland, MI 49424.

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