



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, October 25, 2021
Approved 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 and Secretary/Treasurer Mike Trethewey; Board Members, Meika Weiss, and Al Rios

Others Present: Lynn McCammon

Members Absent: Vice-Chair Joe Baumann, Kristin Myers, Jan Steggerda, and Kevin Klynstra

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

10.21.1 Approval of the September 27, 2021 Board Meeting Minutes

A motion was made by Rios and supported by Trethewey to approve the September 27, 2021 board meeting minutes. Motion carried unanimously.

10.21.2 Public Comment

There was no public comment.

10.21.3 Marketing Committee

Higgs reported that Marketing is still concentrating on Bus Operator recruitment and we have several new drivers starting from that effort.

10.21.3a Call Center Summary

There was no discussion.

10.21.4 Executive Committee

10.21.4a Passenger Van Procurement

A Notice to Advance Procurement was requested for approval from the board to order four (4) gas-powered XLT vans through a State of Michigan purchase contract which includes specifications, terms, clauses/certifications, and purchasing requirements in accordance with Federal Transit Administration (FTA) regulations. The individual vehicle price with lift and requested features will be \$68,318. This price includes a rear-loading ramp, 4 cameras, running boards, poser side sliding door, AWD, and an upcharge of \$2,000 for the 2022 models.

A motion was made by Rios and supported by Weiss to approve the Notice to Advance Procurement as presented. Motion carried unanimously.

10.21.4b*ARPA Funding Opportunity to Help Transit Agencies Better Serve Their Communities*

The U.S. Department of Transportation's Federal Transit Administration (FTA) has announced a Notice of Funding Opportunity (NOFO) for \$25 million through the American Rescue Plan to help public transportation agencies return service from COVID-19 suspensions in ways that can best service their communities. "Under FTA's Route Planning Restoration Program, funding can be used for transit route restoration planning that is designed to examine ridership following the COVID-19 pandemic, reduce travel times and make adjustments to increase the quality or frequency of transit service for low-income riders and those in disadvantaged neighborhoods or communities who may need increased service to get to jobs, shopping and health care". Board approval was sought to approve the grant application through this funding opportunity.

A motion was made by Trethewey and supported by Rios to approve the grant application as presented. Motion carried unanimously.

10.21.4c*FY 2021 Grants for Buses and Bus Facilities Competitive Program*

The Grants for Buses and Bus Facilities Program (49 W.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program, the Low or No-Emission Vehicle Program, provides competitive grants for bus facility projects that support low and zero-emission vehicles. The FTA Grants for Buses and Bus Facilities Competitive Program (Bus Program) helps recipients finance capital projects to replace, rehabilitate, purchase or lease buses related equipment: and to rehabilitate, purchase, construct or lease bus-related facilities. A Notice of Funding Opportunity for the Bus Program's FY 2021 funding opportunity was published on September 20, 2021, making \$409,590,000 available, with an application deadline of November 19, 2021. Staff requested approval from the board to submit the proposed grant application through this funding opportunity. A motion was made by Rios and supported by Trethewey to support the grant application as presented. Motion carried unanimously.

10.21.4d*Signature Resolution for MDOT Master Agreement*

The Michigan Department of Transportation has provided a new Master Agreement between Macatawa Area Express Transportation Authority (MAX) and the Michigan Department of Transportation (MDOT). This Master Agreement will cover fiscal years 2022-2025. This Master Agreement must be returned and approved before project authorizations can be issued under any of the federal programs included under the agreement. MAX must also approve and return a new Certified Signature Resolution for this new Master Agreement. The Certified Signature Resolution must match the digital signer(s) that are on file with MDOT. The authorized signer(s) are Russell TeSlaa, Chair or Elisa Hoekwater, Executive Director.

A motion was made by Rios and supported by Weiss to approve the new Master Agreement as presented. Motion carried unanimously. A motion was made by Rios and supported by Weiss to approve the authorized signer(s) as Russell TeSlaa and Elisa Hoekwater. Motion carried unanimously.

- 10.21.4e** *MACC FY 2023-2026 TIP Call for Projects*
The Congestion Mitigation and Air Quality (CMAQ) project funding for inclusion in the FY 2023-2026 Transportation Improvement Program was approved at the regular board meeting on September 27, 2021. These funds will enable MAX to purchase ten small cutaway buses, four medium duty buses, and one administrative vehicle.
- 10.21.4f** *Ridership Reports for September 2021*
There was no discussion.
- 10.21.4g** *Financial Reports for September 2021*
There was no discussion.
- 10.21.4h** *Expenditure Reports for September 2021*
There was no discussion.
- 10.21.5** **MAX Director's Report**
Hoekwater reported that Mike Trethewey is retiring in November 2021 and will no longer be on the MAX board. Mike Trethewey was appointed as Secretary/Treasurer in 2010. Trethewey also served as council member for the City of Holland since 1997 and worked at Louis Padnos Iron & Metal Company for 25 years. Trethewey will be moving to Texas to be closer to family. MAX wishes Mike a great retirement and is grateful for the many years of dedicated commitment to the local community.
- 10.21.6** **Adjournment**
A motion was made by Rios and supported by Weiss to adjourn the meeting. Motion carried unanimously.