



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, September 27, 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, Vice-Chair Joe Baumann, and Secretary/Treasurer Mike Trethewey; Board Members, Kristin Myers, Meika Weiss, Anton Schauerte, Al Rios, and Jan Steggerda

Others Present: Lynn McCammon

Members Absent: N/A

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

9.21.1 Approval of the August 23, 2021 Board Meeting Minutes

A motion was made by Baumann and supported by Rios to approve the **August 23, 2021** board meeting minutes. Motion carried unanimously.

9.21.2 Public Comment

There was no public comment.

9.21.3 Marketing Committee

Higgs reported that the activities and dinner for the MAX Employee Appreciation week were all set and everyone was looking forward to the events. Marketing is also still concentrating on Bus Operator recruitment and we have several new drivers starting from that effort.

9.21.3a Call Center Summary

There was no discussion.

9.21.4 Executive Committee

9.21.4a FY 2021 Budget Amendment

The final budget amendments were presented to the board. A motion was made by Weiss and supported by Rios to approve the amendments as presented. Motion carried unanimously.

- 9.21.4b** *MDOT FY 2020 and FY 2021 Project Authorization*
In accordance with MDOT guidelines, the Project Authorization agreement is to be signed by a person authorized to do so on behalf of Macatawa Area Express. A motion was made by Baumann and supported by Weiss to approve acceptance of funds and to approve the agreement as presented. Motion carried unanimously.
- 9.21.4c** *MACC FY 2023-2026 TIP Call for Projects*
Board approval was sought for a resolution in support of project nominations for Congestion Mitigation and Air Quality (CMAQ) funding for inclusion in the FY 2023-2026 Transportation Improvement Program. These funds will enable MAX to purchase ten small cutaway buses, four medium duty buses, and one administrative vehicle. A motion was made by Baumann and supported by Rios in support of the MACC FY 2023-2026 TIP Call for Projects as presented. Motion carried unanimously.
- 9.21.4d** *Notice to Proceed with Purchase of Two (2) Small Cutaway Vehicles*
A Request for Proposal (RFP) was issued in 2019 and expires June 24, 2024 for the purchase of Arboc cutaway buses. Prior board approval is being sought for the purchase of two (2) more Arboc cutaway buses from the approved contract. A motion was made by Weiss and supported by Myers to approve the purchase as presented. Motion carried unanimously.
- 9.21.4e** *MAX New Website Presentation*
Shelby Pedersen presented the new MAX website to the board. The new website has a cleaner and easier format for users to navigate. Much work was put into the new design and the board was very pleased with the final product.
- 9.21.4f** *Ridership Reports for August 2021*
There was no discussion.
- 9.21.4g** *Financial Reports for August 2021*
There was no discussion.
- 9.21.4h** *Expenditure Reports for August 2021*
There was no discussion.
- 9.21.5** **MAX Director's Report**
Hoekwater reported that the final HR Assessment was very informative and highlighted areas of improvement as well as areas where MAX is doing well. Using information from the assessment and in-depth analysis of the budget, it was determined that MAX will contract out some HR services while others will be done in-house.
Hoekwater also reported that MAX will be seeking a part-time Information Specialist.
- 9.21.6** **Adjournment**
A motion was made by Trethewey and supported by Rios to adjourn the meeting. Motion carried unanimously.