



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, January 24, 2022
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 Vice-Chair Joe Baumann; Board Members Kristin Myers, Al Rios, and Lyn Raymond

Others Present: Lynn McCammon

Members Absent: Jan Steggerda, Meika Weiss, and Kevin Klynstra

Staff Present: Elisa Hoekwater and Beth Higgs

1.22.1 Approval of the October 25, 2021 Board Meeting Minutes

A motion was made by Baumann and supported by Myers to approve the October 25, 2021 board meeting minutes. Motion carried unanimously.

1.22.2 Public Comment

There was no public comment.

1.22.3 Marketing Committee

Higgs reported that Marketing has been concentrating on Bus Operator recruitment and welcome any ideas to further their efforts.

1.22.3a *Call Center Summary*

There was no discussion.

1.22.4 Executive Committee

1.22.4a *Election of Board Officers*

Due to the retirement of Mike Trethewey in November 2021, the post of Secretary/Treasurer is vacant. The current Vice Chairperson, Joe Baumann, has agreed to fill this vacant position. A new board member, Lyn Raymond, with the Greater Ottawa County United Way has agreed to fill the position of Vice Chairperson and Russ TeSlaa has agreed to continue as Chairperson for one more year. A motion was made by Myers and supported by Baumann to approve the slate of officers as presented. Motion carried unanimously.

1.22.4b

Banking Services and Credit Card

As fiscal agent to MAX, the City of Holland Finance Department has recommended that MAX consider changing banking services from Fifth Third to Huntington Bank. A motion was made by Baumann and supported by Raymond to approve the contract for banking services with Huntington Bank with the issuance of two credit cards as presented. Motion carried unanimously.

1.22.4c

MDOT Annual Grant Application for FY2023

MAX is now preparing the annual Michigan Department of Transportation grant application for Fiscal Year 2023, beginning October 1, 2022. MDOT's grant application is nearly one year ahead of the fiscal year. The grant application is for estimating and earmarking only. Staff suggests the following capital and operating items be requested in the annual application.

State Operating Assistance

Operating Assistance – A total of \$1,640,827 is requested in MDOT Operating Assistance. This is based on the 34.9854% of eligible expenses totaling \$4,690,034. According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance.

Section 5307 Capital Match

Staff suggests requesting the 20% local match for FY2023 for the following capital expenditures.

Service Vehicle – A state share of \$7,000 (a total of \$25,000) is requested for the matching share (20%) for a service vehicle.

Bus Replacement – A state share of \$56,652 (a total of \$283,262) is requested for the matching share (20%) for replacement buses.

Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each State's share of the targeted populations and are apportioned to State for areas under 200,000 in population.

Staff suggests the following items:

Night Owl – In FY2009 MAX implemented Night Owl Service from 7pm-12 midnight using one bus providing demand response service utilizing New Freedom Funds and a 50% local match. The program is continuing in the current fiscal year utilizing New Freedom funds and a 50% local match. In FY2012, MAX implemented the first Twilight route from 7pm-10pm and implemented an additional fixed route serving Holland Township from 7pm-10pm with service now in City of Holland and Holland Charter Township for fixed route. Staff recommends applying for \$142,500 in New Freedom funds for FY2023 to continue the Night Owl Program. The program will require a 50% local match.

Mobility Management – Continuation (capital) – A total of \$70,000 in Federal New Freedom funds are requested to continue MAX's Mobility Management efforts. MAX will continue its participation on Specialized Services Coordination Committee,

Lakeshore Ridelink and other human service committees. MAX will also continue its efforts to avoid any duplication of services and work with human service agencies to share resources. These funds may be matched by MDOT with state funds, may be matched with toll credits, or the MAX may be required to provide the 20% local match (\$14,000).

Section 5339 Bus and Bus Facilities Program

This is a formula grant program established under the FAST act, replacing the previous Section 5309 discretionary Bus and Bus Facilities Program. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. Each year \$65.5 million will be allocated with each state receiving \$1.25 million. The remaining funding will be distributed based on population, vehicle revenue miles and passenger miles. Because the Holland/Zeeland is a small urbanized area under 200,000 in population, MDOT will receive funds on behalf of the small urbanized areas. Under the FAST act, small urbanized areas can apply directly to FTA for these funds. Staff suggests that we apply for a total of \$165,076, which includes \$132,061 in Federal funds (80%), with a State match of \$33,015 (20%), for bus replacement.

Action Requested

The intent of the Macatawa Area Express Transportation Authority to apply for State financial assistance will be published in the local newspaper as required by MDOT. Approval to submit the Fiscal Year 2023 grant application to MDOT was requested. Approval of the Resolution of Intent was requested. The resolution also appoints the MAX Director as the Transportation Coordinator for MAX and authorizes the Director to execute grant contracts, grant amendments, project authorizations and to provide information to the State as needed. A motion was made by Baumann and supported by Myers to support the grant application as presented. Motion carried unanimously.

1.22.4d

Amtrak Contract

A lease agreement with the National Railroad Passenger Corporation (Amtrak) expired in 2017. A new agreement was drafted in mid-2019 and then reviewed by the legal department before a draft agreement was sent to MAX. The draft agreement was approved by the former City of Holland Finance Director and sent back to Amtrak, requesting the final agreement. This contract will close the gap from our last agreement through December 2022. A motion was made by Baumann and supported by Raymond to approve the new contract as presented. Motion carried unanimously.

1.22.4e

Ridership Reports for December 2021

There was no discussion.

1.22.4f

Financial Reports for December 2021

There was no discussion.

1.22.4g

Expenditure Reports for December 2021

There was no discussion.

1.22.5**MAX Director's Report**

Hoekwater reported that an Architectural & Engineering Services firm has been selected and the initial design for the 2nd floor completion has been finished. The estimated cost for installation of the elevator is still pending. A price proposal will be presented to the board at the February meeting.

A new system for collecting bus fares is set to begin in April 2022. The new fareboxes will take both cash and cards as payment. The new boxes will be installed during the month of March and the Marketing Department will be informing riders of the return to fare collection as well as reminding passengers of the new fare structure that was approved by the board last year.

MAX received recommendations from a salary compensation survey conducted last year and approved a \$2/hr. raise company wide. Merit increases and Cost-of-Living increases were also indicated. The Metrics of these increases are being finalized and will be presented for board approval at February's meeting.

1.22.6**Adjournment**

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