



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, February 28, 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, Meika Weiss, Lyn Raymond, and Jason Latham

Others Present: Krystal Benson and Lynn McCammon

Members Absent: Jan Steggerda and Kevin Klynstra

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

2.22.1 Approval of the January 24, 2022 Board Meeting Minutes

A motion was made by Rios and supported by Baumann to approve the January 24, 2022 board meeting minutes. Motion carried unanimously.

2.22.2 Public Comment

There was no public comment.

2.22.3 Marketing Committee

Higgs reported that Marketing is still concentrating on Bus Operator recruitment.

2.22.3a Call Center Summary

There was no discussion.

2.22.4 Executive Committee

2.22.4a Ridership Reports for January 2022

There was no discussion.

2.22.4b Financial Reports for January 2022

There was no discussion.

2.22.4c Expenditure Reports for January 2022

There was no discussion.

2.22.4d LAC Minutes for January 2022

There was no discussion.

2.22.4e*Proposal for Updated Pay Grades & Steps for 2022*

In August 2021, the MAX Transportation Authority Board approved salary adjustments as well as a staff increase of \$2/hour for all employees. In order to provide a competitive pay structure that can be used for annual merit increases and support cost of living expenses, MAX is proposing revisions to the existing pay grades and steps. As the pay grades and steps were last updated November of 2018, we have seen that the current system does not fully account for the individual performance of each employee and market rate wages in each department. Employees who have reached the top step of their pay receive increases to support cost of living expenses, but without an increase in merit pay, they are not incentivized to advance further at MAX. The new proposal will include an annual increase to support cost of living and will be included in steps associated with each pay grade. The new proposal will also include an annual performance evaluation that will be used to determine merit increases of up to 2% so that the merit increase is now aligned with the individual employee's performance. The new proposal will update the compensation and performance review process and implement a new step program, using metrics to assess and place employees into their new step.

A motion was made by Rios and supported by Baumann to approve the new pay grade and step program. Motion carried unanimously.

2.22.4f*Farebox Collection and Charge of \$0.50 for Single Trips*

In October 2020, the MAX Transportation Authority Board approved a fare increase for fixed route and demand response passengers. Due to the pandemic we continued to offer these services without charging fares. Now that the fixed routes have been running for the last year and ridership has begun to stabilize, we are now preparing to again collect fares. One change we are proposing is to discontinue free rides which are now offered for ADA cardholders, Medicare cardholders, and seniors over 70 years of age. A motion was made by Rios and supported by Weiss to approve the Public Hearing scheduled for 3:30PM on March 28, 2022 at the regular board meeting of the Macatawa Area Express Transportation Authority Board. Motion carried unanimously.

2.22.4g*Request Advance Procurement*

Due to the difficulty in hiring a Building Specialist to assist with cleaning and maintenance responsibilities, we are seeking to hire a cleaning service to clean the Depot buildings at the Padnos Transportation Center. A Request for Quote, Request for Proposal, or Invitation for Bid will serve as the method of procurement, and will include specifications, terms, clauses/certifications, requirements, and conditions of the purchase in accordance with Federal Transit Administration regulations. A motion was made by Rios and supported by Raymond to approve the Notice to Advance Procurement. Motion carried unanimously.

2.22.4h*FY2021 Financial Audit and Presentation*

MAX received a clean/unqualified opinion with no deficiencies in internal controls over financial reporting found. A motion was made by Baumann and supported by Rios to approve the audit report as presented. Motion carried unanimously.

2.22.4i*Architectural & Engineering Services for Greenway 2nd Floor*

On December 2021, Lakewood Construction was selected as the qualified firm to manage, design and oversee the purchase and installation of a one-stop elevator, and the 2nd floor workspace renovation at the MAX Transit Greenway facility. On Dec 17, the Lakewood Construction design team presented MAX with five design options for the 2nd floor workspace. After much discussion, revisions, and multiple committee meetings, MAX chose Option 3.1, which includes; six enclosed offices, small kitchen, two restrooms, conference room, uniform storage/fitting room and an IT storage room, as well as an inviting seating area for staff or visitors to meet in a more casual setting. MAX requested Board approval of design Option 3.1, along with the proposal for A&E Services presented to MAX in the amount of \$52,200.00. A motion was made by Baumann and supported by Rios to award the bid to Lakewood Construction by presenting their team with a "Notice to Proceed" letter for the A & E Services. Motion carried unanimously.

2.22.4j*Greenway Facility Elevator Equipment and Installation*

Consulting with Lakewood Construction on the original design of the Greenway operations facility, it was determined that provisions for an elevator were included. Further review of the design, indicated that a drywall shaft above the first-floor ceiling with hoist beam as well as a pit currently exist, but the elevator equipment was not purchased or installed for budget reasons. Due to the size requirement of the elevator outlined in the specifications, McNally Elevator in Grand Rapids was identified as the only authorized supplier of this type of elevator. Lakewood Construction has submitted a proposal for a total cost of \$179,777.00. This includes elevator equipment, materials, and labor associated with the installation, as well as a management cost to oversee this project. To fund this project, MAX has \$200,000 in previously awarded grants set aside to purchase the elevator for this project. The timeline to receive the equipment and install the elevator is approximately 20 weeks. MAX staff requested Board approval for the purchase and installation of an elevator at their Greenway facility, for a total cost of \$179,777.00. A motion was made by Baumann and supported by Rios to approve the proposal as presented. Motion carried unanimously.

2.22.5**MAX Director's Report**

Hoekwater reported that the FTA has extended the Mask requirement for all public transit until April 18, 2021.

2.22.6**Adjournment**

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