



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, July 25, 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, Vice-Chair Lyn Raymond, and Secretary/Treasurer Joe Baumann; Board Members Jason Latham, Kristin Myers, Meika Weiss, Jan Steggerda and Kevin Klynstra

**Others Present:** Lynn McCammon

**Members Absent:** Al Rios

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

**7.22.1 Approval of the May 23, 2022 Board Meeting Minutes**

A motion was made by TeSlaa and supported by Baumann to approve the May 23, 2022 board meeting minutes. Motion carried unanimously.

**7.22.2 Public Comment**

There were no public comments.

**7.22.3 Marketing Committee**

Higgs reported that the Employee Appreciation week went well with everyone having plenty of fun, games and treats throughout the week which ended with an employee party on Sunday, July 24<sup>th</sup> at Hagar Park in Jenison. This year, Hubert Timmer won the "Golden Wheel Award" and Doug Mytton won the "Commitment to Excellence Award".

**7.22.3a Call Center Summary**

There was no discussion.

**7.22.4 Executive Committee**

**7.22.4a***Return to Work Program Policy*

Accident Fund is a workers' compensation insurance organization that helps MAX manage risk and minimize loss by helping us to create a safe and productive workplace. In June, Higgs and the MAX Safety Coordinator, Matt Guinn, met with Deb Wiley, the MAX representative from Accident Fund to discuss the MAX safety program. She was impressed with the robust safety program we have in place and the improvements we made over the past two years. The Loss Analysis Report presented to us during the meeting showed that MAX only had 8 work related injuries since 2020, mostly due to slip and fall accidents. During that discussion, it was decided MAX needed a Return-to-Work Program policy. The Return-to-Work Program will provide a temporary work assignment while the employee works with their medical provider through treatment or therapy. A motion was made by Baumann and supported by Latham to approve the policy as written. Motion carried unanimously.

**7.22.4b***Proposed Pay Grade 6 Revision*

In March 2022, the MAX Transportation Authority Board approved new pay grades and a new step program. As these changes were made, it was discovered that several employees did not fall into a new step. The Administrative Assistant position now includes additional finance responsibilities which more closely align with coordinating tasks expected of an employee in Grade 6. The position title will be changed to Administrative Coordinator/Finance & Procurement, and relocated from Pay Grade 3 to Pay Grade 6, Step 1. A motion was made by Weiss and supported by TeSlaa to approve the recommended changes as presented. Motion carried unanimously.

**7.22.4c***FY2023 Resolution of Intent*

The Michigan Department of Transportation – Office of Passenger Transportation advised that a previously submitted Resolution of Intent for the FY2023 MDOT Annual Grant Application must be revised to reflect adjustments in State, Federal, and Local funds allocated for operating expenses. Based on the funding recommended and the federal funding of \$1,250,000 included in federal operating assistance, local funds of \$1,813,649 will be required. MDOT-OPT has requested the annual grant application be resubmitted with the revised estimate. A motion was made by TeSlaa and supported by Latham to approve the grant resubmission as written. Motion carried unanimously.

**7.22.4d***FY2023 Proposed Budget*

The FY2023 Proposed Budget was presented to the board to allow them time to look it over before the official vote at August board meeting.

**7.22.4e***Transit Asset Management (TAM) Plan 4-Year Update*

In July 2016, FTA issued a Final Rule requiring transit agencies to maintain, and document, minimum Transit Asset Management (TAM) standards. MAX's initial TAM Plan was approved by the Authority Board in July 2018. Although vehicle and inventory updates occur on an ongoing basis, staff is seeking *formal* Authority Board approval of the FY2023-2026 TAM Plan four-year update. A motion was made by Weiss and supported by Baumann to approve the TAM plan as written. Motion carried unanimously.

- 7.22.4f** *FY2023 Annual Performance Target Setting*  
Transit Asset Management (TAM) Plan Annual Performance Targets are used to assess progress toward achieving strategic goals, to consider tradeoffs and risks in achieving objectives, to communicate with stakeholders, and to help show what direction an agency is heading. For planning purposes, the Annual Performance Targets are formally approved by the MAX Executive Director, and are shared annually with MDOT and the Holland-area MPO, the Macatawa Coordinating Council (MACC). These annual goals are provided to the MAX Authority Board for informational purposes only, no board action needed.
- 7.22.4g** *Ridership Reports for June 2022*  
There was no discussion.
- 7.22.4h** *Financial Reports for June 2022*  
There was no discussion.
- 7.22.4i** *Expenditure Reports for June 2022*  
There was no discussion.
- 7.22.5** **MAX Director's Report**  
Hoekwater reported that the management team has been focusing on driver recruitment and retention. We are in need of around a dozen new drivers before we can successfully reopen the Twilight routes 9 & 10, route 11 to Zeeland Hospital, and Saturday services.  
Hoekwater reported that the City of Holland, as our fiscal agent, will be providing more detailed financial reports for the monthly board agenda packets going forward. MAX is also getting ready for the Triennial Audit and will be meeting with the City of Holland beforehand to prepare.
- 7.22.6** **Adjournment**  
A motion was made by Baumann and supported by Latham to adjourn the meeting. Motion carried unanimously.