



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, May 23, 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 Secretary/Treasurer Joe Baumann; Board Members Jason Latham, Meika Weiss, Jan Steggerda and Kevin Klynstra

**Others Present:** Lynn McCammon

**Members Absent:** Vice-Chair Lyn Raymond, Al Rios, and Kristin Myers

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

**5.22.1 Approval of the March 28, 2022 Board Meeting Minutes**

A motion was made by Weiss and supported by Baumann to approve the March 28, 2022 board meeting minutes. Motion carried unanimously.

**5.22.2 Public Comment**

There were no public comments.

**5.22.3 Marketing Committee**

Higgs reported that Marketing is working on the Employee Appreciation week events. There will be lots of fun, games and treats throughout the week which will end with an employee party on Sunday, July 24<sup>th</sup> at Hagar Park in Jenison. This year, along with the "Golden Wheel Award" that is presented to a Driver, a "Commitment to Excellence Award" will be given to a Staff member. The awards will be given to an employee who is nominated by fellow employees and will be graded on nine different criteria. The winners will be given a plaque, a MAX jacket, and a monetary award.

**5.22.3a Call Center Summary**

There was no discussion.

#### **5.22.4 Executive Committee**

##### **5.22.4a** *MAX L-4029 and Certificate of Compliance*

The 2022 Tax Rate Request Form L-4029 and Certificate of Compliance was prepared and submitted on behalf of Macatawa Area Transportation Authority showing the tax rates authorized for levy on the 2022 tax roll. A motion was made by Latham and supported by Weiss to authorize the submission of the Form L-4029 and Certificate of Compliance as written. Motion carried unanimously.

##### **5.22.4b** *Mid-Year Budget Amendment*

The direction from the Executive Committee in preparing the FY2022 budget was to reduce the amount of federal operating assistance in order to increase the amount of funding that can be allocated for capital purchases. When the FY2022 budget was prepared, it was based on the following assumptions:

- State funding formula to be 37.54% of eligible expenses. After the fiscal year began, MDOT informed small urban transit agencies that the Local Bus Operating allocation would be reduced to 34.99%, which means that more local funding is required to maintain the same budget.
- Local funding to include fare collection for the entire fiscal year. MAX began collecting fares in May 2022, so will collect less than half of the fares anticipated.
- Federal funding for operating expenses to remain at \$1,185,225. The federal allocation of 5307 funds has increased and MAX will allocate 1,250,000 toward operating assistance.
- CARES Act funding of \$9000,000 to be applied to cover the increase in expenses in FY2022.

Staff requested an approval for the amended FY2022 budget. A motion was made by Baumann and supported by Weiss to approve the recommended budget amendments as presented. Motion carried unanimously.

##### **5.22.4c** *Greenway Facility Budget Proposal for 2<sup>nd</sup> Floor Renovation*

Through a Request for Qualifications (RFQ) procurement method, in November of 2021 Lakewood Construction was selected as the qualified firm to manage the 2<sup>nd</sup> floor renovation at MAX Greenway Operations facility. The work will include the construction of 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.

On March 7, 2022, MAX issued a Request for Proposal (RFP) to Lakewood Construction with the submission date of May 11, 2022. Leading up to the RFP, the firm's team and MAX Renovation Committee met many times to discuss design options and construction phase. Through those meetings, MAX identified enhancements to the space that will be beneficial long term. MAX staff requested board approval of the proposal submitted by Lakewood Construction on May 11, 2022 in the amount of \$441,358.00 to renovate the 2<sup>nd</sup> floor of the Greenway facility. A motion was made by Baumann and supported by Latham to approve the proposal as written. Motion carried unanimously.

**5.22.4d** *Ridership Reports for April 2022*  
There was no discussion.

**5.22.4e** *Financial Reports for April 2022*  
There was no discussion.

**5.22.4f** *Expenditure Reports for April 2022*  
There was no discussion.

**5.22.4g** *LAC Meeting Summary for April 2022*  
There was no discussion.

**5.22.5** **MAX Director's Report**

Hoekwater reported that the management team has been working on making the wage adjustments and implementing the new Step Program that were approved by the MAX Board at the regular board meeting on March 28, 2022.

The new digital radios have arrived and initial reports are very good. The sound quality and reliability over the old radios are a great improvement.

MAX is currently looking into reopening Route 11 that goes out to Zeeland Hospital and the two Twilight Routes 9 & 10 that provide evening fixed route services. Driver availability and ridership will play a role in the decision and timing of the reopening.

**5.22.6** **Adjournment**

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