



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, December 29, 2022
Approved Minutes**

The Macatawa Area Express Transportation Authority Board met at 3:30 pm in the conference room at the MAX Operations building - 11660 Greenway Drive, Holland, MI 49424.

Members Present: Chair Russ TeSlaa and Vice-Chair Lyn Raymond; Board Members Jason Latham, Al Rios, Meika Weiss, Kevin Klynstra, and Abraham Hernandez

Others Present: Lynn McCammon

Members Absent: Secretary/Treasurer Joe Baumann, Kristin Myers, and Jan Steggerda

Staff Present: Elisa Hoekwater, Beth Higgs, Charles Veldhoff, Tawney Valderas, Mark Reese, and Barbara Sonnerville

12.22.1 Approval of the September, 2022 Board Meeting Minutes

A motion was made by Raymond and supported by Latham to approve the September 26, 2022 board meeting minutes. Motion carried unanimously.

12.22.2 Public Comment

Higgs read a letter sent to MAX from Bev Carter whose son is a regular rider of MAX and depends on the bus to get him to/from work, shopping, doctor appointments, and social events. Bev stated her gratitude for MAX and all staff, saying that everyone is always helpful and polite. Bev asked for more travel and payment solutions for people with disabilities who depend on MAX for vital life services.

12.22.3 Executive Committee

12.22.3a *Revisions to MAX Policy 308 Group Insurance Benefits*

Policy 308 "Group Insurance Benefits" of the MAX Employee Handbook states that new full-time employees become eligible for health benefits on the first day of the calendar month after 90 days. This policy originated in 2010, but has changed over time. MAX now offers health benefits for new employees joining the administrative staff on the first day of the calendar month after 30 days, and new bus operators receive benefits on the first day of the calendar month after 60 days.

All positions at MAX are vital to this organization: therefore, employees should be treated equally. MAX staff requested Board approval to change this policy to offer health benefits to all new full-time employees on the first day of the calendar month after 30 days. A motion was made by Rios and supported by Weiss to approve the policy as written. Motion carried unanimously.

12.22.3b*Revisions to MAX Employee Handbook*

During a recent review of the MAX Employee Handbook, staff recognized procedural changes and outdated information since the last revisions approved in 2014. Once a thorough review was completed, attorney Alexander Dombrow with Miller Johnson conducted a full review of our handbook to advise on language and changes to law since 2014. Staff requested Board approval of the final draft presented, and all revisions to the handbook and policies. A motion was made by Rios and supported by Raymond to approve the Employee Handbook and policy revisions as written. Motion carried unanimously.

12.22.3c*Renewal of Five-Year Marketing Contract*

Since 2008, MAX has partnered with Tailored Marketing & Sales, LLC to provide individuals, businesses, and organizations access to billboard advertising: leasing spaces on the exterior and interior of MAX vehicles. The 55% of the revenue we receive through these ads help support our operating expenses. A renewal contract presented to the Board, defines the responsibilities of both parties, as well as the terms and conditions of the contract. Past contracts with Tailored Marketing have been for a period of three (3) years, however, we recommend extending the contract to five (5) years from January 1, 2023 – December 31, 2028. As outlined in the contract, either party may terminate the Agreement upon sixty (60) days written notice. A motion was made by Rios and supported by Latham to approve the renewal of the contract between MAX and Tailored Marketing, and to extend the contract for a period of five (5) years as written. Motion carried unanimously.

12.22.3d*Consent Approval for Receipt of Private Donation*

The Macatawa Area Express Transportation Authority is designated as a beneficiary of a Declaration of Trust, dated May 31, 2019. As one of the charities named in the Trust, MAX is to receive a payment after income taxes, legal fees, and all other administrative expenses are paid. This is a private donation estimated to be \$500,000. The attorney representing the Trust has requested approval of a Wavier and Consent form, communicating that MAX consents to the proposed settlement agreement and order, and to agree to maintain the terms of this Agreement in confidence except as may be required by law. A motion was made by Weiss and supported by Rios to authorize Elisa Hoekwater, Executive Director, to sign the Wavier and Consent form on behalf of the Macatawa Area Express Transportation Authority. Motion carried unanimously.

12.22.3e*Upgrade to Financial Software*

As Fiscal Agent for Macatawa Area Express Transportation Authority, the City of Holland has communicated interest in replacing the financial software that both organizations now use. The current product needs improvement and has limited support. The City of Holland reviewed options to upgrade to a newer product with the same vendor, and also looked at the system now used for tax collection and all building related modules. City staff have asked about our interest in upgrading the financial system and offered to facilitate this process.

Approximately \$67,000 was originally invested by MAX to purchase the New World accounting software. The asset should be fully depreciated by the time the new financial system is implemented. The total cost for the upgraded financial system will be \$63,195 plus an annual service fee of \$13,720. More information will be presented at the next board meeting.

- 12.22.3f** *Renewal of Lease with Amtrak*
The current lease agreement with Amtrak for the use of the depot property is due to expire this month. To offer time to draft and finalize a new agreement, staff is requesting Board approval to extend the existing lease agreement through March of 2023. A second meeting with Amtrak is tentatively scheduled for January. Once all matters are settled, a new lease will be presented to the Board for approval in April. A motion was made by Rios and supported by Latham to extend the existing Amtrak lease agreement from December 2022 – March 2023. Motion carried unanimously.
- 12.22.3g** *Addendum to Lease with City of Holland*
The current lease agreement of the Holland Depot located at 171 Lincoln Ave, Holland, Michigan, between the City of Holland and the Macatawa Area Express Transportation Authority, will expire December 31, 2022. Lease details are being finalized and will be presented for Board approval once completed.
- 12.22.3h** *2023 MAX Board Meeting Schedule*
There was no discussion.
- 12.22.3i** *FY2022 Equal Employment Opportunity (EEO) Program Annual Review*
A summary of data compiled from FY22 for MAX's EEO Program was provided to the board. There was no discussion.
- 12.22.3j** *Ridership Reports for Nov 2022*
There was no discussion.
- 12.22.3k** *Financial Reports for Sept-Oct 2022*
There was no discussion.
- 12.22.3l** *Expenditure Reports for Sept-Oct-Nov 2022*
There was no discussion.
- 12.22.4** **Marketing Committee**
Higgs reported that it's been all hands-on for staff preparing for the Triennial Review. Marketing is still actively advertising for drivers and several open staff positions.
- 12.22.4a** *Call Center Summary*
There was no discussion.
- 12.22.5** **MAX Director's Report**
Hoekwater reported that she has been attending a Leadership Class and is looking forward to using her newly gained knowledge. She has also been busy preparing for the MAX Triennial Review as well as the MAX Annual Financial Audit.
- 12.22.6** **Adjournment**
A motion was made by Rios and supported by Latham to adjourn the meeting. Motion carried unanimously.