



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, September 26, 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, Al Rios, Kevin Klynstra, and Abraham Hernandez

**Others Present:** Lynn McCammon

**Members Absent:** Kristin Myers, Jan Steggerda, and Meika Weiss

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

**9.22.1 Approval of the August 26, 2022 Board Meeting Minutes**

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

**9.22.2 Public Comment**

There were no public comments.

**9.22.3 Marketing Committee**

Higgs reported that the Marketing Committee attended an event at Benjamin's Hope, where the instant print camera photos were a huge hit! They will be attending a craft fair at the Momentum Center as well.

The Marketing Committee is still focused on driver recruitment and retention. Higgs also gave a brief update on the construction timeline for the renovations at Greenway. Most of the work should be completed by mid-November.

**9.22.3a Call Center Summary**

There was no discussion.

**9.22.4 Executive Committee**

**9.22.4a** *FY 2022 Year End Budget Amendments*

The FY2022 Year End Budget amendments were presented for information and discussion. A motion was made by Rios and supported by Latham to approve the final FY22 budget amendments as written. Motion carried unanimously.

**9.22.4b** *FY 2023 Proposed Budget*

A motion was made by Baumann and supported by Latham to open the floor to the public for comment on the FY23 Proposed Budget. Motion carried unanimously. There was no public present for the discussion. A motion was made by Baumann and supported by Latham to close the floor to the public for comment on the FY23 Proposed Budget. Motion carried unanimously.

As discussed during the August meeting of the Macatawa Area Express Transportation Authority, MAX has requested \$1,250,000 in federal funds, and \$1,648,598 in state local bus operating (LBO) funds for the 2023 fiscal year. The projected expenses in FY 2023 are \$5,487,351, including \$4,712,247 which are operating expenses eligible for reimbursement by the Michigan Department of Transportation. Ineligible expenses include capital depreciation of \$735,849, association dues of \$717, and \$9,620 in other ineligible expenses.

A detailed operating budget with revenues and expenses for FY 2023 was presented for information and discussion. State operating assistance is expected to decline, as MAX is anticipating \$1,648,598 in State LBO funds, which is 34.8688% of the eligible expenses of \$4,712,247. The budget was prepared to account for a decrease of 22% in total operating expenses and a decrease of 12% in MDOT operating grant revenue. A motion was made by Baumann and supported by Rios to approve the FY 2023 Proposed Budget as written. Motion carried unanimously.

**9.22.4c** *Ridership Reports for August 2022*

There was no discussion.

**9.22.4d** *Financial Reports for August 2022*

There was no discussion.

**9.22.4e** *Expenditure Reports for August 2022*

There was no discussion.

**9.22.5 MAX Director's Report**

Hoekwater reported that MAX has been awarded several new grants that will fund a replacement for the RouteMatch dispatching software as well as a new electronic ticketing system. Hoekwater also received a grant to attend a Leadership Class.

**9.22.6 Adjournment**

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