



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, February 27, 2023
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; Board Members Meika Weiss, Kristin Myers, Jason Latham, Al Rios, and Kevin Klynstra,

Others Present: None

Members Absent: Secretary/Treasurer Joe Baumann and Vice-Chair Lyn Raymond; Board Members Jan Steggerda and Abraham Hernandez

Staff Present: Elisa Hoekwater, Beth Higgs, Lynn McCammon, Mark Reese, Kaitlynn Riegling, and Barbara Sonnerville

2.23.1 Approval of the January 23, 2023 Board Meeting Minutes

A motion was made by Rios and supported by Latham to approve the January 23, 2023 board meeting minutes. Motion carried unanimously.

2.23.2 Public Comment

There were no public comments.

2.23.3 Marketing Committee

Higgs reported that we have several new employees in customer service and in the operations department.

2.23.3a Call Center Summary

There was no discussion.

2.23.4 Executive Committee

2.23.4a Revisions to MAX Drug & Alcohol Policy

In the current policy, Operations Manager-Susan Gorby is identified as the Designated Employee Representative (DER), and Operations Manager Assistant-Pamela Pedersen as the alternate DER. Since the last revision to the policy, Pamela has accepted the position of Dispatch Coordinator, and will continue as the alternate DER. MAX Human Resources Assistant-Tawney Valderas is now listed as the Drug & Alcohol Program Administrator, A motion was made by Rios and supported by Weiss to approve the policy revisions as written. Motion carried unanimously.

- 2.23.4b** *Revisions to MAX Jury Duty Policy 305*
MAX staff understands that periodically an employee will be asked to serve on jury duty or as a witness in a court case. Our current policy offers supplemental pay for up to 20 business days to employees called to jury duty, however we feel that an employee who is involuntarily asked to serve as a witness in court experiences the same financial hardship.
Revisions to the MAX Jury Duty Policy 305 will provide supplemental pay to employees who are subpoenaed as a witness in a court case. The employee will be paid straight time for days they are scheduled to work, minus fees paid to them by the court. If time permits, the employee will return to work to finish out their workday shift. A motion was made by Myers and supported by Weiss to approved the revisions as written. Motion carried unanimously.
- 2.23.4c** *Approval of Vehicle Accessibility Plan*
An approved Vehicle Accessibility Plan (VAP) is required by the Michigan Department of Transportation this year. In past years we have updated the plan and identified the number of vehicles in the MAX fleet that are accessible. The Local Advisory Committee reviewed and approved the VAP in January. Approval by the governing board is also required in order to receive a finalization letter from MDOT. A motion was made by Latham and supported by Rios to approve the Vehicle Accessibility Plan as written. Motion carried unanimously.
- 2.23.4d** *Review MAX Investment Policy and Approval of Investment Account*
It is suspected that in past years MAX held Certificates of Deposit and had in place an investment policy. In order to receive the charitable donation that has been designated to MAX, we have been asked to open an investment account. The Macatawa Area Express Transportation Board will be requested to approve a new investment policy and agree on its purpose of use, and how it is managed. The policy will outline the responsibilities of the MAX Authority Board, Executive Director, and the City of Holland Finance department, designated as the fiscal agent for the Authority.
Once the policy is approved, the Board will be requested to authorize the Executive Director to submit an investment account application and establish an investment account with Huntington. MAX will provide a signed W9 for MAETA.
A motion was made by Latham and supported by Weiss approve to create an investment account and adopt the revised investment policy as written. Motion carried unanimously.
- 2.23.4e** *Ridership Reports for January 2023*
There was no discussion.
- 2.23.4f** *Financial Reports for January 2023*
There was no discussion.
- 2.23.4g** *Expenditure Reports for January 2023*
There was no discussion.

2.23.5

MAX Director's Report

Hoekwater shared her Vision for MAX 2023-2026.

The 12-month plan include focus on work culture and employee morale; focus on accountability and transparency, and strengthen skills of leadership team; sustainability for funding, labor, and reduced vehicle emissions; and connections with regional partners.

Priorities for 2023 include finalizing the RAISE Grant, agreeing with the City for a new lease on the Depot, signing a new Indian Trails contract, and a new Amtrak Lease agreement.

Other priorities will be Leadership Team trainings and Professional Development opportunities for MAX employees. Preparing for the Triennial Review coming up in July 2023. Harbor Transit will be assisting with Grant Management and Monitoring as well as coaching before the review takes place.

In 2024, MAX will have ten (10) vehicles eligible for replacement. Five of which are unfunded. ARPA Operating funds will be applied to enable MAX to use 5307 funds for capital.

In 2025, MAX will be performing capital improvements at the Depot for ADA Compliance. We are currently investigating possibility to use Transportation CARES Act funding for the renovations.

In 2026, MAX will have four (4) Gilligs eligible for replacement. We currently have CMAQ grant, 5307, and 5339 grant funds for partial funds

2.23.6

Adjournment

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