



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, January 23, 2023
Proposed 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 Vice-Chair Lyn Raymond; Board Members Meika Weiss, Kristin Myers, Kevin Klynstra, and Abraham Hernandez

Others Present: None

Members Absent: Secretary/Treasurer Joe Baumann, Jason Latham, Al Rios, and Jan Steggerda

Staff Present: Elisa Hoekwater, Pam Pedersen, and Barbara Sonnerville

1.23.1 Approval of the December, 2022 Board Meeting Minutes

A motion was made by Raymond and supported by Weiss to approve the December 29, 2022 board meeting minutes. Motion carried unanimously.

1.23.2 Public Comment

There were no public comments.

1.23.3 Marketing Committee

Hoekwater reported that the Marketing Committee is continuing to focus on getting MAX completely staffed with drivers as well as customer service, and several other open positions.

1.23.3a Call Center Summary

There was no discussion.

1.23.4 Executive Committee

1.23.4a Revisions to MAX Bereavement Policy

After review of the MAX Bereavement Policy, staff proposed a revision to the number of paid bereavement days employees receive for the loss of a parent or sibling. Current policy allows for three (3) days, however, we feel that five (5) days is appropriate to offer time to plan and attend the funeral. The following allotted days for specific relatives was requested:

- Up to five (5) days for a parent, current spouse *or domestic partner*, a sibling, or dependent child.

- Up to three (3) days a non-dependent child, mother-in-law or father-in-law, or son-in-law or daughter-in-law.
- One (1) day for sister-in-law or brother-in-law, grandparents, or other relative living in the employee's current household.
- For any relative not listed above, a fellow employee or former employee, time will be allowed to attend the funeral, but cannot exceed one (1) day.

Myers requested the addition of *domestic partner* along with *current spouse* for the five (5) day allotment. A motion was made by Weiss and supported by Raymond to approve the policy revisions along with the addition of *domestic partner*. Motion carried unanimously.

1.23.4b

Revisions to MAX Vehicle & Equipment Maintenance Plan

As MAX prepares for the FY2023 Triennial Review, staff reviewed and fine-tuned the Vehicle & Equipment Maintenance Policy & Procedures Manual, eliminating or revising information that is irrelevant and outdated. A motion was made by Weiss and supported by Raymond to approve the policy revisions as written. Motion carried unanimously.

1.23.4c

MDOT Annual Application

It is time again to prepare the annual Michigan Department of Transportation grant application for Fiscal Year 2024, beginning October 1, 2023. MDOT's grant application is nearly one year ahead of the fiscal year. The grant application is for estimating and earmarking only. Staff suggests the following capital and operating items be requested in the annual application.

State Operating Assistance

Operating Assistance – A total of \$1,927,000 is requested in MDOT Operating Assistance. This is based on the 34.5849% (\$5,571,795) of expenses. According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance.

Section 5307 Capital Match

Staff suggests requesting the 20% local match for FY2024 for the following capital expenditures.

Misc. Support Equipment – A state share of \$3,000 (a total of \$12,000) is requested for the matching share (20%) for replacement miscellaneous support equipment.

Service Vehicle – A state share of \$4,500 (a total of \$22,500) is requested for the matching share (20%) for a service vehicle.

Maintenance Equipment – A state share of \$2,000 (a total of \$10,000) is requested for the matching share (20%) for replacement of maintenance equipment.

Bus Replacement – A state share of \$146,043 (a total of \$730,217) is requested for the matching share (20%) for replacement buses.

Enhanced Mobility of Seniors & Individuals w/ Disabilities Program (Section 5310)

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each State's share of the targeted populations and are apportioned to State for areas under 200,000 in population.

Staff suggests the following items:

Night Owl – In FY2009 MAX implemented Night Owl Service from 7pm-12 midnight using one bus providing demand response service utilizing New Freedom Funds and a 50% local match. The program utilizes New Freedom funds and a 50% local match. In FY2012, MAX implemented the first Twilight route from 7pm-10pm and implemented an additional fixed route serving Holland Township from 7pm-10pm with service now in City of Holland and Holland Charter Township for fixed route. Staff recommends applying for \$142,500 in New Freedom funds for FY2021 to continue the Night Owl Program. The program will require a 50% local match.

Mobility Management – Continuation (capital) – A total of \$70,000 in Federal New Freedom funds are requested to continue MAX's Mobility Management efforts. MAX will continue its participation on Specialized Services Coordination Committee, Lakeshore Ridelink and other human service committees. MAX will also continue its efforts to avoid any duplication of services and work with human service agencies to share resources. These funds may be matched by MDOT with state funds, may be matched with toll credits, or the MAX may be required to provide the 20% local match (\$14,000).

Section 5339 Bus and Bus Facilities Program

This is a formula grant program established under the FAST act, replacing the previous Section 5309 discretionary Bus and Bus Facilities Program. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. Each year \$65.5 million will be allocated with each state receiving \$1.25 million. The remaining funding will be distributed based on population, vehicle revenue miles and passenger miles. Because the Holland/Zeeland is a small urbanized area under 200,000 in population, MDOT will receive funds on behalf of the small urbanized areas. Under the FAST act, small urbanized areas can apply directly to FTA for these funds. Staff suggests that we apply for a total of \$132,061 in Federal funds with a State match of \$33,015 (20%) for bus replacement.

Action Requested

The intent of the Macatawa Area Express Transportation Authority to apply for State financial assistance will be published in the local newspaper as required by MDOT. Approval to submit the Fiscal Year 2024 grant application to MDOT is requested. Approval of the attached Resolution of Intent is requested. The resolution also appoints the MAX Director as the Transportation Coordinator for MAX and authorizes the Director to execute grant contracts, grant amendments, project authorizations and to provide information to the State as needed. A motion was made by Raymond and supported by Weiss to approve the application as written. Motion carried unanimously.

1.23.4d***RAISE Grant Application***

MAX is seeking RAISE funds to complete the second phase addition of the Greenway facility (starting originally with land purchase in 2012) which includes building construction for in-house vehicle maintenance, required on site storage, a drive through bus washing system, installation of a one-stop regional communications center, and a refueling station. Key to this project is the inclusion of infrastructure for electric vehicles and (EV) charging stations enabling us to electrify the fleet to reduce emissions and meet plans for ZERO emissions. This design would include needed IT infrastructure for connected vehicle technology.

The project includes additional construction at our Padnos Transportation Center located downtown Holland. In addition, we would partner with the City of Holland to connect and extend to our location the snowmelt system. As the snowmelt system is designed and constructed throughout the Center, we would install Level 3 charging stations (possibly wireless) for twelve fixed route vehicles to continue to work towards a Zero emissions plan. A motion was made by Weiss and supported by Raymond to submit the application as written. Motion carried unanimously.

1.23.4e***Ridership Reports for December 2022***

There was no discussion.

1.23.4f***Financial Reports for December 2022***

There was no discussion.

1.23.4g***Expenditure Reports for December 2022***

There was no discussion.

1.23.5**MAX Director's Report**

Hoekwater reported that she recently attended a Leadership Class and eagerly shared her vision and goals for MAX. She has also been busy preparing for the MAX Triennial Review as well as having one-on-one meetings with all MAX employees.

1.23.6**Adjournment**

A motion was made by Raymond and supported by Myers to adjourn the meeting. Motion carried unanimously.