



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, August 28, 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 and, and Secretary/Treasurer Joe Baumann; Board Members Meika Weiss, Kristin Myers, Al Rios, and Jason Latham

Others Present: N/A

Members Absent: Vice-Chair Lyn Raymond; Board Members Kevin Klynstra and Jan Steggerda

Staff Present: Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, Lynn McCammon, Kaitlynn Riegling, Sandra Korhorn, and Barbara Sonnerville

8.23.1 Approval of the July 24, 2023 Board Meeting Minutes

A motion was made by Baumann and supported by Meyers to approve the July 24, 2023 board meeting minutes. Motion carried unanimously.

8.23.2 Public Comment

There were no public comments.

8.23.3 Marketing Committee

Higgs reported that focus has mainly been on the Employee Appreciation Week, but Triennial Review requests and policy revisions have also been a big focus with staff.

8.23.3a Call Center Summary

There was no discussion.

8.23.4 Executive Committee

8.23.4a Revisions to MDOT Annual Application and Resolution of Intent

MAX staff prepared an application for State of Michigan financial assistance for fiscal year 2024 as required under Act 51 of the Public Acts of 1951, and for federal assistance as required under the federal transit laws. The original State funding portion requested was \$1,927,000, however, MAX received a request from MDOT to reduce the funding amount requested, down to \$1,738,900.

After board discussions, it was decided that Hoekwater would contact MDOT to see if the amount requested can be kept at the original requested funding amount. Due to the application deadline, Baumann suggested MAX write a new contingent MDOT Annual Application and Resolution of Intent which includes the lower requested funding amount. A motion was made by Baumann and supported by Latham to submit a new Contingent MDOT Annual Application and Resolution of Intent before the application deadline. Motion carried unanimously.

8.23.4b

Revisions to Federal Awards Administration Policy Plan (FAAPP)

In response to the 2023 Triennial Review findings, revisions to the FAAPP were requested to remain in compliance with FTA guidelines. A motion was made by Latham and supported by Baumann to approve the revisions as presented. Motion carried unanimously.

8.23.4c

Revisions to Vehicle & Equipment Maintenance Policy and Procedures Manual

In response to the 2023 Triennial Review findings, revisions to the Vehicle & Equipment Maintenance Policy and Procedures Manual were requested to remain in compliance with FTA guidelines. A motion was made by Weiss and supported by Rios to approve the revisions as presented. Motion carried unanimously.

8.23.4d

Revisions to Purchasing Policy & Manual

In response to the 2023 Triennial Review findings, revisions to the Purchasing Policy & Manual were requested to remain in compliance with FTA guidelines. A motion was made by Baumann and supported by Weiss to approve the revisions as written. Motion carried unanimously.

8.23.4e

Triennial Review July 2023

On July 25 & 26, the Federal Transit Administration (FTA) conducted a Triennial Review over 19 areas of our agency. MAX received a preliminary findings report listing only five deficiencies in four areas of our organization. During the Triennial Review Exit Conference on August 10, CSI Compliance and FTA provided MAX the final report indicating that two of the original findings; one in Procurement and one in Drug & Alcohol Program sections were satisfied. The three remaining deficiencies in Finance, Technical Capacity-Award Management, and Maintenance required corrective actions sent to FTA in the timeframe listed on the "Exit Conference Summary" report. Those revisions were presented to the board during this meeting of the MAX Board.

8.23.4f

Employee Appreciation Week

The MAX Employee Appreciation Week was July 24th through July 28th. The theme this year was Vegas Week. There were fun casino games and prizes during the week, that ended with a beautiful Casino themed luncheon at Conner Bayou, on Sunday, July 30th. There were fun Vegas themed games and awesome prizes for everyone; and a bouncy house and cool prizes for the kids! MAX employees were even entertained by the one-and-only, Elvis, aka, Doug Mytton! This Vegas Week, however, everyone walked away a winner. As part of the Employee Appreciation Week, it was decided to issue a one-time payment of \$200.00, to each employee!

The Annual MAX Awards were also presented after lunch. The Road Warrior Awards were given to drivers who drove safe all year. Recipients received a certificate and lapel pin for their accomplishment.

The annual Golden Wheel Award was presented to bus operator Kelly Swecker, who was nominated and selected by her co-workers for exemplary performance year-round. Kelly received a plaque, jacket and a monetary award. The annual Commitment to Excellence Award, was presented to, Laura Stegenga who was nominated and selected by her peers. Laura also received a plaque, jacket and monetary award.

8.23.4g *Draft FY2024 Budget*

A draft of the FY2024 Budget was presented for board review ahead of the next board meeting.

8.23.4h *Ridership Reports for July 2023*

There was no discussion.

8.23.4i *Financial Reports for July 2023*

There was no discussion.

8.23.4j *Expenditure Reports for July 2023*

There was no discussion.

8.23.5 **MAX Director's Report**

Hoekwater reported that she attended the 2023 Annual MPTA conference where she found many great networking opportunities with our neighboring transit agencies. The most exciting thing to report were several regional grants that we may all be able to access as a group.

Hoekwater asked Sandra Korhorn to give a brief update on the Transportation Study & Route Planning Restoration that was approved by the board last month. Korhorn reported that TransPo had been at MAX on Monday, August 28th and they were able to set dates for the Public Workshop Sessions for the Route Study. The first public meeting will be held at Evergreen Commons on October 24, 2023. The next two meeting locations have yet to be determined, but those dates are set for January 11, 2024 and March 26, 2024.

8.23.6 **Adjournment**

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