



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, July 24, 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 Vice-Chair Lyn Raymond, and Secretary/Treasurer Joe Baumann; Board Members Meika Weiss, Kristin Myers, Jason Latham, Jan Steggerda, and Kevin Klynstra

Others Present: N/A

Members Absent: Board Members Al Rios, and Abraham Hernandez

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

7.23.1 Approval of the June 12, 2023 Board Meeting Minutes

A motion was made by Myers and supported by Latham to approve the June 12, 2023 board meeting minutes. Motion carried unanimously.

7.23.2 Public Comment

There were no public comments.

7.23.3 Marketing Committee

Higgs reported that the MAX Employee Appreciation week is July 24th through July 28th. The week will be filled with exciting Vegas themed games and prizes and a Breakfast Cookoff on Friday, culminating with a Casino Luncheon at Conner Bayou, on Sunday, July 30th, that includes great food, Vegas themed games and exciting prizes.

7.23.4a Call Center Summary

There was no discussion.

7.23.4 Executive Committee

7.23.4a *Amtrak Lease Agreement*

The current Amtrak contract was extended through July 31, 2023. It was decided that more time is required to provide additional time to negotiate the terms of a new lease. The current Agreement shall be extended for three (3) months beginning August 1, 2023 and ending September 30, 2023, unless sooner terminated in accordance with the terms of the Agreement. The A motion was made by Baumann and supported by Myers to approve the extension as written. Motion carried unanimously.

7.23.4b *Selection of Consultant to Complete MAX Route Study*

A Transportation Study & Route Planning Restoration – Request for Proposal (RFP) was approved by the MAX Board at their June 12, 2023 meeting and was issued June 14, 2023. Submissions were due Friday, July 7, 2023 and MAX received three (3) proposals. The MAX Selection Committee met July 17th & 18th to evaluate and discuss the proposals. While all three proposals had pros and cons, Transpo Group came out ahead of the other proposals in ranking. Based on the positive reviews from the Selection Committee as well as the references provided by Transpo Group, the MAX team recommended Transpo Group for the Macatawa Area Express Transportation Study & Route Planning Restoration plan. A motion was made by Baumann and supported by Latham to approve the proposal as presented. Motion carried unanimously.

7.23.4c *One-time Bonus for Employee Appreciation Week*

The MAX Employee Appreciation week is July 24th through July 28th. As part of the appreciation week, it was decided to issue a one-time payment of \$200.00, to each employee. MAX will pay FICA, Medicare, and any other required deductions, which will make the one-time payment an even \$200.00, and will be issued separately from payroll checks. A motion was made by Raymond and supported by Weiss to approve one-time bonus as presented. Motion carried unanimously.

7.23.4d *Revisions to MAX Uniform Policy*

At a staff meeting in February 2023, a Uniform Committee was formed to identify possible improvements to our current MAX Uniform Policy. The committee added two summer polo shirts to the uniform program. Each driver will receive a lime green and a royal blue shirt at no cost to the employee. It was also decided that since pants have been difficult to find in larger sizes and don't always fit well, employees would be responsible to provide their own uniform pants/shorts at their cost just as we currently manage shoes/boots, and belts. A motion was made by Weiss and supported by Myers to approve the policy changes as written. Motion carried unanimously.

7.23.4e *Revision to MAX Public Transportation Agency Safety Plan (PTASP)*

In February 2023, MAX staff responded to FTA Recipient Information Request (RIR) packet requiring information and documents for fiscal years 2019-2022 to prepare for the July 2023 Triennial Review. On July 11, MAX received a request for additional documents and information, which included two elements of the PTASP Policy. The revised PTASP Policy revision 7 presented satisfies both requirements. A motion was made by Raymond and supported by Weiss approve the revisions as written. Motion carried unanimously.

- 7.23.4f** *Revisions to MAX Drug-Free Workplace Policy*
In February 2023, MAX staff responded to FTA Recipient Information Request (RIR) packet requiring information and documents for fiscal years 2019-2022 to prepare for the July 2023 Triennial Review. On July 11, MAX received a request for additional documents and information, which included one element of the current Drug-Free Workplace Policy. The revision presented to the board satisfied the requirement. A motion was made by Latham and supported by Myers approve the policy revision as written. Motion carried unanimously.
- 7.23.4g** *Memorandum of Understanding Between MAX and Macatawa Area Coordinating Council*
An updated version of the memorandum of understanding between the Macatawa Area Express Transportation Authority and the Macatawa Area Coordinating Council was presented for review and approval. No changes to the agreement were made, only a currently dated document was needed. A motion was made by Baumann and supported by Weiss approve the updated memorandum of understanding between the two agencies as written. Motion carried unanimously.
- 7.23.4h** *FY2024-2026 Title VI Program*
Every three years, MAX must submit to the Federal Transit Administration (FTA) a copy of its updated Title VI program. The updated policy, if approved, will be submitted well ahead of MAX's date to FTA of October 1, 2023. A motion was made by Latham and supported by Baumann approve the submission of the MAX Title VI Program as written. Motion carried unanimously.
- 7.23.4i** *Triennial Review July 2023*
The Federal Transit Administration (FTA) provides financial and technical assistance to public transit systems across the U.S. To ensure agencies follow FTA rules and guidelines for continued funding, a review of twenty-two areas across the organization is conducted every three years. Due to the COVID pandemic in 2020, FTA suspended reviews, so this Triennial Review will cover a period of four years. In February 2023, MAX staff responded to FTA Recipient Information Request (RIR) packet requiring information and documents for fiscal years 2019-2022 to prepare for the July 2023 Triennial Review. On July 11, MAX received a request for additional documents and information, which MAX provided. The official review dates were July 25-July 27. On Monday, July 30th, MAX will receive a summary of review to include any corrective action requests for deficiencies found in policies, processes, or procedures. MAX will have five days to respond, and FTA will then decide if the deficiencies will remain in place or removed. The final phase of the Triennial Review is the "Exit Conference" scheduled for August 10, 2023.
- 7.23.4j** *Transit Asset Management (TAM) Plan Performance Targets*
Veldhoff presented the Transit Asset Management Plan for the FY24 Annual Performance Targets. For planning purposes, the Annual Performance Targets are formally approved by the Executive Director and are shared annually with MDOT and the Holland-area MPO, the Macatawa Area Coordinating Council (MACC). These goals were provided to the board for informational purposes only.

7.23.4k

Board Member Committee Engagement

MAX is launching a new initiative for board members of Macatawa Area Express Transportation Authority. The purpose of this new program is to engage board members with MAX staff, and become more involved with the future direction of transit services in our community. Board members may join any of these four MAX committees: Local Advisory Committee – Safety Committee – Planning and Technology – Staff Support Committee.

7.23.4l

Ridership Reports for June 2023

There was no discussion.

7.23.4m

Financial Reports for June 2023

There was no discussion.

7.23.4n

Expenditure Reports for June 2023

There was no discussion.

7.23.5

MAX Director's Report

Hoekwater reported that staff is working on a draft of the FY2024 budget, an updated building lease with the City of Holland, and will be examining in greater detail, our current service contracts.

Hoekwater reminded everyone that the next MAX Board Meeting will be held on Monday, August 28, 2023.

7.23.6

Adjournment

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