



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, May & June 12, 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; Board Members Meika Weiss, Kristin Myers, Jason Latham, and Kevin Klynstra,

Others Present: N/A

Members Absent: Secretary/Treasurer Joe Baumann; Board Members Al Rios, and Abraham Hernandez

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

6.23.1 Acceptance of Public Comment on Bus Service Changes

A public hearing was held on May 22, 2023 at 3:30 p.m. during the regular scheduled Board meeting to receive public input on the impacts of MAX Transit bus service changes since the onset of Covid-19 pandemic.

The Board did not meet quorum of four voting members to take action however, comments were heard during the meeting, and a recording of those comments is available. The letter received from the one public attendee, expressed the need for extended evening service to their residence at Benjamin's Hope located in Park Township, as well as the need for a ride scheduling online app, offering passengers a more convenient way to schedule rides.

In response to these concerns, Executive Director, Elisa Hoekwater mentioned during the hearing that a transit study is underway, to understand community needs and how we can improve services. Also mentioned was the new scheduling software MAX is procuring that will allow passengers to schedule rides through an online app. A motion was made by Myers and supported by Latham to approve the public comments as submitted. Motion carried unanimously.

6.23.2 Public Comment

There were no public comments.

- 6.23.3** **Approval of the March 27, 2023 Board Meeting Minutes**
A motion was made by Latham and supported by Meyers to approve the March 27, 2023 board meeting minutes. Motion carried unanimously.
- 6.23.4** **Marketing Committee**
Higgs reported that recruiting drivers is still the main focus in advertising.
- 6.23.4a** *Call Center Summary*
There was no discussion.
- 6.23.5** **Executive Committee**
- 6.23.5a** *Action to Approve Amtrak Lease Renewal*
During the March meeting of the MAX board, it was decided to await approval of the Amtrak contract until after a rental agreement is approved with the City of Holland for the use of the depot building. The Amtrak contract was extended through July 31, 2023, providing adequate time for the rental agreements between MAX and the City of Holland to be finalized. A motion was made by Latham and supported by Raymond to approve the extension as written. Motion carried unanimously.
- 6.23.5b** *Ottawa County Certificate of Compliance and Form L4029*
The 2023 Tax Rate Request Form L-4029 and Certificate of Compliance was prepared and submitted on behalf of Macatawa Area Transportation Authority showing the tax rates authorized for levy on the 2023 tax roll. A motion was made by Weiss and supported by Myers to submit the forms as presented. Motion carried unanimously.
- 6.23.5c** *Accounting Software Replacement*
As fiscal agent for Macatawa Area Express Transportation Authority, the City of Holland has communicated interest in replacing the financial software that both organizations use. The City of Holland reviewed several options to upgrade to a newer product and selected the software best suited for the use by both organizations. Any fees related to the system upgrade will be included as part of the fiscal services fee. A motion was made by Latham and supported by Weiss to approve the replacement of the current accounting software system and approve the additional \$63,195 City Fiscal Services fee, payable in 3 installments. Motion carried unanimously.
- 6.23.5d** *Route Study Proposal and Mobility Planning Update*
The Macatawa Area Express Transportation Authority is seeking a consultant support to complete a Transportation Study. MAX staff wish to issue a Request for Proposals to complete a Transportation Study and recommend strategies to increase ridership and improve transit services. A motion was made by Raymond and supported by Weiss approve the RFP as written. Motion carried unanimously.

6.23.5e

Scheduling Software Update

Request for Proposal (RFP) No. 2022-1 Cadillac/Wexford, was issued November 21, 2022 on behalf of Michigan transit agencies, including Macatawa Area Express. VIA Mobility LLC was one of the top 2 vendors selected through this process and is the preferred vendor to provide software for the purpose of scheduling and dispatching MAX buses. The service order will be for a 5-year term and included Demand Response, Fixed Route, and Transit Planning & Fixed Route Scheduling. A motion was made by Latham and supported by Weiss approve the third-party contract with VIA Mobility LLC and complete a service order for the deployment of the scheduling software as written. Motion carried unanimously.

6.23.5f

Mid-Year Budget Amendments

Provided for review are recommended amendments to the FY 2023 budget (see attached). Below is a revised summary of the amended budget based on the expenses for the year-to-date (YTD).

FY2023 Budget Summary

REVENUES: Original Budget Amended Budget Difference

Department 000 - General Revenues \$ 10,223 \$ 10,223 \$ 0

Department 537 - Routine Transit Operations \$5,244,787 \$5,244,787 \$ 0

Revenue Totals \$5,255,010 \$5,255,010 \$ 0

(Note: Revenue totals do not include funds for capital)

EXPENDITURES:

Department 171 - Management & Admin. \$731,150, \$711,192 \$ (19,958)

Department 266 - Customer Service & Marketing \$ 528,085 \$ 530,176 \$ 2,090

Department 537 - Routine Transit Operations \$3,349,695 \$ 3,310,954 \$ (38,741)

Department 591 - Transit Maintenance \$ 646,080 \$ 702,688 \$ 56,608

Department 890 – Contingencies Appropriation \$ 35,000 \$ 35,000

Expenditure Totals \$5,255,010 \$5,290,009 \$ 34,999

(Note: brackets signify reduction in the line item, no brackets indicate an increase in the line item)

NET IMPACT OF BUDGET AMENDMENTS: \$35,000 to be added for contingencies.

Funds to be redistributing between line items within departments, the total expenditures will remain unchanged for the mid-year.

Staff recommends Board approval of the proposed amendments to the FY 2023 budget amendments. A motion was made by Weiss and supported by Raymond approve the mid-year budgets amendments as written. Motion carried unanimously.

6.23.5g

Ridership Reports for April and May 2023

There was no discussion.

6.23.5h

Financial Reports for April and May 2023

There was no discussion.

6.23.5i

Expenditure Reports for April and May 2023

There was no discussion.

6.23.6**MAX Director's Report**

Hoekwater reported that many projects are coming to a close with great results. Staff is continuing to focus on improved transportation for passengers and bringing in new drivers and retaining employees.

Hoekwater reminded everyone that the next MAX Board Meeting will be held on Monday, July 24, 2023.

6.23.7**Adjournment**

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