



**Macatawa Area Express Transportation Authority  
Meeting Minutes  
Monday, September 25, 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

**9.23.1 Public Hearing on FY2023 and FY2024 Budgets**

A motion was made by Latham and supported by Baumann to open the floor to the public for comment on the FY2023 and FY2024 Budgets. Motion carried unanimously. There was no public present for the discussion. A motion was made by Rios and supported by Weiss to close the floor to the public for comment on the FY2023 and FY2024 Budgets. Motion carried unanimously.

**9.23.2 Public Comment**

There were no public comments.

**9.23.3 August 2023 Board Meeting**

A motion was made by Rios and supported by Baumann to approve the August 2023 board meeting minutes. Motion carried unanimously.

**9.23.4 Marketing Committee**

Higgs reported that staff continues to be heavily focused on the recruitment of drivers and support staff. Marketing has come up with some creative ways to reach out to potential applicants. Higgs asked Korhorn to speak about the upcoming open house for the Transit Study. Korhorn said they are very excited for the Open House on October 24<sup>th</sup> at Evergreen Commons. There will be invitation only focus group sessions during the day, and then the public open house will be from 4PM - 6:30PM.

**9.23.4a Call Center Summary**

There was no discussion.

**9.23.5 Executive Committee**

**9.23.5a** *FY2023 Year-End Budget Amendments*

The staff recommended final amendments to the FY 2023 budget were presented to the board for approval. A motion was made by Baumann and supported by Weiss to approve the final FY2023 budget amendments. Motion carried unanimously.

**9.23.5b** *FY2024 Revised Resolution of Intent*

MAX staff prepared an application for State of Michigan financial assistance for FY2024 as required under Act 51 of the Public Acts of 1951, and for federal assistance as required under the federal transit laws. The reviewed and approved proposed balanced budget, and sources of operating funds to include estimated federal funds of \$566,000, estimated state funds of \$2,179,799 and estimated local funds of \$1,641,000 with total estimated expenses (eligible for MDOT reimbursement) of \$5,335,495. A motion was made by Latham and supported by Rios to approve the revisions as presented. Motion carried unanimously.

**9.23.5c** *FY2024 Proposed Budget*

The proposed FY2024 budget was presented to the board. A motion was made by Weiss and supported by Rios to approve the FY2024 budget as presented. Motion carried unanimously.

**9.23.5h** *Ridership Reports for August 2023*

There was no discussion.

**9.23.5i** *Financial Reports for August 2023*

There was no discussion.

**9.23.5j** *Expenditure Reports for August 2023*

There was no discussion.

**9.23.6 MAX Director's Report**

Hoekwater was happy to report that 2024 has some really exciting things that are happening. There is the Transit Study, which includes the Open House on October 24<sup>th</sup>. Hoekwater wanted to thank Sandra Korhorn for all of her hard work on the Transit Study and the open houses.

MAX staff met with the new vendor for the scheduling software replacement and are looking forward to that exciting transition.

Hoekwater also wanted to acknowledge the hard work, and additional training from Kaitlynn Riegling and Beth Higgs which has given us a robust grant program here at MAX. She wanted to especially thank them for submitting the final FY2023 Federal Grant to the FTA. Due to unforeseen events, the FY2023 Federal Grant had to be revised in her absence. Riegling and Higgs were able to present a revised budget that was accepted by the FTA.

**9.23.7 Adjournment**

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