

**Macatawa Area Express Transportation Authority**  
**Meeting Minutes**  
**Monday, January 22, 2024**  
**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 Dr., Holland, MI 49424

**Members Present:** Chair Russ TeSlaa, Board Members Meika Weiss, Al Rios, Jason Latham, Nathan Bocks, Kevin Klynstra

**Others Present:** N/A

**Members Absent:** Secretary/Treasurer Joe Baumann, Vice-Chair Lyn Raymond; Board Members Jan Steggerda, and Kristin Myers

**Staff Present:** Elisa Hoekwater, Lynn McCammon, Kaitlynn Riegling, and Sandra Korhorn

**1.24.1 Approval of the Minutes of November 27, 2023 Board Meeting**

This item was tabled.

**1.24.2 Public Comment**

There were no public comments.

**1.24.3a Marketing Committee**

Hoekwater reported that the marketing team has been helping with printing materials for the transit study meeting on Thursday. MAX has a healthy marketing budget, which will be needed for the Route Study.

**1.24.4 Executive Committee**

**1.24.4a Notice to Advance Procurement: Arboc Cutaway Bus**

Hoekwater reported that part of the requirement that MAX has is that major capital purchases are approved by the MAX Board. This is for the purchase of one (1) Arboc. Riegling reported that MDOT reported that MAX has \$212,924 available to use for a capital purchase. The purchase of this Arboc will be the 6<sup>th</sup> of 10 Arbocs we have to replace this year. We have ordered five (5). The cost of an Arboc is just over \$176,000. This allows us to procure another vehicle. If we order now, we can get the vehicle by the end of the calendar year. The contract ends June 24 of this calendar year. Hoekwater reported that the memo sent out indicates that we will be requesting the entire \$212,924. The remaining money will be used for a CASPR unit, bike racks, tablets, etc. for the buses.

Motion to approve was made by Rios, supported by Weiss. Motion passed unanimously.

**1.24.4b Notice to Advance Procurement: Andrews Tech Timeclock Software**

Hoekwater reported that the City of Holland is upgrading their accounting software from New World to BSA. We will be updating our software to a clock that is compatible with

BSA software. Riegling reported the proposed timeclock is compatible with BSA. This timeclock allows remote workers to punch in from home for the day and allows geofencing. It is a five (5) year contract with a service fee each year after. MAX will purchase the terminals. The request is for a total of \$28,085 for all hardware, software, and fees. Motion to approve was made by Rios, supported by Latham. Motion passed unanimously.

**1.24.4c Paid Time Off (PTO) Donation Policy**

Hoekwater indicated this is being brought back to the board after questions were raised at the November meeting. This policy is set up to allow employees to donate PTO to another employee who has an extended absence and does not have PTO to use. Upon review, the attorney stated the policy must define what a catastrophic event is, how much time the employee can donate and how many hours of PTO the employee must have at the time of donation. The policy allows an employee with 80 hours or more PTO to make a one-time donation of up to 24 hours of PTO, in 4-hour increments. It also states that the PTO cannot be donated for a non-catastrophic event, or a medical condition that short/long term disability covers. The Executive Director and Deputy Director will review requests. The definition of family will mirror the bereavement policy.

Motion to table was made by Latham, supported by Rios. Motion passed unanimously.

**1.24.4d MDOT FY2025 Annual Application**

MAX must submit the application for FY2025 by February 1. The packet documents include a list of capital projects and annual operating budget. MDOT will generally agree to match the state share. Hoekwater reported she spent a lot of time looking at staff budgets. The proposed application assumes that all staff will receive an increase. The packet also includes a Resolution of Intent that must be submitted as part of the application.

Motion to approve was made by Weiss, supported by Latham. Motion passed unanimously.

**1.24.4e RAISE Grant Application**

Hoekwater reported the RAISE grant is competitive funding and the application is nearly identical to what MAX submitted last year. We have never received RAISE grant funds but will continue to submit. This request is for funding for Phase 2 construction for the Greenway building, to include a mechanics station where minor repairs can be done, HVAC with improved ventilation and charging stations for electric vehicles. The West Michigan Regional Airport has requested a joint grant application with MAX for charging infrastructure. The RAISE grant is an infrastructure grant and cannot be used for operating costs. We have proposed an increased budget for operating expenses for FY2025. The deadline to apply for the RAISE grant is February 28.

Motion to table was made by Latham, supported by Weiss. Motion passed unanimously.

**1.24.4f MAX Transit Study**

Korhorn reported that Thursday (January 25) will be the open house and focus group meetings for the route study to preview potential service changes. The meetings and open house will be held at GRCC – Lakeshore Campus. The open house is from 4-6:30.

**1.24.4g Ridership Reports**  
There was no discussion.

**1.24.4h Financial Reports**  
There was no discussion.

**1.24.4i Expenditure Reports**  
There was no discussion.

**1.24.5 Director's Report**  
Hoekwater reported that we are having a kickoff meeting with VIA (Wednesday), our new provider of scheduling software. She also reported that she attended the CES conference in Las Vegas. There was a focus on mobility in the State of Michigan, including electrification, cyber security and AI.

**1.24.6 Adjournment**  
A motion was made by Latham and supported by Weiss to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 5:02 p.m.