

**Macatawa Area Express Transportation Authority**  
**Meeting Minutes**  
**Monday, March 25, 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 and Vice-Chair Nathan Bocks, Board Members, Jason Latham, Jan Steggerda, Kristin Myers, Kevin Klynstra, and Abraham Hernandez

**Others Present:** Paul Matz

**Members Absent:** Secretary/Treasurer Joe Baumann; Board Members Meika Weiss, Al Rios

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

**3.24.1 Approval of the Minutes for January 2024 Board Meeting**

A motion was made by Latham and supported by TeSlaa to approve the January 2024 board meeting minutes. Motion carried unanimously.

**3.24.2 Public Comment**

There were no public comments.

**3.24.3a Marketing Committee**

Higgs reported that the Marketing team is helping to organize the information obtained during the Route Study Open houses and focus groups.

**3.24.4 Executive Committee**

**3.24.4a FY2023 Financial Audit Presentation and Approval**

MAX received a clean/unqualified opinion with no deficiencies in internal controls over financial reporting found. A motion was made by Bocks and supported by Latham to approve the audit report as presented. Motion carried unanimously

**3.24.4b Resubmission of MDOT FY2025 Annual Application**

MAX staff have been working with the Michigan Department of Transportation – Office of Passenger Transportation to ensure that the Operating Assistance Request (OAR) and application materials reflect the operating needs for FY 2025. The Resolution of Intent and public notice (attached) was revised to reflect adjustments in State, Federal, and Local funds allocated for operating expenses.

Motion to approve to resubmit the application with the adjustments noted by Bocks, supported by Myers. Motion passed unanimously.

- 3.24.4c Revised MAX Policies and Procedures for Federal Awards Administration**  
During the FY23 Financial Audit, the FTA had suggested several revisions to MAX policies and procedures. Motion to approve the revisions was made by Bocks, supported by Latham. Motion passed unanimously.
- 3.24.4d VIA Scheduling Software & MAX Transit Study**  
The MAX team has been hard at work preparing for the implementation of VIA, the new scheduling software. VIA is the software program that will operate scheduling for our Reserve-A-MAX buses. At this time, VIA has proposed a late April to early May launch although this is subject to change.  
The MAX Team is also working with the Swiftly team, which is the software program that will operate the Fixed Routes. This launch will occur after the VIA launch, likely in June.
- 3.24.4e RAISE Grant Application**  
MAX was not able to complete the application by the February 28, 2024 deadline. MAX has never received RAISE grant funds but will continue to submit.
- 3.24.4f MAX Wage Adjustment**  
In November 2023, the MAX Authority Board approved a wage adjustment for Bus Operators. This has resulted in a significant increase in applications, interviews, and trainings. MAX has finally hired enough candidates to fill Bus Operator vacancies to resume Saturday services, effective April 1, 2024  
It is the desire of MAX to continue to evaluate the hourly wages for all remaining pay grades. A timeline to complete an updated wage study, budget strategies, and implementation will be discussed by the HR Committee.
- 3.24.4g Ridership Reports**  
There was no discussion.
- 3.24.4h Financial Reports**  
There was no discussion.
- 3.24.4i Expenditure Reports**  
There was no discussion.
- 3.24.5 Director's Report**  
Hoekwater reported that the MAX Team is still looking to start a micro-transit service. Discussions with places like The Gateway Mission, Zeeland Hospital, LG Chem, and others have identified a need for additional transportation services.
- 3.24.6 Adjournment**  
A motion was made by Bocks and supported by Latham to adjourn the meeting. Motion passed unanimously.