

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

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

4.24.1 Approval of the Minutes for March 2024 Board Meetings

A motion was made by Latham and supported by TeSlaa to approve the March 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 Notice to Advance Procurement for Power Washer

The Macatawa Area Express Transportation Authority (“MAX”) Executive Committee approved the request to advance procurement of a hot water power washer with an estimated cost to MAX of \$10,162.00. A Request for Quote (RFQ), Request for Proposal (RFP) or Invitation for Bid (IFB) will serve as the method of procurement, and will include specifications, terms, clauses/certifications, requirements and conditions of the purchase in accordance with Federal Transit Administration (FTA) regulations. Procurement shall commence on or about April 23, 2024. The calendar date for the completion of work for this project shall be on or about May 13, 2024. Motion to approve was made by Latham, supported by Bocks. Motion passed unanimously.

3.24.4b Fare Adjustments to Launch VIA Scheduling Software

Marketing team has recommended a couple of changes which will work better with the VIA software. The changes include lowering the senior age from 70 to 65 on the Reserve-A-MAX to allow for consistency with the fixed routes. This was discussed at the March board meeting. The other recommendation is removing all the unlimited ride

passes on Reserve-A-MAX and changing to single ride and 10-ride punch pass. Doing this will allow MAX to sync the office passes with pass types that VIA can support. The problem is the VIA software does not recognize unlimited rides and needs a “number”. Motion to approve was made by Myers, supported by Latham. Motion carrier unanimously.

3.24.4c Proposal to Provide Short Term Employment Shuttle

Short term transportation services have been requested by a local employer, in order to address limited vehicle parking on-site and to reduce traffic congestion on Holland area roadways. This request is currently being evaluated by MAX staff and would require a service contract for a 5-month term.

In order to comply with federal requirements, Michigan transportation providers have been notified of the proposal to provide transportation for this 5-month period. Two responses have been received to date. MAX staff request approval by the MAX Authority Board to enter into contract to provide short term transportation services, if selected. This project will enable MAX to transport passengers using up to five vehicles which have been identified for disposal. In addition to the administrative and operational costs to MAX, a short term rental for vehicle storage would also be needed. A fee of \$7 per passenger trip would adequately cover our cost to offer short term transport. Motion to approve was made by Latham, supported by Myers. Motion carried unanimously.

3.24.4d Proposal to Lease Vehicle Storage Facility - Information

MAX is beginning to experience limited space to safely store vehicles and equipment. As discussed earlier, MAX staff is evaluating a request to offer short term transportation services for a 5-month term. MAX staff seek approval by the MAX Authority Board to enter into contract to provide heated storage for MAX vehicles and equipment. This contract will provide storage of the MAX trolley, up to five buses, and/or passenger vans for future micro-transit services. The cost to MAX includes monthly rent of \$1,798, property fees, and utilities.

3.24.4e MAX Transit Study – Release of Report for Public Review - Information

Hoekwater presented a two-page informative handout describing the MAX Transit Study, who the proposed changes benefit, and project goals.

3.24.4f Ridership Reports

There was no discussion.

3.24.4g Financial Reports

There was no discussion.

3.24.4h Expenditure Reports

There was no discussion.

3.24.5 Adjournment

A motion was made by Bocks and supported by Latham to adjourn the meeting. Motion passed unanimously.