

**Macatawa Area Express Transportation Authority**  
**Meeting Minutes**  
**Monday, May 20, 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, Secretary/Treasurer Joe Baumann, Board Members, Jason Latham, Jan Steggerda, Kristin Myers,

**Members Absent:** Board Members Meika Weiss, Al Rios and Abraham Hernandez

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

**5.24.1 Approval of the Minutes for April 2024 Board Meeting**

A motion was made by Bocks and supported by Baumann to approve the April 2024 board meeting minutes. Motion carried unanimously.

**5.24.2 Public Comment**

There were no public comments.

**5.24.3a Marketing Committee**

Higgs reported that the Marketing team has been working with VIA to finalize a rider App which will launch soon after the new scheduling software.

**5.24.4 Executive Committee**

**5.24.4a MAX Transit Study**

MAX received a presentation from Heidi Ganum, with the Transpo Group. This concludes a major effort to evaluate strategies to increase ridership and improve access within the MAX service area. Staff is requesting approval of the plan from the board. Once approved, staff will move forward with the next steps and work towards implementation of the new services. A motion was made by Bocks and supported by Latham to approve the recommendations of the MAX Transit Study as presented. Motion carried unanimously.

**5.24.4b Request to Submit Shared Streets & Spaces Grant Application**

MAX staff have been working to complete an application for the Shared Streets & Spaces Grant program. The funding request is for \$200,000 to implement recommendations of the MAX Transit Study, which includes route changes and detailed recommendations for service improvements. Motion to approve the application with the adjustments noted by TeSlaa, supported by Latham. Motion passed unanimously.

- 5.24.4c Notice to Advance Procurement: Five Arboc Vehicles**  
The request is to advance procurement of the five Arboc vehicles with an estimated cost to MAX of \$182,532.07 per vehicle equaling to the amount of \$912,660.35. 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 May 21, 2024. The calendar date for the completion of work for this project shall be on or about March 21, 2025. Motion to approve the procurement was made by Latham supported by Bocks. Motion passed unanimously.
- 5.24.4d Notice to Advance Procurement: Two Hybrid Trolleys for Downtown Circulator**  
The request is to advance procurement of two hybrid trolleys with an estimated cost to MAX of \$243,403 per vehicle equaling to the amount of \$407,620. A Request for Quote (RFQ), Request for Proposal (RFP) or Invitation for Bid (IFB) will not be required as the product or service will be procured with local or private funds. Procurement shall commence on or about June 17, 2024. The calendar date for the completion of work for this project shall be on or about April 18, 2025. Motion to approve to advance the procurement was made by Latham supported by Bocks. Motion passed unanimously.
- 5.24.4e Voluntary Paid Time Off (PTO) Donation Policy**  
At the November 27, 2023 meeting, staff requested approval of a new Voluntary PTO Donation Policy. The request was tabled based on suggested changes. The request was presented again today with the recommended revisions. Motion to approve was made by Latham supported by Bocks. Motion passed unanimously.
- 5.24.4f Revision to Policy 303 Free Fixed Route Bus Rides**  
There may be times when a MAX employee may experience an issue getting to and from work due to a broken-down vehicle, a medical condition that inhibits their ability to drive, or other reasons. In such cases and as defined rules apply, employees may purchase demand response rides at half the cost of a full price fare with prior approval of the Human Resources Manager. Staff requested approval of revisions to policy 303. Motion to approve was made by Bocks supported by Latham. Motion passed unanimously.
- 5.24.4g Revision to Bid Line Pick Policy & Procedures**  
Bid line picks for drivers have been in place for years, but recently procedures and eligibility have come into question prompting a need for a written policy and procedures for a smooth process. This policy addresses eligibility and guidelines that managers and/or decision makers should follow. Motion to approve was made by Bocks supported by Latham. Motion passed unanimously.
- 5.24.4h Certificate of Compliance and Approval of L4029**  
Hoekwater presented and requested approval of L4029 property levy tax form issued by the County. MAX A motion was made by Baumann and supported by Latham to approve the form as presented.

- 5.24.4i Transit Asset management Plan Targets FY2025 - Information**
- 5.24.4j MAX Fare Adjustment - Information**
- 5.24.4k Ridership Reports**  
There was no discussion.
- 5.24.4l Financial Reports**  
There was no discussion.
- 5.24.4m Expenditure Reports**  
There was no discussion.
- 5.24.5 Director's Report**  
Bus Operators in training, HR Committee, Job Openings: IT Coordinator, Transit Specialist, Part Time Utility Worker
- 5.24.6 Adjournment**  
A motion was made by Bocks and supported by Latham to adjourn the meeting. Motion passed unanimously.