



**Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, October 28, 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 Drive, Holland, MI 49424.

Members Present: Chair Russ TeSlaa, Secretary Meika Weiss and Treasurer Jason Latham;
Board Members Doug Becker, Margo Walters, Kristin Myers, Jason Latham, Abbe Baas

Others Present: Kevin Klynstra

Members Absent: Board Members; Jan Steggerda

Staff Present: Elisa Hoekwater, Beth Higgs, Lynn McCammon, Kaitlynn Riegling, and Juana Lopez

10.24.1 Approval of the Minutes for September 2024 Board Meetings

The minutes will be presented at the November meeting.

10.24.2 Public Comment

There were no public comments.

10.24.3 Marketing Committee

Higgs reported that MAX bus operator Hubert Timmer has retired from MAX after 25 years of service. A celebration will be held this week at the Greenway facility. Marketing is also preparing for three other employee events over the next two weeks. Higgs also mentioned that Marketing has continued to focus on training and promoting the new MAX App that offers passengers an option to schedule and pay for rides online.

10.24.4 Executive Committee

10.24.4a *Election of Board Officers, Announcement of Two New Board Members*

Due to the retirement of MAX Board Treasurer Joseph Baumann in October 2024, the position of Secretary/Treasurer are vacant. Current Board member Meika Weiss was nominated for the position of Secretary by Kristen Myers, and current Board member Jason Latham was nominated by Meika Weiss for the position of Treasurer. Two new board members were announced, Doug Becker and Margo Walters representing Holland Charter Township. A motion was made by Russ TeSlaa and supported by Kristen Myers to approve the slate of officers as presented. Motion carried unanimously.

10.24.4b*Approval of Revised CDL Reimbursement Policy*

At their meeting held November 27, 2023, the MAX Board approved a Commercial Driver's License (CDL) Reimbursement Policy for newly hired employees who receive training and their commercial driver's license through MAX. The current policy states that if an employee voluntarily leaves employment within 6 months, they will reimburse MAX the full cost of the CDL license and associated fees such as DOT physical, drug screening, and agility test to obtain their license. If they leave between 7 and 12 months, they reimburse MAX half those costs.

Staff understands that there may be circumstances when an employee may voluntarily leave MAX for reasons beyond their control such as illness, or other situations. Higgs requested Board approval to revise this policy to include language that the Executive Director or Deputy Director make the determination if reimbursement of those funds is appropriate and add the option to invoice the employee if funds are not available through a payroll deduction. A motion was made by Jason Latham and supported by Margo Walters to approve the revision of the CDL Reimbursement policy. Motion carried unanimously.

10.24.4c*Approval of Modified Transportation Alternatives Program (TAP) – ACTION*

Riegling requested approval for modifications made to the Transportation Alternatives Program (TAP), stating a change to the concrete pad which resulted in an increase to the project total of \$386,050 to \$380,425. A motion was made by Kristen Myers and supported by Jason Latham for Approval of Modified Transportation Alternatives Program (TAP). Motion carried unanimously.

10.24.4d*Resolution of Support for Constructing New Connections Application*

The Constructing New Connections provides opportunity to assistance and support the MAX Transit Route Study Project. The creation of the plan has been prepared with the involvement of the MAX Transit Study Advisory Group, community stakeholders, and the public. The project has a budget of \$380,425 and \$100,000 of the budget will be matched by local funds. MAX Board Chair, Russell TeSlaa or MAX Executive director will be authorized to sign a project agreement and act as a representative on Behalf of MAX. A motion was made by Doug Becker and supported by Jason Latham to approve the Resolution of Support for Constructing New Connections Application. Motion carried unanimously.

10.24.4e*Notice to Advance Procurement of Lawn Mower and Attachments – ACTION*

The Macatawa Area Express Transportation Authority is seeking a Request for Quote (RFQ) for the purchase of a Toro Grandstand Multi Force 60" Mower and Snowplow Attachments with an estimated cost of \$17,999.00. Procurement shall commence about or on November 8, 2025. A motion was made by Kristen Myers and supported by Doug Becker to approve the Notice to Advance Procurement of Lawn Mower and Attachments. Motion carried unanimously.

10.24.4f*Notice to Advance Procurement of GPS Playback and Swiftly Implementation Services*

The Macatawa Area Express Transportation Authority is seeking a Request for Quote (RFQ) for the purchase of GPS playback module for Swiftly scheduling software. Hoekwater explained that MAX will use a capital grant to pay for one year of service.

estimated cost for this service is \$10,395. Procurement shall commence on or about October 29,2024. A motion was made by Kristen Myers and supported by Jason Latham to approve the Notice to Advance Procurement of GPS Playback Module for Swiftly Scheduling Software. Motion carried unanimously.

10.24.4g

Announcement of Executive Director Retirement

The Board Chair, Russ TeSlaa announced that during a closed session Executive Director, Elisa Hoekwater and members of the Board discussed Hoekwater's retirement plans. A succession plan is in place and Beth Higgs will serve as the interim director until a new Executive Director is hired.

This year MAX completed a study of fixed routes which was approved in May 2024 with a plan for route adjustments, enhancements to the demand response and paratransit service, and the addition of microtransit options. In recent months the MAX team successfully launched new scheduling software, established a new timeclock system, and upgraded the agency's accounting software. Hoekwater expressed appreciation for MAX staff, adding that she feels great satisfaction from all that has been achieved. A motion was made by Margo Walters and supported by Doug Becker to approve an agreement. Motion carried unanimously.

10.24.5

MAX Director's Report

Executive Director, Elisa Hoekwater, reported on amendments to the FY2024 year-end budget, which accounted for a generous private donation to MAX, higher ridership than previously expected, and increases in investment income and property tax funding through the millage. These revenue sources contributed to an amended budget of \$7,531,659 in FY2024.

The FY2025 budget, approved by the Board at the September meeting, includes anticipated revenues and expenses of \$6,347,080. As MAX is in the first month of the new fiscal year, it will be important for staff to continue to monitor capital needs and draw down existing grants allocated for capital expenses. Hoekwater recommended that MAX continue to apply for competitive capital grants such as flex funds, TAP, RAISE, Low-No, Bus & Bus Facilities funding to supplement the annual budget in future years and be prepared for capital needs through 2029.

10.24.6

Adjournment

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