



**Macatawa Area Express Transportation Authority
Meeting Minutes
Tuesday, September 10, 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 and Secretary/Treasurer Joe Baumann; Board Members Meika Weiss, Kristin Myers, Jason Latham, and Abbe Baas

Others Present: N/A

Members Absent: Board Members Nathan, Bock, Al Rios, Kevin Klynstra and Jan Steggerda

Staff Present: Elisa Hoekwater, Beth Higgs, Kaitlynn Riegling, Sandra Korhorn, Juan Lopez, and Barbara Sonnerville

9.24.1 Public Hearing on FY2024 and FY2025 Budgets

A motion was made by Weiss and supported by Latham to open the floor to the public for comment on the FY2024 and FY2025 Budgets. Motion carried unanimously. There was no public present for the discussion. A motion was made by Baumann and supported by Myers to close the floor to the public for comment on the FY2024 and FY2025 Budgets. Motion carried unanimously.

9.24.2 Public Comment

There were no public comments.

9.24.3 August 2024 Board Meeting

The minutes will be presented at the October meeting.

Marketing Committee

9.23.4 Higgs reported that the implementation of the new scheduling software and mobile application have received good reviews so far. Passengers are excited for the new access to schedule their own ride and for the new mobile payment application.

9.24.4a *Call Center Summary*

There was no discussion.

9.24.5 Executive Committee

9.24.5a *FY2024 Year-End Budget Amendments*

The staff recommended final amendments to the FY 2024 budget were presented to the board for approval. A motion was made by Baumann and supported by Latham to approve the final FY2024 budget amendments. Motion carried unanimously.

9.24.5b *FY2025 Proposed Budget*

The proposed FY2025 budget was presented to the board. A motion was made by Weiss and supported by Myers to approve the FY2025 budget as presented. Motion carried unanimously.

9.24.5c *FY2025 Annual Budget Resolution*

MAX staff prepared an application for State of Michigan financial assistance totaling \$6,085,165. for FY2025 as required under Act 51 of the Public Acts of 1951, and for federal assistance as required under the federal transit laws. A motion was made by Baumann and supported by Weiss to approve the resolution as presented and to allow Baumann to sign on behalf of MAX. Motion carried unanimously.

9.24.5d *Approval of Proposed Passes for MAX Reduced-Fare Riders*

A proposal was presented to offer a Half Fare Program to seniors (65+), individuals with disabilities and Medicare cardholders. The program allows qualifying passengers to ride the fixed route at a reduced rate of only 50 cents per trip. A motion was made by Weiss and supported by Baumann to approve the proposal as presented. Motion carried unanimously.

9.24.5e *Performance Evaluation and Employee Bonus Form*

In March 2022 the MAX approved a revised step program for each of the pay grades as well as a new performance evaluation method. The new evaluation is designed to assist supervisors to apply a more consistent performance evaluation. A motion was made by Baumann and supported by Latham to approve the proposal as presented. Motion carried unanimously.

9.23.6f The Macatawa Area Express Transportation Authority is seeking a Request for Proposal (RFP) for the purchase of two EV Charging Stations with an estimated cost to MAX of \$100,000. The Notice to Advance Procurement shall commence on or about August 19, 2024. A motion was made by Weiss and supported by Latham to approve the proposal as presented. Motion carried unanimously.

Notice to Advance Procurement of EV Transit Vans and Chargers

The Macatawa Area Express Transportation Authority is seeking a Request for Proposal (RFP) for the purchase of two EV Transit Vans with an estimated cost to MAX of \$220,000. The Notice to Advance Procurement shall commence on or about August 19, 2024. A motion was made by Baumann and supported by Weiss to approve the proposal as presented. Motion carried unanimously.

9.24.g *MAX Grant Funding Report*

Riegling reported that MAX will be seeking several competitive grant requests. Overall, MAX is sitting well with funding for future projects.

9.24.h *VIA Scheduling Software and Tablet Installation Update*

The scheduling software has been installed at Dispatch and most vehicles.

9.24.5g *Ridership Reports for August 2024*
There was no discussion.

9.24.5i *Financial Reports for August 2024*
There was no discussion.

9.24.5j *Expenditure Reports for August 2024*
There was no discussion.

9.24.6 **MAX Director's Report**
Hoekwater wanted to acknowledge the hard work from MAX staff for the work they all did to get the scheduling software, the new time clock, and the new accounting program.

9.24.7 **Adjournment**
A motion was made by Baumann and supported by Weiss to adjourn the meeting. Motion carried unanimously.