

Macatawa Area Express Transportation Authority
Meeting Minutes
Monday, December 16th 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, Secretary Meika Weiss and Treasurer Jason Latham; Board Members Doug Becker, Margo Walters, Jason Latham, Abbe Baas

Others Present: Kevin Klynstra

Members Absent: Kristin Myers, Jan Steggerda

Staff Present: Beth Higgs, Lynn McCammon, Kaitlynn Riegling, Charlie Veldhoff, Juana Lopez and Sandra Korhorn

12.24.1 Approval of the Minutes for June 2024 Board Meetings

Approved motion made by Latham, supported by TeSlaa

12.24.2 Approval of the Minutes for September 2024 Board Meetings

Approved motion made by Latham, supported by TeSlaa

12.24.3 Approval of the Minutes for October 2024 Board Meetings

Approved motion made by Latham, supported by TeSlaa

12.24.4 Public Comment

Bursky requested a bus shelter and signage should be placed at 9th St. and Pine. She states that stop is very frequently used especially for the farmer's market. She mentioned there is a bench by a closed stop by River and 9th, and asked for the possibility of having it moved. Korhorn responded to the request, stating that MAX is currently reviewing changes to the fixed routes and will take this into consideration.

12.24.5 Marketing Committee

Higgs reported that MAX hosted their annual employee holiday party on December 12. She also informed the Board that our bus was decked out during the Holland Parade of Lights held on December 3. Higgs further reported that marketing will be joining the newly formed Fixed Routes Launch Committee which is scheduled to meet December 17.

12.24.6 Executive Committee

- 12.24.6a** ***FY2023-FY2026 TIP Amendment - Action***
Riegling stated that the original TIP amount for FY 2024 had the state match at \$1,641,000, however the FTA requires a match up to, but not exceeding fifty percent. This TIP amendment will bring the state match down to \$566,000, or fifty percent share. Motion to approve was made by Latham, supported by Becker. Motion carried unanimously.
- 12.24.6b** **FY2025 EEO Annual Program - Information**
Veldhoff reported on the breakdowns of each EEO category statistic. Highlighted that MAX is lower than the national average with female drivers by roughly 7%. However, with all areas of MAX we are within the averages. MAX Human Resources department records and keeps track of any reason we do not hire a candidate. This year MAX turnover rate has declined. There has been no EEO complaints filed this year.
- 12.24.6c** **Ridership Reports**
There was no discussion.
- 12.24.6d** **Financial Reports**
McCammon outlined revenues, expenses, and grant activity. MAX Operating expenses appear to be in line with expectations. She went on to explain to new Board members how the City Finance team assists MAX through the audit and daily finance support. Higgs thanked Lynn and her team for their continuous support of MAX.
- 12.24.6e** **Expenditure Reports**
There was no discussion.
- 12.24.7** **Interim Directors Report**
New Fixed Routes Launch Committee - Korhorn stated about 8-9 staff, including a drivers, Safety Coordinator, Marketing, Operations Manager, Data Analyst, and two MAX board members are on this committee to ensure nothing is missed. The first meeting will be December 17th, and will meet twice a month for an hour. Higgs expressed the importance of educating the public on the new routes before to be launch.
Swiftly Software System - for our fixed routes. She informed the board that there are connectivity issues that we do not experience with VIA. Swiftly Software will be sending a SIM card to MAX to attempt to troubleshoot this issue.
Recruitment of Executive Director – Higgs provided a timeline and schedule to recruit a new Executive Director. She informed the Board that she and Russ TeSlaa along with Jason Latham, and Meika Weiss will review resumes recommended by the talent agency that was hired to assist in the search. Interviews to be held on or about January 30, 2025, and the process of hiring should take up to 12 weeks.
- 12.24.5** **Adjournment**
A motion was made by TeSlaa and supported by Latham to adjourn the meeting. Motion passed unanimously.

