The Macatawa Area Express Transportation Authority met at 3:00 pm in the Greenway Operations Center.

**Members Present:** Chair Russ TeSlaa, Vice-Chair Joe Baumann, and Secretary/Treasurer Steve Bulthuis; Board Members, Mike Trethewey, Abby Klomparens, Kevin Klynstra, James Gerard, and Caleb Ackerman

**Members Absent:** David Fackler and Lucia Rios

**Staff Present:** Linda LeFebre, Beth Higgs, Hannah Pedersen-Born, and Barbara Sonnerville

**Others Present:** N/A

1.18.1 **Approval of the December 18, 2017 Board Meeting Minutes**
A motion was made by Baumann and supported by Trethewey to approve the December 18, 2017 board meeting minutes. Motion carried unanimously.

1.18.2 **Public Comment**
There was no public comment.

1.18.3 **Marketing Committee**
The Building an Age Friendly Holland/Zeeland committee update:

A phone survey of adults older than 65 residing in Holland/Zeeland was conducted this past October. After studying the data, it was found that transportation challenges for older adults is not a major issue for a large percentage of the adult population. However, for those who it is an issue, the committee would like to further address through a Communication Think Tank, which MAX will take part.

On December 14th, a meeting was held with agencies in the community that provide direct service to older adults with transportation challenges. As a result, the following action items will take place over the next several months.

1. Convene a "Communication Think Tank" to put together a strategy for how to better communicate the existing transportation options to older adults as well as family caregivers.
2. Convene a group of residential providers to look for more collaborative ways in which they may meet the mutual needs of their specific clients as many of them own and operate their own fleet of vehicles.

3. Research the strategy of a "Centralized Phone In-Take" that could help direct older adults to the transportation service in the community that is best suited for their unique need.

4. Further investigate Hope Network's "Go LUX" model in Grand Rapids that launched recently and caters to older adults. Could be an option to expand to Holland/Zeeland in the future.

5. Invite Uber/Lyft to come speak to our group and explore options where we may partner.

6. Update the "Transportation Matrix" and share as a tool for agencies to use.

In response to Building an Age Friendly Holland/Zeeland, area agencies have been contacting MAX to enlist our help to educate their staff on our services.

- Jan 8: Ottawa County Department of Health & Human Services
- Dec 13: Life Circles
- Dec 1: Evergreen Resource Center

“Track My Ride” mobile app will soon become a reality. MAX has been meeting with RouteMatch weekly to discuss the necessary steps for implementation of the app, and the week of January 22, employees may attend a RouteMatch training session to learn more about the app and its features. A launch date has been set for February 9, 2018.

1.18.3a Call Center Summary for December 2017
There was no discussion.

1.18.3e Pass Sales Summary for December 2017
There was no discussion.

1.18.4 Executive Committee

1.18.4a Approval of FY19 MDOT Grant Application
It is time again to prepare the annual Michigan Department of Transportation grant application for Fiscal Year 2019, beginning October 1, 2018. MDOT’s grant application process is nearly one year ahead of the fiscal year. The grant application is for estimating and earmarking only. Staff suggests the following capital and operating items be requested in the annual application.

**State Operating Assistance**

Operating Assistance – A total of $1,646,320 is requested in MDOT Operating Assistance. This is based on 39.1981% ($4,200,000) of expenses. MDOT has issued guidance instructing agencies to use 39.1981% in preparation of their annual grant applications. This is up from 38.3065% used in FY 2018. According to Act 51, MAX is
eligible to receive up to 60% ($2,520,000) of its eligible assistance in State Operating Assistance.

**Section 5307 Capital Match**

Staff suggests requesting the 20% local match for FY 2019 for the following capital expenditures.

Computer (ADP) Hardware – A state share of $2,000 (a total of $10,000) is requested for the matching share (20 percent) for replacement computer hardware.

Bus Replacement – A state share of $42,676 (total cost of $213,380) is requested for the matching share (20 percent) for replacement buses.

**Enhanced Mobility of Seniors and Individuals w/Disabilities Program (Section 5310)**

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each State’s share of the targeted populations and are apportioned to States for areas under 200,000 in population.

Staff suggests the following items:

Night Owl – In Fiscal Year 2009, MAX implemented Night Owl Service from 7pm - 12 midnight using one bus providing demand response service utilizing New Freedom Funds and a 50% local match. The program is continuing in the current fiscal year (2018) utilizing New Freedom funds and a 50% local match. In Fiscal Year 2012, MAX implemented the Twilight route from 7pm-10pm and added an additional Night Owl Bus from 10pm to midnight. In the spring of 2016 MAX implemented an additional fixed route (Route 10) serving Holland Township from 7pm-10pm and connecting with the current Route 9. Staff recommends applying for $143,000 in New Freedom funds for Fiscal Year 2019 to continue the Night Owl Program. The program will require a 50% local match.

Mobility Management – Continuation (Capital) – A total of $70,000 in Federal New Freedom funds are requested to continue MAX’s Mobility Management efforts. MAX will continue its participation on Specialized Services Coordination Committee, Lakeshore Ridelink and other human service committees. MAX will also continue its efforts to avoid any duplication of services and work with human service agencies to share resources. These funds may be matched by MDOT with state funds, may be matched with toll credits, or the MAX may be required to provide the 20 percent local match ($14,000).

Bus Shelter – A total of $10,000 (State share $2,000) is requested to add a new bus shelter.

Bus Replacement – A state share of $104,000 (total cost of $520,000) is requested for the matching share (20 percent) for replacement of 4 Arboc buses.
**Section 5339 Bus and Bus Facilities Program**

This is a formula grant program established under the FAST act, replacing the previous Section 5309 discretionary Bus and Bus Facilities program. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. Each year $65.5 million will be allocated with each state receiving $1.25 million. The remaining funding will be distributed based on population, vehicle revenue miles and passenger miles. Because the Holland/Zeeland is a small urbanized area under 200,000 in population, MDOT will receive funds on behalf the small urbanized areas. Under the FAST act, small urbanized areas can apply directly to FTA for these funds. In FY 2018, MDOT allocated funds based on population. The Holland/Zeeland urbanized area will receive an estimated $180,000 in Section 5339 funds in FY 2019.

Staff suggests that we apply for a total of $144,000 in Federal funds with a State match of $36,000 (20 percent) for bus replacement.

**Action Requested**

The intent of the Macatawa Area Express Transportation Authority to apply for State financial assistance will be published in the local newspaper as required by MDOT. Approval to submit the Fiscal Year 2019 grant application to MDOT is requested. Approval of the attached Resolution of Intent is requested. The resolution also appoints the MAX Director as the Transportation Coordinator for MAX and authorizes the Director to execute grant contracts, grant amendments, project authorizations and to provide information to the State as needed.

A motion was made by Trethewey and supported by Gerard to approve the FY19 MDOT Grant Application as written. Motion carried unanimously.

1.18.4b  *Ridership Reports for December 2017*
There was no discussion.

1.18.4c  *Financial Reports for December 2017*
There was no discussion.

1.18.4d  *Expenditure Reports for December 2017*
There was no discussion.

1.18.5  **MAX Director’s Report**
LeFebre will be attending the Zeeland Township board meeting on 2/6/18 to discuss the proposed new route which will include Zeeland Hospital.

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