The Macatawa Area Express Transportation Authority Board met at 3:30 pm at the Greenway Operations Center Training Room.

Members Present: Chair Russ TeSlaa, Vice-Chair Joe Baumann and Secretary/Treasurer Mike Trethewey; Board Members, Kristin Myers, Tim Burkman, Kevin Klynstra, James Gerard, and Heather Lu

Members Absent: David Fackler

Staff Present: Elisa Hoekwater, Beth Higgs, Charlie Veldhoff, and Barbara Sonnerville

Others Present: Tim Vagle and Paul Matz

2.19.1 Approval of the postponed January, 2019 Board Meeting Minutes
A motion was made by Baumann and supported by Trethewey to approve the January 2019 board meeting minutes. Motion carried unanimously.

2.19.2 Public Comment
There was no public comment.

2.19.3 Marketing Committee

2.19.3a Marketing Summary
MAX Marketing in collaboration with Interurban Transit Authority will be adding a third round-trip ride on Tuesdays to enhance the “Two Way Tuesdays” service which begun last May. An Interurban bus arrives at the depot every Tuesday at 9:40 AM and returns to the Saugatuck/Douglas area at 10:10 AM with another arrival again at 1:40 PM with a return at 2:10 PM. The third trip will be arriving at 5:40 PM and returning at 6:10 PM.

MAX Bus Billboard sales did not offer much revenue for MAX in FY2018, ending the year at $4,595.25. This was due in part to the rates charged. After researching other transit systems, it was found that lowering these rates would be advantageous to MAX sales. A new rate card was introduced to local businesses in February 2018 and sales began to increase. As of February 2019, sales were already at $10,400.00 with more contracts in the works.
2.19.3b  Call Center Summary
There was no discussion.

2.19.4  Executive Committee

2.19.4a  Credit Card Policy
Proposed amendments to the MAX Credit Card Policy were presented at the January meeting and the Board requested more clarification to the amendments before approving them.

The following changes were made as requested:

• Whenever possible, company vehicles should purchase gasoline or diesel fuel through the City of Holland, offered at a lower rate than standard fueling stations. If personal vehicles are used for business travel, the mileage will be reimbursed at the standard IRS reimbursement rate.

• Added to the policy. Purchases made by MAX cardholders must also fill out a “Payment Voucher”, sign/date it, and seek a signature from the employee who manages MAX Transit Procurement.

• Added to the policy is a list of job positions approved by the MAX Authority Board as authorized credit card users, for the purpose of purchasing goods and services on behalf of MAX Transit. The list will remain in effect until the MAX Authority

• Board has approved a revised credit card policy.
  o Executive Director
  o Customer Service and Marketing Manager
  o Assistant Customer Service and Marketing Manager
  o Operations Manager
  o Assistant Operations Manager
  o Transit Planner
  o Building & Grounds Supervisor
  o Building & Grounds Specialist

A motion was made by Baumann and supported by Trethewey to approve the amended credit card policy as written. Motion carried unanimously.

2.19.4b  Review of Fiscal Year 2018 Audit
Paul Matz with the independent auditors’, Rehmann, gave a brief ten-minute presentation of the FY2018 Audit results. MAX received a clean/unqualified opinion. During the audit, Rehmann became aware of misappropriation of assets by the former Executive Director. In response, the MAX Authority Board was commended for putting new policies and procedures in place to ensure more supervision and Review over payroll and credit card transactions. Rehmann found no deficiencies in the new internal controls over financial reporting. A motion was made by Trethewey and supported by Baumann to approve the FY 2018 Audit Report. Motion carried unanimously.
2.19.4c  Certificate of Appreciation for Abby Klomparens
Abby Klomparens recently began a new position in Lansing informed MAX that she was no longer able to serve on the MAX Transportation Authority Board. Abbey expressed her thanks for the opportunity to serve on the MAX Board. Abbey was unable to attend the meeting so a certificate of appreciation will be sent to her on behalf of the MAX Board.

2.19.4d  Ridership Reports for January 2019
There was no discussion.

2.19.4e  Financial Reports for January 2019
There was no discussion.

2.19.4f  Expenditure Reports for January 2019
There was no discussion.

2.19.5  MAX Director’s Report
Hoekwater reported that MAX’s scheduler, Larry Horn, recently retired after 37 years of dedicated service. Cat Telgenhof, a MAX driver, was promoted to the vacant position and another driver, Dan Bench, was trained as a back-up scheduler as well.

Hoekwater informed the board that several new drivers are in various levels of the training process and all should be on the road soon.

An in-depth analysis of data pertaining to the ridership and services for Park Township is expected to be ready to present at the next board meeting.

2.19.6  Adjournment
A motion was made by Baumann and supported by Myers to adjourn the meeting. Motion carried unanimously.