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, Tim Burkman and Kevin Klynstra

**Members Absent:** David Fackler, Kristin Myers, James Gerard, and Heather Lu

**Staff Present:** Elisa Hoekwater, Beth Higgs, and Barbara Sonnerville

**Others Present:** Tim Vagle

**1.19.1 Approval of the November 26, 2018 Board Meeting Minutes**
A motion was made by Baumann and supported by Trethewey to approve the November 26, 2018 board meeting minutes. Motion carried unanimously.

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

**1.19.3 Marketing Committee**

**Marketing Summary**
Since last June, a few of the MAX staff have been collaborating with Tulip Time Org, Windmill Island and other community members to finalize the shuttle routes for the 2019 Tulip Time Festival. This year, MAX will provide 2-4 buses and Ottawa and Zeeland Schools will provide 2-4 buses. All buses will travel the same route with stops at Dutch Village, Ditto, Windmill Island, City Flats, Scrap Yard Lofts, and D&W. In order to ride the shuttle service, all passengers over the age of five must purchase a wristband at the cost of $5 which will provide unlimited rides for the weeklong festival.

Marketing is thinking ahead to summer and back-to-school promotions. They are organizing a MAX Bike & Bus Event in August to encourage the community to ride the bus and learn how to combine cycling and riding the bus.
1.19.3b  Call Center Summary
There was no discussion.

1.19.4  Executive Committee

1.19.4a  MAX Uniform Policy
The current MAX Uniform Policy was last revised on May 2, 2016. After careful consideration, several amendments were made and board approval was requested. A motion was made by Trethewey and supported by Baumann to approve the amended uniform policy as written pending review by the MAX attorney. Motion carried unanimously.

1.19.4b  Credit Card Policy
Approval for amendments to the current MAX Credit Card Policy has been tabled until next meeting pending several revisions.

1.19.4c  Bank Services Pricing Amendment
As fiscal agent to MAX, the City of Holland Finance Department requires that all entities use the same bank and auditing firm for efficiency, and has requested the MAX Authority Board to review pricing amendments for banking services with Fifth Third Bank. The City of Holland approved these amendments at their December 2018 City Council meeting. A motion was made by Baumann and supported by Trethewey to approve the new bank services pricing amendments as written. Motion carried unanimously.

1.19.4d  New Credit Union
In accordance with the MAX Investment Policy, the City of Holland Finance Department makes investments for MAX. Staff of the Finance Department recommended adding to the MAX investments, public funds from United Federal Credit Union, as rates are higher than the rates we are currently getting. A motion was made by Trethewey and supported by Baumann to authorize investments with United Federal Credit Union as recommended. Motion carried unanimously.

1.19.4e  2019 Grant Applications
It is time again to prepare the annual Michigan Department of Transportation grant application for Fiscal Year 2020, beginning October 1, 2019. MDOT’s grant application 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 $1,640,827 is requested in MDOT Operating Assistance. This is based on the 38.0667% ($4,500,000) of expenses. MDOT has issued guidance instructing agencies to use 38.0667% in preparation of their annual grant applications. This is down from the 39.1981% used in FY2019. According to Act 51, MAX is eligible to receive up to 60% (HALF TOTAL EXPENSES) of its eligible assistance in State Operating Assistance.
Section 5307 Capital Match
Staff suggests requesting the 20% local match for FY2019 for the following capital expenditures.

Misc. Support Equipment – A state share of $2,000 (a total of $10,000) is requested for the matching share (20%) for replacement miscellaneous support equipment.

Rehab/Renovate Facility – A state share of $15,000 (a total of $75,000) is requested for the matching share (20%) for rehabilitating and renovating bus and bus related facilities.

Computer (ADP) Hardware – A state share of $4,000 (a total of $20,000) is requested for the matching share (20%) for replacement computer hardware.

Service Vehicle – A state share of $7,000 (a total of $35,000) is requested for the matching share (20%) for a service vehicle.

Maintenance Equipment – A state share of $2,000 (a total of $10,000) is requested for the matching share (20%) for replacement of maintenance equipment.

Bus Replacement – A state share of $36,000 (a total of $180,000) is requested for the matching share (20%) for replacement buses.

Enhanced Mobility of Seniors & Individuals with 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 State for areas under 200,000 in population.

Staff suggests the following items:
Night Owl – In FY2009 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 FY2012, MAX implemented the first Twilight route from 7pm-10pm and implemented an additional fixed route serving Holland Township from 7pm-10pm with service now in City of Holland and Holland Charter Township for fixed route. Staff recommends applying for $143,000 in New Freedom funds for FY2020 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% local match ($14,000).
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 of the small urbanized areas. Under the FAST act, small urbanized areas can apply directly to FTA for these funds. Staff suggests that we apply for a total of $144,000 in Federal funds with a State match of $36,000 (20%) 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 2020 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 Baumann and supported by Trethewey to approve the 2019 grant application as written. Motion carried unanimously.

1.19.4f Green Commute Week
Each year MAX is proud to sponsor and participate in the annual Green Commute Week, which is a weeklong event organized by the Macatawa Area Coordinating Council. MAX sponsors the event by offering free rides on all fixed routes to participants who have signed up for a Green Commute Event button. Each year MAX Marketing seeks approval for MAX sponsorship of and participation in the event, however this year, Marketing is requesting an open-ended approval for MAX sponsorship and participation in future Green Commute Week Events. A motion was made by Baumann and supported by Burkman to adopt an open-ended approval for MAX sponsorship of the Green Commute Week Events each year as written. Motion carried unanimously.

1.19.4g Ridership Reports for December 2018
There was no discussion.

1.19.4h Financial Reports for December 2018
There was no discussion.

1.19.4i Expenditure Reports for December 2018
There was no discussion.
1.19.5 **MAX Director’s Report**

Hoekwater reported that with the unprecedented Polar Vortex prompting closures or early service termination during the week of 1/28/19, MAX managers met to discuss the impacts of inclement weather on services and to review/draft policy and procedures for future service closures if the need arises. Hoekwater and Hanna Pedersen-Born attended the FTA Triennial Review Workshop held in Chicago, January 23rd and 24th. Transit agencies throughout the Great Lakes region came together for this important training. MAX’s Triennial Review will occur over a three-day period this Spring and MAX has been preparing for the review by organizing files, documenting processes and procedures that are in place, and demonstrating how MAX has implemented recommended changes resulting from the 2016 Triennial Review.

A goal of treating all MAX employees fairly with regard to time off procedures (paid and non-paid), workers compensation, safety in the workplace, and following policies regarding the use of drugs and alcohol prompted Hoekwater to seek legal counsel to be sure that MAX is compliant with treating all MAX employees equally. As a result, several policies in the MAX Employee Handbook will be reviewed and updated. Strategies to effectively address HR needs and responsibilities will also be discussed.

1.19.6 **Adjournment**

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