<table>
<thead>
<tr>
<th>AGENDA:</th>
<th>NOTES/MINUTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. WELCOME AND INTRODUCTIONS -</td>
<td>BRIAN WELCOMED A NEW MEMBER, MARTHA ZAHN, THEN WE WENT AROUND THE TABLE AND INTRODUCED OURSELVES.</td>
</tr>
<tr>
<td>2. APPROVAL OF DECEMBER 4, 2018 MINUTES</td>
<td>THE MINUTES OF THE DECEMBER 4, 2018 WERE APPROVED AS PRESENTED.</td>
</tr>
<tr>
<td>3. APPROVAL OF FY2020 GRANT APPLICATION - ELISA</td>
<td>IT WAS GREAT TO HAVE ELISA HOEKWATER WITH US TODAY TO EXPLAIN THE GRANT APPLICATION TO US AND TELL US HOW IMPORTANT IT IS. WE ARE ASKING FOR MORE MONEY THIS YEAR AS WE NEED TO EXPAND OUR FLEET TO ACCOMMODATE FOR PARK TOWNSHIP, AND ROUTE 11. A MOTION WAS M-S-C TO ACCEPT THE GRANT PROPOSAL AS PRESENTED.</td>
</tr>
<tr>
<td>5. FY 2019 RIDERSHIP REPORT</td>
<td>THE TOTAL PASSENGER COUNT FOR FY 2018 WAS 430,239, AN INCREASE OF JUST UNDER 3%.</td>
</tr>
<tr>
<td>6. MARKETING REPORT - SHELBY</td>
<td>GREEN COMMUTE WEEK IS GOING ON RIGHT AFTER TULIP TIME, FROM MAY 12-18. IT IS DESIGNED AS A WAY TO ENCOURAGE PASSENGERS TO “GO GREEN” BY EITHER BIKING, WALKING, RUNNING, OR TAKING PUBLIC TRANSPORTATION. THIS EVENT HAS BEEN AN ANNUAL CHALLENGE SINCE 2011, AND HAS 87,198 MILES THAT PEOPLE LOGGED IN THAT THEY USED ALTERNATIVE METHODS. ALONG WITH THIS, PEDAL HOLLAND, THE MACC AND LOCAL BIKE SHOPS WILL BE DONATING REFLECTORS AND LIGHTS FOR BIKES, IN AN EFFORT TO HELP MAKE THE BICYCLIST MORE VISIBLE AT NIGHT. THEY HAVE ABOUT 200-300 LIGHTS TO DONATE, AND THE BIKE SHOPS ARE DONATING REFLECTORS.</td>
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</table>
MARKETING IS ALSO WORKING ON DIFFERENT EVENTS THAT MAX WILL BE SETTING UP DISPLAYS, ETC. THROUGHOUT THE SUMMER.

7. EXECUTIVE DIRECTOR REPORT - ELISA

ELISA FIRST WANTED TO THANK ALL THOSE ON THE LAC FOR ALL THE TIME WE PUT INTO THE LAC. SHE REPORTS THAT SHE STILL IS LEARNING A LOT, AND IS WORKING ON A LOT OF DIFFERENT THINGS, AS WELL AS ATTENDING A LOT OF CONFERENCES, ETC. TO LEARN AS MUCH AS SHE CAN ABOUT HOW PUBLIC TRANSIT WORKS.

ONE OF THE BIG THINGS ELISA IS WORKING ON IS A WAY TO CONNECT MAX WITH OTHER AREA AGENCY’S TO IMPROVE THE OUTREACH WE ALL CAN HAVE. HAVING THE AGREEMENT WITH TUESDAYS RUN WITH SAUGUTUCK IS A GREAT START AND IS RUNNING WELL. HOWEVER, SHE IS LOOKING AT WAYS TO CONNECT UP WITH GRAND HAVEN AND GRAND RAPIDS FOR EXAMPLE, TO BE ABLE TO CONNECT WITH THEIR SERVICES. THIS IS A LONG-RANGE GOAL AND WILL INVOLVE A LOT OF WORK, BUT IT REALLY IS A GREATLY NEEDED SERVICE IN THIS AREA.

8. DRIVER UPDATE – Matt

SINCE OUR LAST MEETING, MAX HAS HIRED 4 NEW DRIVERS, 3 OF WHICH ARE NOW DRIVING, AND ONE IS STILL TRAINING AND WILL BE TAKING HER DRIVING TEST SOON. WE ARE STILL LOOKING FOR A COUPLE MORE.

9. SAFETY UPDATE / CONCERNS - Matt

THERE WAS A LITTLE DISCUSSION ON SERVICE ANIMALS, WONDERING IF A BACK-PACK STYLE CARRIER IS ALLOWED. THE ANSWER IS YES, THEY ARE ALLOWED BECAUSE THEY ARE IN A TYPE OF CARRIER.

10. ROAD CONST. UPDATE - Matt

JAMES ST PLAN IS TO BEGIN THE WEEK AFTER TULIP TIME AFFECTING RT 11 & RT 4. ZEELAND WILL BE PUTTING IN A ROUND ABOUT AT W. WASHINGTON AVE & W. MAIN AVE AND WILL BE AFFECTING RT 8.

THESE ARE THE MAJOR PROJECTS AT THIS POINT TO REPORT, AND THERE WILL BE OTHER PROJECTS THAT ARE IN THE WORKS THAT WE WILL KNOW MORE ABOUT IN THE NEAR FUTURE.

11. ROUTE 11 UPDATE

SO FAR, ROUTE 11 HAS 1147 PASSENGERS RECORDED IN FY 2019. THE NUMBERS FOR MARCH ARE NOT TOTALLY ENTERED AS OF THIS DATE.

12. AUTHORITY BOARD UPDATE

THE AUTHORITY BOARD HAS APPROVED HIRING A CONSULTANT FOR HR, TO DETERMINE THINGS THAT NEED TO BE CHANGED, WHAT WE ARE DOING RIGHT, AND WAGE SCALES FOR OUR EMPLOYEES. AN RFP WILL BE GOING OUT SOON, AND THE WORK IS EXPECTED TO TAKE 6-8 WEEKS.

13. TULIP TIME UPDATE

THIS YEAR, WE WILL BE RUNNING OUR 4 BUSSES AS ALWAYS, BUT WE WILL BE JOINED WITH ABOUT 20 OTHER BUSSES (SCHOOL BUSSES, ETC) RUNNING A SHUTTLE ROUTE. SINCE THIS IS THE 90TH YEAR OF TULIP TIME, A BIG CROWD IS ANTICIPATED. WE REALLY WANT TO ENCOURAGE TAKING THE SHUTTLE BUS, RATHER THAN DRIVING INTO DOWNTOWN.
THE ROUTE IS A LITTLE DIFFERENT FROM PREVIOUS YEARS. RIDES WILL ONLY BE ALLOWED BY PURCHASING A WRISTBAND FOR $5.00, WHICH WILL GIVE THEM UNLIMITED RIDES ON BOTH THE SHUTTLE BUSES, AND THE FIXED ROUTE BUSES. WRIST BANDS CAN BE PURCHASED ONLINE, OR AT VARIOUS LOCATIONS AROUND TOWN.

<table>
<thead>
<tr>
<th>14. NEW BUS UPDATES</th>
<th>AN RFP IS OUT RIGHT NOW FOR 25 BUSES OVER THE NEXT 5 YEARS FOR THE LOW FLOOR CUTAWAY STYLE BUSES. THESE SHOULD BE COMING TO US BY NOVEMBER. ASLO, WE HAVE 5 NEW GILLIGS THAT ARE IN THE SCHEDULE TO BEGIN BULDING ABOUT NOVEMBER 25. WE SHOULD BE RECEIVING THESE AT ABOUT THE NEW YEAR.</th>
</tr>
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<tr>
<td>15. SHELTER UPDATES</td>
<td>WORK IS SLOWLY BUT SURELY PROGRESSING ON 2 NEW BUS SHELTERS THIS SUMMER. THE SELECTED LOCATIONS ARE GREENBRIAR APARTMENTS, AND FAMILY FARE ON THE NORTH SIDE. THE LEASE CONTRACTS HAVE BEEN REVIEWED BY OUR LAWYER, AND DRAWINGS NEED TO BE FINISHED AND ATTACHED FOR THE OWNER TO SIGN OFF ON IT. BIDS WILL BE HOPEFULLY GOING OUT THIS MONTH.</td>
</tr>
<tr>
<td>16. ANYTHING NEW?</td>
<td>THERE WAS SOME DISCUSSION ON THE POSSIBILITY OF HAVING <a href="HTTPS://PHOTOS.APP.GOO.GL/SMUf5zcb5KYeTYEDAROUTE">HTTPS://PHOTOS.APP.GOO.GL/SMUf5zcb5KYeTYEDAROUTE</a> 3 GOING DOWN OLD ORCHARD DRIVE AS WELL. IT WAS DISCUSSED THAT THIS WOULD BE A DIFFICULT CHANGE TO MAKE FOR TIME, AND ALSO THE WEST SIDE OF THE ROAD IS IN PARK TWP, AND IS STRICTLY SERVICED ONLY BY DR BUSES.</td>
</tr>
<tr>
<td>17. NEXT MEETING</td>
<td>TUESDAY, MAY 7, 2019</td>
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X _______Elizabeth Schultz  

DATE: __ 4-5-19_______________________________

ELIZABETH SCHULTZ, LAC CHAIR
2019 LAC MEETING SCHEDULE MEET AT 171 LINCOLN AVE (DEPOT) CONFERENCE ROOM

MAY 2019 – TUESDAY, MAY 7, 2019 @ 4:00 PM
JUNE 2019 – TUESDAY, JUNE 4, 2019 @ 4:00 PM
JULY 2019 – TUESDAY, JULY 2, 2019 @ 4:00 PM
AUGUST 2019 – TUESDAY, AUGUST 6, 2019 @ 4:00 PM
SEPTEMBER 2019 – TUESDAY SEPTEMBER 3, 2019 @ 4:00 PM
OCTOBER 2019 - TUESDAY, OCTOBER 1, 2019 @4:00 PM
NOVEMBER 2019 - TUESDAY, NOVEMBER 5, 2019 @4:00 PM
DECEMBER 2019 - TUESDAY, DECEMBER 2, 2019 @4:00 PM

2019 BOARD AUTHORITY MEETING SCHEDULE (MEET AT SAME LOCATION AS LAC)

APRIL 2019 – MONDAY, APRIL 22, 2019 @ 3:30 PM
MAY 2019 – MONDAY, MAY 20, 2019 @ 3:30 PM
JUNE 2019 – MONDAY, JUNE 24, 2019 @ 3:30 PM
JULY 2019 – MONDAY JULY 22, 2019 @ 3:30 PM
AUGUST 2019 – MONDAY AUGUST 26, 2019 @ 3:30 PM
SEPTEMBER 2019 - MONDAY, SEPTEMBER 23, 2019
OCTOBER 2019 - MONDAY, OCTOBER 28, 2019
NOVEMBER 2019 - MONDAY, NOVEMBER 25, 2019
DECEMBER 2019 – MONDAY, DECEMBER 23, 2019
MEMO

Date: January 25, 2019
To: MAX Authority Board
From: Elisa Hoekwater
Re: FY2020 MDOT Grant Application

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 and 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 Mecatawa 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.
RESOLUTION OF INTENT

WHEREAS, pursuant to Act No. 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Macatawa Area Express Transportation Authority hereby known as THE APPLICANT, to provide a local transportation program for the state fiscal year of 2020 and therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for THE APPLICANT to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the 10e (18) accessibility plan amendment for this agency has been reviewed and approved by THE APPLICANT; and

WHEREAS, THE APPLICANT has reviewed and approved the proposed balanced budget, and funding sources of estimated federal funds of $1,429,586 estimated state funds of $1,640,827 and estimated local funds of $4,500,000.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints MAX Director, Elisa Hoekwater, or her designee, as the Transportation Coordinator for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission for its administration of Act 51 for 2020 and is also authorized to execute grant contacts, project authorizations and grant amendments with the Michigan Department of Transportation.

I, Myron Trethewey, Secretary/Treasurer, or the Macatawa Area Express Transportation Authority, having custody of the records and proceedings of the board meetings, do hereby certify that I have compared this Resolution adopted by the Macatawa Area Express Transportation Authority at the meeting of January 28, 2019 with the original minutes now on file and of record in the office and that this resolution is true and correct.

______________________________
Myron Trethewey, Secretary/Treasurer

______________________________
Witness

Date: ________________________
PROJECT UPDATES AND GRANT ACTIVITIES

The Macatawa Area Express Transportation Authority receives funding from a variety of sources: federal, state, and local. MAX recently reviewed an application to fund capital improvements, make bus purchases, and to cover future operating expenses. The annual grant application is sent to the Michigan Department of Transportation each year and is used to estimate expenses for the next fiscal year, beginning October 1, 2019.

MAX staff has also been working to prepare financial estimates for the FY2020-2023 Transportation Improvement Program (TIP), which is developed by the Macatawa Area Coordinating Council. Once approved, this four-year TIP document is used to prioritize transportation investments and to allocate federal funding in the region. Below is a summary of transit capital and operating needs that were identified over the next four years.

OPERATING ASSISTANCE
MAX receives financial assistance to pay for operating expenses - which include fuel, tires, maintenance, insurance, employee wages, & salaries. While federal operating revenues are typically $1.2 million, service expansions have increased costs. MAX requests $1.6M federal and $1.98M state funds in the TIP, and in FY2021-2023 requests $1.42M federal and $1.64M state funds for operations.

CAPITAL IMPROVEMENTS
Transit capital helps replace bus rolling stock and service vehicles, install bus shelters, and purchase support equipment. MAX will be launching RouteShout to inform riders of bus arrival times. Software updates will also assist with scheduling demand response trips. Capital grants will fund 30-35 foot replacement buses in 2020-2021 and small cutaway buses in 2022-2023.

BUS AND BUS FACILITIES
These funds are used to replace, rehabilitate, and purchase buses and related equipment. Funds are also used to construct bus-related facilities. MAX annually invests $144,000 federal and $36,000 state to replace small cutaway buses.
SERVING THE COMMUNITY

MAX provides connections for daily Amtrak trains at the Padnos Transportation Center and now coordinates Tuesday transit services to Saugatuck. We are looking for ways to improve multimodal connections in West Michigan. Please share your ideas!

Mobility for Seniors and Persons with Disabilities

MAX receives funds which help to provide a Night Owl service with a bus providing demand response service. MAX also has a Twilight route providing evening service. New Freedom funding will be requested to continue these bus services in 2020-2023.

Macatawa Area Express
Transportation Authority

171 Lincoln Avenue, Suite 20
Holland, MI 49423

Find us on the Web: www.catchamax.org

Creating a sustainable transportation system to be used by all residents of the Macatawa area with linkages to other transit systems
NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

Name Of Applicant (legal organization name)

Macatawa Area Express (MAX) (Holland)

1. Total D-R Fleet anticipated for application year (including locally funded vehicles)

22

2. Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles)

22

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted? (If "yes" explain changes and reasons for those changes below.)

☐ Yes ☐ No

Explain changes and reasons for those changes

Vehicles were retired due to reaching the end of their useful life.

4. Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure ☐ Yes ☐ No
B. Service area information ☐ Yes ☐ No

Please Explain

Expanded to include a new fixed route that services select areas within a new township. No demand response has been added to this new township.

C. Service availability information ☐ Yes ☐ No
D. Service Hours/days of operation ☐ Yes ☐ No
E. Local advisory council membership ☐ Yes ☐ No

Certain members have resigned from the Local advisory council, and new members have been added to fill the vacancies.

5. Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

☐ Yes ☐ No

6. Please indicate the number of times per year the agency's LAC meets

☐ Annually ☐ Quarterly ☐ Monthly ☐ Other
7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:
1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;
2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and
3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

Does the list of members reflect the membership in the minutes?

☐ Yes  ☐ No
1. **CHAIR PERSON’S NAME**

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Schultz</td>
<td>Holland Charter Township</td>
</tr>
</tbody>
</table>

This member represents
- [ ] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

This member is
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [ ] None of these groups
- [x] A Person with Disabilities

2. **NAME**

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Deur</td>
<td>City of Holland</td>
</tr>
</tbody>
</table>

This member represents
- [ ] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

This member is
- [ ] Jointly appointed by an area agency on aging
- [x] A user of public transportation
- [ ] None of these groups
- [ ] A Person with Disabilities

3. **NAME**

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<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yew Men Koh</td>
<td>City of Holland</td>
</tr>
</tbody>
</table>

This member represents
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- [ ] Persons 65 years and older
- [ ] Neither of these groups

This member is
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [ ] None of these groups
- [ ] A Person with Disabilities

4. **NAME**

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Haeringa</td>
<td>Park Township</td>
</tr>
</tbody>
</table>

This member represents
- [ ] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

This member is
- [ ] Jointly appointed by an area agency on aging
- [x] A user of public transportation
- [ ] None of these groups
- [ ] A Person with Disabilities