The Macatawa Area Express Transportation Authority Board met at 3:30 pm at the Padnos Transportation Center.

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

**Members Absent:** None

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

**Others Present:** Tim Vagle, Meika Weiss, and Al Rios

### 8.19.1 Approval of the June 24, 2019 Board Meeting Minutes
A motion was made by Baumann and supported by Trethewey to approve the June 24, 2019 board meeting minutes. Motion carried unanimously.

### 8.19.2 Public Comment
There was no public comment

### 8.19.3 Marketing Committee

#### 8.19.3a Marketing Update
On August 15, MAX marketing partnered with Macatawa Area Coordinating Council, Community Action House, Herrick Library, Holland Police Department, Pedal Holland, and League of Michigan Bicyclists to host its first Bike & Bus Community Event at the Holland Depot.

MAX marketing was present at the Holland Public Schools open house on August 19 to explain our services and provide instruction on how our routes work. Travel Training Cards and Complimentary Passes were handed out to encourage parents and students to try MAX as a reliable and inexpensive means of transportation to get to and from school.

#### 8.19.3b Call Center Summary
There was no discussion.
8.19.4 Executive Committee

8.19.4a West Michigan Express Transit Corridor
The West Michigan Express initiative is a collaborative effort to link the West Michigan communities along the Chicago Drive corridor with the mobility option of commuter-based public transportation beginning with express bus service and potentially leading to commuter rail for the purpose of enhancing economic growth and quality of life in the region. A motion was made by Trethewey and supported by Baumann to endorse the establishment of the West Michigan Express and to approve continued participation and support as needed for the duration of the pilot project. Motion carried unanimously.

8.19.4b MAX Wage Rate Table
MAX has implemented new wage ranges as approved in November 2018. A new recommendation was presented for approval to move the position of Building and Grounds Specialist to Pay Grade 3 in order to reflect added responsibilities to this position. A motion was made by Baumann and supported by Burkman to include the position of Building and Grounds Specialist to the Pay Grade 3 staffing as written. Motion carried unanimously.

8.19.4c FY 2020 Proposed Budget
A motion was made by Baumann and supported by Trethewey to open the floor to the public for comments on the proposed budget. Motion carried unanimously. No public comment was made. A motion was made by Baumann and supported by Trethewey to close the floor for public comment. Motion carried unanimously. The proposed budget was available for public inspection at 171 Lincoln Ave, Suite 20, Holland, MI 49423 between the hours of 8:00 AM and 4:00 PM. A motion was made by Trethewey and supported by Baumann to approve the FY 2020 Proposed Budget as written. Motion carried unanimously.

8.19.4d Grant Project Authorization
MAX has the following pending grant funds available: FY2019 Section 5307 – Local Transit Formula Grant for the purchase of up to one 30ft replacement bus and communication equipment and FY2019 Section 5339 – Local Bus and Bus Facilities Formula program to purchase up to two 30ft replacement buses. In accordance with MDOT guidelines, a Project Authorization agreement is to be signed by a person authorized to do so on behalf of Macatawa Area Express. A motion was made by Baumann and supported by Burkman to approve the acceptance of the funds as written and to approve the MAX Board Chairman, Russ TeSlaa, to sign the authorization on behalf of MAX. Motion carried unanimously.

8.19.4e Cutaway Bus Contract Modification
In June of 2019, MAX entered into an agreement to purchase four line-haul service buses from Holland Motor Homes and Bus Company. During the Pre-Build factory meeting, the order was modified to include the option of a Diamond Plate Snow Guard at the additional cost of $250.00 per bus. A motion was made by Baumann and supported by Trethewey to approve the contract modification as written. Motion carried unanimously.
8.19.4f Gillig Bus Contract Modification
In March of 2018, MAX entered into a joint purchase agreement to buy five 29ft low-floor vehicles from the Gillig Company. MAX staff met with Gillig in May of 2019 in order to review specifications for the bus order. Several items were modified from the original Request for Proposals at the additional cost of $358.00 per bus. A motion was made by Trethewey and supported by Baumann to approve the contract modifications as written. Motion carried unanimously.

8.19.4g FY 2020 Transit Asset Management Plan
The Transit Asset Management Plan for the FY 2020 Annual Performance Target goals was provided to the board for informational purposes. For planning purposes, the Annual Performance Targets are formally approved by the Executive Director and are shared annually with MDOT and the Holland-area MPO, the Macatawa Area Coordinating Council (MACC).

8.19.4h MAX Authority Board Nominations
Two new Authority Board members were presented to the board for consideration, Al Rios from Holland Charter Township and Meika Weiss from the City of Holland. After a brief interview process, a vote was put before the current board. A motion was made by Trethewey and supported by Baumann to approve the nomination of Al Rios pending approval by Holland Twp. Motion carried unanimously. A motion was made by Baumann and supported by Trethewey to approve the nomination of Meika Weiss pending approval by City of Holland. Motion carried unanimously.

8.19.4i Ridership Reports for July 2019
There was no discussion.

8.19.4j Financial Reports for July 2019
There was no discussion.

8.19.4k Expenditure Reports for July 2019
There was no discussion.

8.19.4l LAC Meeting Minutes for June, July, and August 2019
There was no discussion.

8.19.5 MAX Director’s Report
Hoekwater reported that the LAC has a new member appointed from Senior Resources, Amy Florea. She will be a welcome addition to MAX’s LAC Board. Hoekwater attended the MPTA Conference August 21-23 where MAX was given a plaque commemorating its 45th Year Anniversary. MAX’s Triennial Review it set for September 12-13 and a final review of all requested material has been completed.
The Operations Manager position has been posted and final interviews will be done shortly after the finish of the upcoming Triennial Review.

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