The Macatawa Area Express Transportation Authority Board met online at 3:30 pm in accordance with the guidelines set forth by the Federal Government to control the spread of the COVID-19 Virus.

**Members Present:** Chair Russ TeSlaa, Vice-Chair Joe Baumann, Secretary/Treasurer Mike Trethewey; Board Members, Kristin Myers, Al Rios, Meika Weiss, Tyler Kent, and Kevin Klynstra

**Staff Present:** Elisa Hoekwater, Beth Higgs

**6.22.1 Approval of the May 18, 2020 Board Meeting Minutes**
A motion was made by Weiss and supported by Rios to approve the May 18, 2020 board meeting minutes. Motion carried unanimously.

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

**6.22.3 Marketing Committee**
Higgs reported Marketing has been preparing for updates of the MAX website design and is exploring options for a firm to complete the work. COVID-19 signage for the Depot, and for 100 bus stop locations have been ordered in preparation for resuming fixed routes.

**6.22.3a Call Center Summary**
There was no discussion.

**6.22.4 Executive Committee**

**6.22.4a COVID Update and Proposal to Resume Fixed Route Services**
To inform the board of key actions staff have been preparing to resume fixed routes, Hoekwater explained efforts to protect passengers by establishing social distancing seating, provide PPE, and improve the bus disinfecting process. Capital projects including electronic ticketing, bus shields, 6 passenger vans, facility renovations, and upgrades to cameras and radio systems. The CARES Act funds will be used to reimburse MAX for many of the investments made to date. A motion was made by Trethewey and supported by Baumann to authorize MAX to apply for $4,141,926 through the CARES Act grant. The motion included approval of the proposed plan to
resume fixed route services with building renovation and capital procurements as presented. Motion carried unanimously.

6.22.4b Routematch Pay Proposal
A motion was made by Baumann and supported by Kent to authorize staff to finalize a contract for $80,000 with Routematch to establish electronic ticketing. Motion carried unanimously.

6.22.4c Bus Operator Barrier Proposal
A motion was made by Weiss and supported by Rios to authorize procurement of 9 custom fitting barriers for the Gillig buses. The purchasing policy requires staff to return to the board for approval if the estimate for barriers exceeds the initial quote for Arboc low-floor buses. Motion carried unanimously.

6.22.4d Auditing Services Proposal
The proposal for auditing services for the annual MAX audit was reviewed. Baumann moved and Trethewey supported a motion to approve the proposal as written. Motion carried unanimously.

6.22.4e Flex Request for CMAQ Funding
The MAX Authority Board took action to demonstrate support of a CMAQ grant for $440,000 in federal and $110,000 in State funding which is to be flexed from FHWA in order to purchase up to 3 buses. The Motion was made by Trethewey and supported by Baumann. Motion carried unanimously.

6.22.4f Ridership Reports for May 2020
There was no discussion.

6.22.4g Expenditure Reports for May 2020
There was no discussion.

6.22.5 MAX Director’s Report
Hoekwater thanked the MAX Authority Board for supporting staff during the COVID-19 pandemic. Chairman TeSlaa and Member Weiss both communicated appreciation to bus operators and staff for their efforts during this crisis.

MAX initiated minor restructuring by consolidating several positions with plans to add a new ITS Coordinator on staff. Hoekwater reported on the annual grant application for operating and capital, and also reported on the schedule for the CARES Act grant effective 1/20/2020. MAX has also been awarded the FTA NO-LO zero emissions grant of $1.1 million for the purchase of four new electric shuttle buses and two chargers.

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