

Oxford/University Transit Commission Meeting

August 13, 2008

- The meeting was called to order by Chairman Jack Howard
- The July 9, 2008, minutes were approved and submitted to the website
- Maintenance Facility at Oxford High School
George Price, Tim Akers and Jack Howard have had two meetings with school staff about using the OHS bus facility area. The first meeting was exploratory to determine any concerns and review the property. The second meeting was to begin contract process for use of the facility. Appreciation was noted to Coach Howell and other school staff for their assistance. Attorneys are reviewing draft contract by August 20 so that it can go to the school board for their August 25 meeting. Members of the O.U.T. Commission will be at the school board meeting to answer any questions. Then the draft contract will be taken to the Board of Alderman at their September meeting to finalize document. Some concerns mentioned by the school are student parking, student foot traffic/safety (our buses start service at 7 a.m.), SRO (security officers) concerns of bringing anyone on to the campus to ensure training is given for potential school situations, etc. McDonald Transit employees will be trained in this regard. No real problems, just discussions. Current hours of bus operation are M – Sat 7 a.m. until 6 p.m. and 7 p.m. until 2 a.m. on Th – Fri and 7 p.m. until 1 a.m. on Sat. No service on Sunday
- Multi-Modal Award. \$857,000 Congressional award grant. Match is required. MDOT has multi-modal grant and we were awarded \$44,384 to apply toward match. The \$221,000 portion of the total award toward match plus the 44, 384 totals approximately \$265,000 for engineering and design to go toward building our facility. Must have our match in place before final approval. Then there will be an RFP process for the design/engineering/building of facility. Will get guidance from McDonald

Transit and our own engineers. Approximately 1.1 million will be available for facilities and additional equipment such as benches, etc. for routes.

- Bus Stop signs. We have an estimate for 50 bus stop signs, and we have an additional \$2,400 in the budget in case we need additional signs. City will install signs and University/City will work on campus signs. The estimate for the first 50 signs is \$675. The cost of the 50 posts is estimated at \$1,087.
- Charter Service Report. Tim advertized for charter services for the debate timeframe. He sent certified letters to all he could find in several media/communication areas. One letter has been received from Callahan stating they have no problem with our buses being used. The date for responses due is 8/14/2008. With no objection, our buses will be used. There is even some question about whether public transportation even has to do this.
- Board of Aldermen approved the McDonald Transit contract. City attorney/legal reviews were done.
- Supplemental Budget. Tim submitted the supplementary budget to MDOT last week. It does have to be approved by the entire Transportation Committee, just departmental approval since it does not exceed the original award, just moves around cost centers. We cannot start incurring costs until the supplemental budget receives final approval. We should have this very soon. October 1 is the beginning of their fiscal year and the supplemental budget will see us through now until beginning of next fiscal year. Supplemental budget includes detail about all equipment, almost all of capital costs, money to fix facility at OHS, vehicle for operational supervisor, operational costs for two months, etc. Tim believes it will be approved by the end of the week.
- Mr. Tim Lett, McDonald Transit Sr. V.P./Start-up Specialist needs space to begin interviews, etc. Tim is exploring sites. The operations manager may change from the one who came to the presentation. We should know about that very soon from McDonald Transit.

- Routes and schedules should be ready for a public hearing soon – but we still have a lot to do before beginning public routes, etc. Will probably need to have more meetings in addition to regular meetings to finalize everything. It was decided Wednesdays are the best days for us.
- McDonald Transit was hired by the City months ago to help with transportation groundwork. One of the documents produced by McDonald Transit was a policies and procedures/operations manual. They have submitted their bill to the City. There was much discussion on whether we need to review those manuals at this time. The Board understands that these are documents particular to McDonald Transit and that our review is to understand and become familiar with their policies only.
- A motion was made by Donna Gurley to go to item No. 9 on the agenda. Jack called for discussion which led to his amending the motion to go to item No. 9 on the agenda but to go by Tim's office if we want to do so to get copies of the policies/procedures to review. George seconded the amended motion. Unanimous vote. We can pick up copies to review from Tim's office.
- Request for interviews/information by the press. Mayor Howorth came in our meeting during this discussion. Board of Aldermen does not have a specific position on this. If it is something the OUT Board has not discussed, then we can let them know the Board will have to discuss, for example. We can always speak our opinion about something and not necessarily speak for the Board. This was reviewed just as a matter of discussion only.
- The next regularly scheduled meeting is Wednesday, September 17, 2008, at 2:00 p.m. at City Hall. (date change)
- Motion to adjourn made by Donna Gurley and seconded by Carole Haney

Board members present – George Price; Rebecca Bertrand; Donna Gurley; Carole Haney; Jack Howard. Others – Tim Akers; Katrina Hourin; and Errol Castens, DAILY JOURNAL; and Mayor Howorth

