



MADISON COUNTY CITIZENS SERVICES AGENCY

Post Office Box 1358
Canton, Mississippi 39046-1358
601-391-1993 or 601-855-5710
Fax: 601-391-1997

November 16, 2021

Mr. Alfred Tatum, MDOT Manager
MDOT/Public Transit Division
P.O. Box 1850
Jackson, MS 39215-1850

Dear Mr. Tatum:

Re: Contract #503353 FY 2020-2021
Facility Condition Assessment Review
1005 West Peace Street Canton, MS 39046

This letter is in response to your letter late November 5, 2021 regarding the facility assessment conducted on November 13, 2021 to stay in a "state of good repair (SGR)". Some concerns were:

1. **Equipment:** (1) Fire extinguishers serviceability inspection out dated.
 - a. Madison County will schedule the date to immediately services the (1) fire extinguishers that were out dated.

2. **Environmental:** (1) Pavement is broken up, large depressions holes are in the parking lot, buckled up pavement is also present, entire parking lot needs to be repaired. (2) No hazardous material safety containment kit on facility grounds. (3) Also, agency maintenance bay has been converted into a large storage area and needs to be cleaned and organized. (4) Roof leaks. (5) Ceiling tiles needs to be replaced due to the roof leaking, (6) Parking area not adequate for the facility, upgrade needed.
 1. MCCSA will collaborate and work with Madison County to resolve this issue.
 2. MCCSA will secure a hazardous material safety containment kit.
 3. MCCSA will organize and clean the maintenance area of the facility.
 4. MCCSA will collaborate and work with Madison County to resolve this issue.
 5. MCCSA needs a larger parking lot. However, Madison County has made additional parking space accessible at the Circuit Court office.

3. **Training:** (1) Ensure that maintenance personnel have the proper training to accomplish their duties and responsibilities.
 - a. MCCSA will provide Facility Training within the next (30) days for the Transit Manager and we will forward a copy of the Facility Inspection Form to Madison County.

Thank you for your concern and support. We will address these concerns as quickly as possible within (30) working days of November 5, 2021.

Sincerely yours,



Dr. Mary Sims-Johnson, MSW, LCSW
Executive Director MCCSA

cc: Ms. Janice Yancey, MDOT
Ms. April Lewis-Nash, MCCSA
Mr. Shelton Vance, County Administrator

Brad White
Executive Director

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Brian D. Ratliff
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November 5, 2021

Dr. Mary Sims-Johnson, Executive Director
Madison County Citizen Service Agency
1005 W. Peace Street
Canton, Mississippi 39046

Dear Dr. Johnson:

SUBJECT: Contract # 503353 FY2020/2021 Facility Condition Assessment Review

Year Facility Construction Completed: 2/2002

Location Area: Canton, MS

Facility Type(s): Administrative Operations & General Maintenance

We are committed to providing technical and financial assistance to our providers to ensure that your programs are in compliance with state and federal regulations, policies and procedures. This assistance focused on facility condition assessment/TAMS requirements and staff training which will provide the necessary tools to help ensure that your agency's facility stay in a "state of good repair" SGR. There were some concerns:

Equipment: (1) Fire extinguishers serviceability inspection out dated.

Environmental: (1) Pavement is broken up, large depressions holes are in the parking lot, buckled up pavement is also present, entire parking lot needs to be repaired. **(2)** No hazardous material safety containment kit on facility grounds. **(3)** Also, agency maintenance bay has been converted into a large storage area and needs to be cleaned and organized. **(4)** Roof leaks. **(5)** Ceiling tiles needs to be replaced due to the roof leaking, **(6)** Parking area not adequate for the facility, upgrade needed.

Training: (1) Ensure that maintenance personnel have the proper training to accomplish their duties and responsibilities.

Overall the facility is in Fair condition and is being maintained, other than these few concerns above that must be addressed within 30 working days of this letter. The facility needs up-grades to be in an overall state of good repair (SGR).

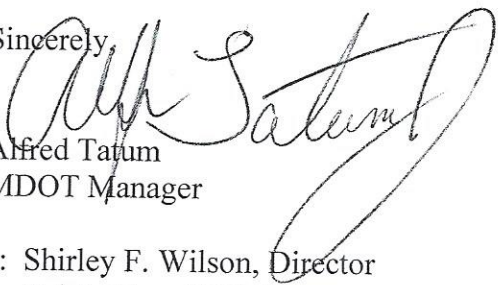
Dr. Mary Sims-Johnson

November 5, 2021

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Should you have any questions or require further assistance, please contact me at (601) 359-7800 or atum@mdot.ms.gov.

Sincerely,


Alfred Tatum
MDOT Manager

c: Shirley F. Wilson, Director
Public Transit Division

Organization Facility / Type: Madison County Citizen Service Agency / Administrative & General Maintenance

Date of Review: 10/15/2021 **Reviewer:** A. TATUM **Location:** Canton, MS
 Facility Construction completion Date _____

Section 1 – Outside Building and Yards

1. **Cleanliness and trash**
Outside of the building is very neat and clean
2. **Fences, gates and parking areas**
Around the fence and parking area needs to be trimmed sprayed
3. **Pavement, condition type**
Pavement is broken up, large depressions holes are in the parking lot, buckled up pavement is also present, entire parking lot needs to be repaired.
4. **Landscaping**
Landscaping needs a little up keep
5. **Equipment and storage area** N/A
6. **Revenue equipment / # of vehicles**

No.	Type	Manufacturer	No.	Type	Manufacturer	No.	Type	Manufacturer
SEE INVENTORY								

7. **General appearance**
Good
8. **Equipment separation** Ready for Service Waiting Service Waiting Repair
9. **Facility General Condition** Poor Fair Good Above Average Excellent
10. **Parking Space Allocation** – designated areas for employees company vehicles shop veh.
11. **Parking Size Adequate** - designated areas for employees company vehicles shop vehicles NO
12. **Comments:** The agency facility parking lot needs to be repaired, and the administration office ceiling tiles needs to be replaced due to the roof leaking and rain water coming inside and damaging the tiles and the walls. Agency maintenance bay has been converted into a large storage area and needs to be cleaned and organized. Parking not adequate for agency.

Section 2 – Maintenance / Administrative Offices

1. **General Conditions**
Fair, but needs upgrading
2. **Housekeeping**
Clean
3. **Safety Issue**
Roof is leaking, fire extinguishers serviceability inspection out dated
4. **Activity areas (Work Bays), Break room**
Clean, Being used but needs upgrading.
5. **Library accessibility and content, Scope of technical material.**
Organized and easy to access
6. **Maintenance Employees# by Category: 3 Management 1 Spvr. Tech.**
7. **Records Availability:**

<input checked="" type="checkbox"/> Fleet Description	<input type="checkbox"/> ADA/Lift status
<input type="checkbox"/> Peak/Base Requirements	<input type="checkbox"/> Lift bus – runs missed
<input type="checkbox"/> Road Failures	<input checked="" type="checkbox"/> Mileage by vehicle
<input checked="" type="checkbox"/> Vehicle Status - completed	<input checked="" type="checkbox"/> Fuel consumption
<input type="checkbox"/> Vehicle Status – scheduled	<input checked="" type="checkbox"/> Oil consumption
<input type="checkbox"/> Vehicle Status – overdue	<input type="checkbox"/> Absentee Report
<input type="checkbox"/> Major unit repaired	<input type="checkbox"/> Manpower allocation by shift
<input type="checkbox"/> Accidents by vehicle no.	<input type="checkbox"/> Reports computerized
<input type="checkbox"/> General paint and body	<input type="checkbox"/> Reports adequate
8. Buses per technician N/A , maintenance employee N/A
9. Is statistical information available to management? yes no some
10. Is statistical information automatically calculated and reported on a regular basis?
 yes no some
11. Do reports show down time in the shop? yes no
12. How frequently are reports generated? daily weekly monthly quarterly annually
13. Does maintenance coordinate out of service vehicles with dispatch? yes no some

Section 6 – Facility Air Conditioning and Heating Systems

1. How many months is AC system operated annually? 6 to 8 months
2. Is the systems checked at the end of the seasons? yes no
3. How many months is Heating system operated annually? 4 to 5 months
4. Are the AC/Heating technicians licensed? yes no

5. **Comments:**
The facility heating system is maintained by the County.
Air conditioning and heating return vents needs cleaning