



Effingham County Board
101 N. 4th Street, Suite 301, Effingham, IL
217.342.4990

November 13, 2024 1:30 P.M.
Transportation Committee Meeting
MINUTES

Committee Members Present: Norbert Soltwedel, Mike Buzzard

Committee Member Absent: J. Deters

Other Board Members Present: J. Douthit

Others Present: Pete Niccum (CSS), Beth Beck-Marts (CEFS), Kelly Lockhart, Melissa Goode (CEFS-Program Manager)

Minutes

- Minutes from October 9, 2024 were approved. M. Buzzard motioned/J. Douthit seconded. Unanimous. *Motion carried.*

Unfinished Business

- Effingham County Public Transportation (ECPT)
 - B. Beck-Marts reported out on staffing status with Melissa Goode promoted to Program Manager; 1 full-time driver resignation; 2 potential full-time new hire drivers; Need for a 3rd driver.
 - B. Beck-Marts shared CEFS has RLS audit completed except Title VI findings.
 - B. Beck-Marts reported township donations received in October were from Douglas, Liberty and Lucas Townships.
 - B. Beck-Marts stated annual NTD report was submitted with passing initial review.
 - B. Beck-Marts reported new billing agreements with Lutheran Child and Family Services, Statewide Pretrial Services and Douglas Township
 - October Service Report
 - B. Beck-Marts shared October service report of 3164 total passenger trips, 13 new riders, 58 unmet rides, and 403 non-ambulatory rides.
 - B. Beck-Marts shared October demand response trip purpose report of 456 medical, 2056 employment, 49 nutrition, 58 business, 50 shopping, 47 social/recreational, 61 other, and 10 educational purposes.
 - B. Beck-Marts shared the reduced Fair report of 454 seniors, 285 disabled residents, 26 veterans.
 - E-Trax Update –
 - No report on E-Trax units for October.
 - Rebuild Round 3 Grant (Maintenance Facility) – B. Beck-Marts shared K. Bushur is currently working on independent cost study for land survey.
 - Update on IDOT Monthly Monitoring Outcome Report Requirements – B. Beck-Marts confirmed CEFS requirements are almost completed. K. Lockhart shared some minor items to be completed. Discussion on financial and procurement policies.

New Business

- CEFS Service Agreement – Discussion on grantee’s responsibilities and compliance in agreement. B. Beck-Marts stated she provides required reporting from CEFS programming software to PCOM for review and submission to IDOT. N. Soltwedel inquired on grant monitoring output report. B. Beck-Marts stated she is working to obtain. N. Soltwedel inquired on ECPT budget breakdown and assurance PCOM is appropriately compensated for job duties and responsibilities. Discussion on budget expenses and grant/match funding. N. Soltwedel and K. Lockhart to meet with finance at CEFS to review budget.
- FY25 Meeting Schedule – J. Douthit moved to approve FY25 meeting schedule/ M. Buzzard seconded, Unanimous. *Motion carried.*

General Information/Public Comments

- CSS Vehicle Update – P. Niccum shared mileage update for buses with a total of 6592 miles in month of October. P. Niccum reported methods of transportation currently in place for CSS and the percentages in usage of each method.
- PCOM Update
 - Update on Excess Vehicle – K. Lockhart confirmed communication with Effingham Council on Aging for new draft letter to submit to IDOT. Discussion on length of time for resolution on any title work for vehicles through IDOT. J. Douthit stated it is a concern that needs to be taken to legislature.
 - ECPT – FTA Procurement Policy – With review of IDOT procurement policy, K. Lockhart recommended working with CEFS in development of policy due to extensiveness and inapplicable sections of IDOT policy. K. Lockhart recommended tabling until next month.
 - ECPT – Financial Policies & Procedures Manual - With review of IDOT policies and manual provided, K. Lockhart recommended working with CEFS in development of policy due to extensiveness and inapplicable sections of IDOT policy. K. Lockhart recommended tabling until next month.

Closed Session

Adjournment

- M. Buzzard motioned and J. Douthit seconded. Unanimous. *Motion carried.*

Respectfully submitted,
Angie Thompson, County Board Administrator