



TECHNICAL ADVISORY COMMITTEE MEETING

MEETING MINUTES
10 FEBRUARY 2015– 10:00 A.M.
MEETING # T0215

ATTENDANCE

- City of DeKalb (1 votes): **John Laskowski**;
- City of Sycamore (1 votes): **Adam Orton**;
- Town of Cortland (1 vote): **Noah Carmichael**
- DeKalb County (1 vote): **Nathan Schwartz**, Paul Miller;
- IDOT District 3 (1 vote): not present
- NIU (1 vote): **Ken Pugh**, Jennifer Groce;
- VAC (1 vote): **Tom Zucker**
- Kishwaukee College (1 vote): not present
- DSATS Staff: Brian Dickson
- Taylor Municipal Airport (non-voting): not present
- FHWA (non-voting): John Donovan;
- NIU SA (non-voting): not present
- IDOT Planning & Programming (non-voting): Tom Kelso
- IDOT Local Roads (non-voting): Deb Baxter
- Others Present: Ron Shimzu (Parsons Brinkerhoff), Seville Spearman (NIU), Craig Smith (DeKalb Township)

(**BOLD** indicates main voting member. *Italics* indicates proxy voting member.)

CALL TO ORDER

Chair Schwartz called the meeting to order and established a quorum at 10:00 am.

Introduction of members present was made.

Motion #T0215-01: A motion was made by Paul Miller to approve the February 2015 meeting agenda. Seconded by Noah Carmichael and approved unanimously by voice vote.

BUSINESS

1. Approval of Previous Meeting Minutes

Mr. Schwartz requested that when the minutes are amended, those amendments should be noted in the minutes.

Mr. Zucker noted that VAC and the NIU Student Association were listed as non-voting members in the January minutes and requested those changes be made.

Motion #T0215-02: A motion was made by Mr. Zucker to approve the January 13, 2015 meeting minutes with requested revisions. Seconded by Mr. Pugh and approved unanimously by voice vote.

2. Public Comment

None -

3. FY16 Draft Budget

Mr. Dickson provided an overview of the staff proposed draft budget. He noted that this is a draft budget that will be sent to IDOT for inclusion in of the FY16 State budget. He noted that the final IDOT funding for FY16 has not yet been received and that this budget is based on the same funding as was received in FY15. He also noted that staff salaries are an estimate as the City Finance Department has not yet provided the final payroll numbers for FY16.

Motion #T0215-03: Mr. Laskowski motioned to recommend approval of the Draft FY16 Budget. Seconded by Mr. Miller and approved unanimously by voice vote.

4. Bus Shelters

Mr. Dickson provided everyone with a map and listing showing the locations of the proposed bus shelters. He requested that members review the map and listing and let staff know if there should be any additional locations added. Mr. Dickson also noted that with over 20 new locations proposed, other issues must be considered such as who shall maintain the shelters, who should carry insurance on the shelters, and what kinds of walkway improvements may be required to being the locations up to ADA standards.

Mr. Schwartz suggested that members should further review these locations and prioritize their installation based on needs. Mr. Miller asked why some of the proposed locations were removed from the map. Mr. Dickson noted that this was an error and the map would be revised to ensure all locations are labeled on the map.

Mr. Schwartz request we review certificates of insurance for IC & SC. Tom Kelso asked if the FTA requires insurance for bus shelters and asked if VAC funding for Huskie Bus Stops, Mr. Dickson responded no. Mr. Schwartz indicated that we could prioritize shelter locations based on demand. Jenifer Groce indicated that she felt Univeristy Village has unique needs and should be considered for a shelter. The ownership of the bus shelters was questioned by Mr. Schwartz, Ken Pugh indicated that there were two located on Annie Glidden and he was unsure of the ownership of them. Mr. Kelso asked if you could purchase insurance with operating grants. Yes you could in the same way with bus insurance.

5. Project Selection Committee Report

Mr. Schwartz provided an update on the Project Selection Committee. He noted that the committee still needs to prioritize the project selection criteria and is debating on whether project funds should be split between large and small projects.

6. LRTP Update

Mr. Shimzu provided members with an update on the LRTP. He noted that DSATS will be hosting a public outreach meeting on Wednesday, February 18, 2015 from 5-7 pm at the DeKalb City Council Chambers. He provided members with examples of the public comment sheets and the various poster boards which will be shown at the meeting. He noted that it is requested to have all the comments in by March 4.

Members asked what the time-line for the project was and Mr. Shimzu said they were aiming to have a draft report available in late April, with another public outreach meeting to receive comments on the draft plan being held some time in March with final approvals by the committees in June.

Mr. Shimzu noted that a static model is being developed and will be used to run a future No-Build transportation model for the region. Mr. Miller asked how they came up with the provided population projections. Mr. Shimzu said that their subcontractor, the Al Chalbi Group, developed the projections by taking historical data and plotting to s-curves for all the cities and townships within the planning region.

7. LRTP Long Term Projects

Mr. Dickson provided members with a listing of all the proposed projects out to 2040 along with a map of those projects. He requested members review the listings and get back to him with comments. Nathan Schwartz indicated that comments should be returned to Mr. Dickson by Monday February 16, 2015.

8. Whats New at IDOT

Mr. Kelso noted that IDOT has a new Transportation Secretary, Randy Blankenhorn, previously from CMAP. He noted that so far, the new Governor is receiving many high approval ratings for the actions he is taking with state government.

Mr. Donovan, from the Federal Highway Administration, noted that a new Super-Circular has been adopted to identify how cost allocation plans be developed and overseen by all federal government agencies. He noted the Circular was published by the Office of Management and Budget.

Mr. Donovan also noted that these new requirements also include a period of performance which states that projects under \$1 million must be completed within 5 years and projects over \$1 million must be completed within 7 years.

8. Staff and Project Updates

Mr. Laskowski announced that the newest staff member, Jessica Hyink, will be starting on Tuesday, February 17, 2015.

9. Additional Business

No additional business

ADJOURNMENT

Motion #T0215-04: A motion was made by Mr. Miller to adjourn at 11:16 a.m. Seconded by Mr. Carmichael and approved unanimously by voice vote.