



TECHNICAL ADVISORY COMMITTEE MEETING

MEETING MINUTES
10 MARCH 2015– 10:00 A.M.
MEETING # T0315

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**
- IDOT District 3 (1 vote): *Karen Pillion*
- NIU (1 vote): **Ken Pugh**
- VAC (1 vote): **Tom Zucker**
- Kishwaukee College (1 vote): not present
- DSATS Staff: Brian Dickson, Jessica Hyink
- Taylor Municipal Airport (non-voting): Tom Cleveland
- FHWA (non-voting): not present
- NIU SA (non-voting): not present
- IDOT Planning & Programming (non-voting): Tom Kelso
- IDOT Local Roads (non-voting): Deb Baxter
- Others Present: none

(**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 #T0315-01: A motion was made by Mr. Zucker to approve the March 2015 meeting agenda. Seconded by Mr. Orton and approved unanimously by voice vote.

Motion #T0315-02: A motion was made by Mr. Zucker to approve the February 10, 2015 meeting minutes with requested revisions. Seconded by Mr. Carmichael and approved unanimously by voice vote.

1. **Public Comment**

None -

2. Transit Projects

Mr. Dickson provided an overview of the staff proposed transit projects to be added to the Transportation Improvement Program (TIP) for the next five years. A listing with projected costs was provided to everyone. Transit projects included a transit facility, bus cameras, bus shelters, bus replacement, and DSATS vehicle replacement. Mr. Schwartz asked if there is a need for additional or backup vehicles. Mr. Zucker answered that additional vehicles are necessary to expand service, but service cannot expand until there is a facility large enough to house expansion, therefore the vehicles listed are only replacement vehicles as the current vehicles exceed their useful lives. Space is limited in current facilities. No backup buses are required at this time.

Mr. Dickson also provided an overview of general operating expenses for the next five years; he anticipates a 5% increase based on down state funds with a potential decrease from state funds. He noted the budget is just what is allocated to us now and is subject to change. After the budget goes through the Policy Committee, it will need to be submitted for public comment.

Motion #T0315-03: Mr. Laskowski motioned to recommend the TIP be brought before the Policy Committee with a recommendation for them to put the TIP out for public comment. Seconded by Mr. Pugh and approved unanimously by voice vote.

3. Bus Shelters

Mr. Dickson provided everyone with a map and listing showing the locations of the proposed bus shelters. 22 locations have been chosen, but Mr. Dickson is waiting to hear back from our representative at the Illinois Convenience & Safety Corp. (IC&SC) about their willingness to maintain the new shelters, if they are allowed to advertise inside the shelters.

Mr. Dickson asked if the committee recommended if we should install all shelters at once or if we should spread out installation over multiple years. Mr. Schwartz replied that this should depend upon maintenance; if we have someone to maintain all stations, then we should install at once; if not, then we should install as we have someone to maintain the shelters. Mr. Schwartz also said we should look into insurance costs to determine if this is something we need to acquire. Mr. Kelso asked if the bus shelters project requires a bid. Mr. Dickson said it does as the overall project is expected to be more than \$100,000 and therefore requires to be competitively bid and follow all the FTA regulations on procurements over \$100,000.

Mr. Dickson confirmed the committee does not need to take any action this meeting, as the next steps include conducting a site visit and looking into ADA issues. Mr. Schwartz asked if a midblock stop at the courthouse would require the addition of a crosswalk at both sides of ADA ramps. Mr. Dickson noted that if the bus stops in front of the building, then a crosswalk is not required; it is only required if the bus stops on the opposite side of the street from the main destination for which people are going too. Mr. Dickson noted, as an example, that currently the bus stop for Davita Dialysis on Gateway Drive stops across the street from the Center. There should be a crosswalk at the bus stop location to allow people to cross over to the Center driveway, otherwise, the bus routes should be revised to stop on the same side of the street as the Center. Mr. Schwartz asked if the grant would pay for crosswalks and ADA improvements. Mr. Dickson said the transit grants will pay for both bus shelters and ADA improvements, however, he would have to check to see if they would need to be written up as separate grant requests. He also noted that even though a separate funding grants may be required for crosswalk and ADA improvements, that the project could be written up as one bid.

Mr. Schwartz asked if visits could be completed right away. Mr. Laskowski said he, Mr. Dickson, and Ms. Hyink will check out the DeKalb sites and work with the respective agencies elsewhere.

Mr. Schwartz asked if the proposal included solar panels for heat. Mr. Zucker and Mr. Dickson agreed to check into it and also look into street lighting.

4. Project Selection Committee Report

Mr. Schwartz provided an update on the Project Selection Committee. He noted that the committee is close to wrapping up the project selection criteria, and they will have something for TAC to review next month.

5. LRTP Update

Mr. Dickson provided members with an update on the LRTP. He noted that LRTP public outreach meeting on Wednesday, February 18, 2015 was well attended. In particular there was lots of community interest in bike planning.

Mr. Dickson also noted that DSATS staff need an estimate on road maintenance costs, but the cost does not need to be specific to any particular location. Mr. Schwartz asked what is included in maintenance or if snow plowing is included in maintenance. Mr. Dickson said snow plowing is local, and he needs cost estimates for pothole maintenance, road striping, etc. Mr. Dickson also confirmed that the estimate is needed for just the DSATS area. The committee determined to have the estimate ready on Tuesday, March 24, 2015.

6. ComEd Grant

Ms. Hyink provided an overview of the requirements of the ComEd Green Region Program Grant and the recommended use of the grant by the Project Selection Committee. Grants will be for amounts up to \$10,000 and may be used to pay for up to 50% of eligible activities. The grantee must have a source of funds (or have submitted an application for funds) to match the ComEd Green Region Program grant, and those matching funds must be in cash, not in-kind services. An estimate total project cost is required as part of the application. Mr. Laskowski agreed to provide a cost estimate for a trail on Prairie Drive connecting the trail along Peace Road with the Peace Road Trail. Ms. Hyink agreed to complete the written portion of the application.

7. What's New with IDOT

Mr. Schwartz asked about the earmark on NIU. Ms. Baxter noted that IDOT is waiting to hear back but is moving ahead on the earmark. Mr. Schwartz asked if it would help if he reached out. Ms. Baxter confirmed it would, and Mr. Schwartz agreed to follow up.

Mr. Kelso noted that the last performance measurements meeting of the fiscal year will be held the morning of March 27, 2015 and that a procurement meeting will also be held that afternoon. He also noted that a cost accounting allocation training will be held April 1 – 2, 2015.

8. Staff and Project Updates

Ms. Hyink, the newest staff member, introduced herself to the committee.

Mr. Cleveland noted updates on airport projects, including a large drainage, ramp overlay, and smaller ramp.

Mr. Pugh asked about traffic counts in late April / early May. Mr. Dickson asked if Mr. Pugh was interested in normal road travel only. Mr. Pugh said he just wants an idea of usage and confirmed that normal road travel would probably be sufficient.

9. Additional Business

No additional business

ADJOURNMENT

Motion #T0315-04: A motion was made by Ms. Pillion to adjourn around 11:00 a.m. Seconded by Mr. Zucker and approved unanimously by voice vote.