



BYLAWS SUBCOMMITTEE MEETING

MEETING MINUTES
11 APRIL 2018 – 3:00 P.M.
MEETING #BSC0418

ATTENDANCE

- City of DeKalb (3 votes): *Tim Holdeman*
- City of Sycamore (2 votes): **Brian Gregory** (Chair)
- DeKalb County (1 vote): **Gary Hanson**
- NIU (1 vote): **Jennifer Groce**
- DSATS Staff: Brian Dickson
- Others Present:

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

CALL TO ORDER

Chair Gregory called the meeting to order and established a quorum at 2:03 p.m.

BUSINESS

1. Approval of Meeting Agenda

Motion #BSC0418-01 A motion to approve the April 11, 2018 meeting agenda was made by Mr. Hanson. Second by Ms. Groce and approved by voice vote.

2. Approval of Previous Meeting Minutes

Motion #BSC0418-02 A motion to approve the May 10, 2018 meeting minutes was made by Mr. Hanson. Second by Ms. Groce and approved by voice vote.

3. Public Comment

There were no comments.

4. Review of Proposed DSATS IGA Changes

Mr. Gregory said that since it has been a while since the last meeting, time should be taken to discuss next steps, rather than reviewing changes proposed to date.

There has been discussion between the member organizations to physically separate the DSATS and Transit functions. A proposal has been made for the County to take over the duties of managing DSATS and the City of DeKalb would focus on managing public transit.

Mr. Holdeman said that the current City staff does not have resources to manage both DSATS and Transit and is willing to look into separating the two.

Ms. Groce noted that with the City taking over the management of the Huskie line services, the staff oversight of transit will increase significantly. Mr. Holdeman noted that the City transportation staff would oversee the daily operations of the public transit system.

Mr. Gregory said DSATS should be supportive of transit but not be involved in the oversight of transit purchases.

Mr. Gregory requested that Mr. Holdeman and Ms. Groce look at how to separate DSATS responsibilities of public transit oversight, and the City's responsibility of daily operations oversight. Ms. Groce inquired if the Transit personnel could oversight bike and pedestrian planning, as public transit and active transportation activities are often related.

On the DSATS side, Mr. Gregory said that the county has more engineering resources than the other member organizations have. Mr. Holdeman said there needs to be more than .15 FTE time dedicated to DSATS by the Director and members should consider increasing the reimbursement of time allocated for the Directors position.

Mr. Holdeman noted that Mr. Dickson will be the vital key and assisting in implementing the changes.

A discussion of transportation positions indicated the following staff:

DSATS: Director, Coordinator/Planner

Transit: Transit Manager, Transit Planner (who would allocate some of their time towards DSATS transit planning), Transit Grant Administrator, GIS specialist (split time between DSATS & Transit).

Mr. Holdeman said the Transit Division will be located within the City Public Works Department.

Mr. Holdeman said he looks at January 1, 2019 as the time when the changes to both DSATS and the City taking over the Huskie Line contract would be implemented.

Mr. Gregory inquired if the same voting structure on DSATS be maintained or if there should be a change to a 1-member organization, 1-vote system. A consensus was made to look into more of the issues of splitting up the DSATS and Transit duties and reconvene when more of a plan is developed.

5. Adjourn

Motion #BSC0418-03 A motion to adjourn at 2:54 p.m. was made by Mr. Hanson. Second by Ms. Groce and approved by voice vote.

Respectfully Submitted by: Brian Dickson
Date Approved: June 13, 2018