



## POLICY COMMITTEE MEETING

MEETING MINUTES  
14 MARCH 2018 – 3:00 P.M.  
MEETING #PC0318

### ATTENDANCE

- City of DeKalb (3 votes): **Jerry Smith**, **Bill Finucane**, *Tim Holdeman*
- City of Sycamore (2 votes): **Brian Gregory**, *Mark Bushnell*
- Town of Cortland (1 vote): not present
- DeKalb County (1 vote): *Gary Hanson*
- IDOT District 3 (1 vote): *Ryan Lindenmier*
- NIU (1 vote): *Jennifer Groce*
- DSATS Staff: Brian Dickson (teleconference), Bob Bourne
- FHWA (non-voting): not present
- NIU SA (non-voting): not present
- VAC (non-voting): not present
- IDOT Planning & Programming (non-voting): Douglas DeLille
- IDOT Local Roads (non-voting): not present
- Others Present: Marcus Cox

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

### CALL TO ORDER

Chair Hanson called the meeting to order and established a quorum at 3:00 p.m.

### BUSINESS

#### 1. Approval of Meeting Agenda

Mr. Holdeman requested Item 8, Draft DSATS SFY2019 Budget be pulled.

**Motion #P0318-01** A motion to approve the March 14, 2018 meeting agenda as amended to remove Item 8 was made by Mr. Finucane. Second by Ms. Groce and approved by voice vote.

#### 2. Approval of Previous Meeting Minutes

**Motion #P0318-02** A motion to approve the February 15, 2018 meeting minutes was made by Ms. Groce. Second by Mr. Holdeman and approved by voice vote.

#### 3. Public Comment

There were no comments.

#### **4. DSATS SFY18-22 Highway TIP Amendment 4 (Action)**

Mr. Dickson stated that IDOT has requested that a project to improve guardrails at several locations in DeKalb and Kendall Counties be added to the TIP, as some locations are within the DSATS region.

**Motion #P0318-03:** A motion was made to approve the SFY18-22 Highway TIP Amendment 4 by Ms. Gregory. Second by Mr. Finucane and approved by voice vote.

#### **5. DSATS SFY18-22 Highway TIP Revision 6 (Action)**

Mr. Dickson told members that DSATS TIP project 2017-H-245, the extension of the Great Western Trail from Brickville Road to Main St. in Sycamore was moved from Advanced Construction to Active status. Mr. Dickson said that changes in AC status are performed by staff and no further action is required.

#### **6. Discussion of Transit Subcommittee**

Mr. Holdeman said that the existing Transit Subcommittee (TS) and the Technical Advisory Committee (TAC) have been discussing the status of the Transit Subcommittee. Both committees have recommended that a new Transit Committee be created that answers directly to the PC. To ensure cross-communication between both committees, the TAC chair would serve on the TS and the Transit chair would serve on the TAC. VAC has been invited to serve on both committee's as their interest, as a human services non-profit organization, extend beyond just public transit. The membership of the NIU Student Association and Kishwaukee College would transfer to the Transit Committee as public transit is their primary interest.

As the TAC is directly identified in the Bylaws and the TS is not, as it is a subcommittee of the TAC, a change in the Bylaws would be required to create Transit as a full Committee. Mr. Schwartz noted the TAC recommended that an ad-hoc Transit Subcommittee be created that answers directly to the PC until such time the bylaws are updated to create Transit as a full committee. Ms. Groce listed the proposed membership as follows:

- City of DeKalb
- City of Sycamore
- DeKalb County
- Northern Illinois University
- Representative of the TAC Committee (TAC Chair)
- Voluntary Action Center (VAC)
- Northern Illinois University Student Association
- Kishwaukee College

Members present concurred the Transit Subcommittee should provide the recommendation on who should serve as the Transit Subcommittee Chair. Members then held a discussion on DSATS and Transit staffs and their duties.

**Motion #P0318-04:** A motion was made to create an ad-hoc Transit Subcommittee under the Policy Committee with membership as proposed by the staff memo provided at the meeting by Ms. Groce. Second by Mr. Finucane and approved by voice vote.

## **7. Bus Shelter Project Update**

The Plans and BID for the bus shelter project have been completed and have been given to the engineers for review. The release for bids should occur sometime in April. Mr. Dickson said Bids do not require approval by City Council, however, it is standard practice to bring before the PC for review and approval.

## **8. Staff and Project Updates**

Mr. Dickson said he has been attending several IDOT/FHWA sponsored trainings on how to implement a new Performance Management system which is now required for all states and MPO's to implement as part of new federal regulations.

Mr. Holdeman introduced Mr. Bourne, who has taken the position of Transit Consolidation Coordinator. He will be working with staff to develop a plan to coordinate NIU and VAC transit systems. Staff is currently working on developing an IGA with NIU for huskie transit development.

Mr. Holdeman has been working on the Annie Glidden North committee to look at improvements in the North Annie Glidden area of DeKalb.

The Barber Greene and Coltonville roadway projects have both come in under anticipated bid prices.

The tollway has announced a major reconstruction project on I-88 including interchange and bridge improvements on Peace Road, Annie Glidden Road, and 1<sup>st</sup> Street.

## **9. What's New with Our State and Federal Partners**

Mr. DeLille provided information on projects within the Planning Division of IDOT:

- State Rail Plan is on the IDOT website for review and comments;
- State Freight Plan is also available on the IDOT website and the State is accepting freight program funding applications through April 6, 2018. This is a statewide solicitation for projects with five years of freight program funds to be awarded;
- The state's newest Long-Range Transportation Plan will be on the website shortly;
- A SPR funding call for projects process is being developed and a request for applications could be released at any time.
- MPO's need to complete the GATA Uniform Budget Template, including indirect cost information, along with their respective Planning Work Programs. IDOT wants to have all the IGA/3-C Planning Agreements executed by mid-June.

## **10. Additional Business**

None

## **11. Recess for Executive Session (Action)**

**Motion #P0318-05** A motion to hold an Executive Session immediately following the PC meeting was made by Ms. Groce. Second by Mr. Gregory and approved by voice vote.

## **12. Adjourn**

**Motion #P0318-06** A motion to adjourn at 4:27 p.m. was made by Ms. Groce. Second by Mr. Gregory and approved by voice vote.

Respectfully Submitted by: Brian Dickson

Date Approved: April 11, 2018