



POLICY COMMITTEE MEETING

MEETING MINUTES
11 APRIL 2018 – 3:00 P.M.
MEETING #PC0418

ATTENDANCE

- City of DeKalb (3 votes): **Jerry Smith**, *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
- FHWA (non-voting): not present
- NIU SA (non-voting): not present
- VAC (non-voting): Paul LaLonde, Tracy Smith
- IDOT Planning & Programming (non-voting): Douglas DeLille
- IDOT Local Roads (non-voting): not present
- Others Present: Marcus Cox (Transdev), John Heckman (NIU)

(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

Motion #P0418-01 A motion to approve the April 11, 2018 meeting agenda was made by Mr. Gregory. Second by Mr. Smith and approved by voice vote.

2. Approval of Previous Meeting Minutes

Motion #P0418-02 A motion to approve the March 14, 2018 meeting minutes was made by Ms. Groce. Second by Mr. Gregory and approved by voice vote.

3. Submittal of Prior Quarter Invoices to IDOT and FTA

Mr. Dickson provided members with a copy of the DSATS expenditure invoices submitted to IDOT for reimbursement for the first quarter (July 1, 2017 to September 30, 2017) and second quarter (October 1, 2017 to December 31, 2017) for their information.

4. Public Comment

There were no comments.

5. DSATS SFY19 Draft Budget (Action)

Mr. Holdeman provided members with an overview of the proposed SFY19 DSATS and Transit budgets. Ms. Groce inquired how the income is determined in the budget. Mr. Holdeman said that IDOT provides staff with the grant amount to be provided for the next state fiscal year. Mr. DeLille said that FHWA and FTA provide an annual allocation of grant funds to support MPO planning services. The annual amount is determined by formula based on the federal allocation identified in the transportation bill. For MPO's in Illinois, the state provides a 20% local match grant.

Mr. Hanson asked if the MPO's follow the fiscal year. It was stated that all MPO's in Illinois receive their annual grant allocations based on the state fiscal year.

Ms. Groce said that she inquired of staff about how the legal fees were determined. DSATS is charged a monthly fixed fee for services provided by the City Attorney. DSATS also pays a portion of the annual City audit, as the grants require an annual audit be performed on all federal grants.

Mr. Gregory inquired if the budget can be amended. Mr. Dickson said that the DSATS budget can be amended at any time of the year. Any budget revisions must be submitted to IDOT for approval.

Motion #P0418-03: A motion was made to approve the SFY19 DSATS budget by Mr. Gregory. Second by Mr. Smith and approved by voice vote.

Motion #P0418-04: A motion was made to approve the SFY19 Transit budget by Mr. Smith. Second by Mr. Holdeman and approved by voice vote.

6. DSATS/IDOT Performance Management Agreement

Mr. Dickson said that as part of process of developing transportation performance measures as required by FAST act transportation bill, the state, MPO, and local transit provider are now required to enter into an IGA stating that the agencies will work together to develop and implement transportation performance measures.

Currently, there are no penalties for not achieving identified goals, however, the state, MPO's, and transit agencies must show they are working together towards achieving those goals. If this agreement is not signed by May 27, 2018, the federal government may withhold planning funds until the IGA is signed by all agencies.

Mr. Gregory asked if DSATS may develop their own performance measures in the future. Staff said that the MPO's can always decide to make their own goals in the future.

Motion #P0418-05: A motion was made to approve the DSATS Chair to sign the Performance Management Agreement by Mr. Gregory. Second by Ms. Groce and approved by voice vote.

7. Discussion on next steps for IGA & Bylaws Revision

Mr. Gregory said at the Bylaws Subcommittee meeting, members talked about separating transit and DSATS. Officials from the member organizations are discussing moving DSATS to

the County as the county has more engineering resources to rely on. Ms. Groce said members are looking to implement the transition of DSATS to the County by January 1, 2019. This will occur at the same time as the City is looking to take over hiring of a new transit service provider for NIU service. Mr. Gregory said more information on the changes will be upcoming.

8. Approval of Video Collection Units Bid (Action)

Mr. Dickson said that Miovision was the only firm to submit a bid to provide video collection units and data analysis services. Staff is seeking approval of the Miovision bid and recommendation the DeKalb City Council approval the contract with Miovision to purchase the video collection units.

Motion #P0418-06: A motion was made to approve the purchase of Video Collection Units and data analysis services from Miovision by Ms. Groce. Second by Mr. Lang and approved by voice vote.

9. DSATS SFY18-22 Highway TIP Revision 7

Mr. Dickson informed members the reconstruction of Annie Glidden / Fairview Drive intersection, the cleaning and painting of structural steel on IL 64 over the South Branch of the Kishwaukee River, 1.5 miles west of IL 23, and the Great Western Trail from Brickville Rd. to Main St. (IL-23) projects have been placed in Advanced Construction status.

10. Acceptance of Transit Subcommittee Chair and Date Change (Action)

Mr. Dickson said that at the last Transit Subcommittee meeting, members took action to dissolve the Transit Subcommittee under the Technical Advisory Committee (TAC) and reconvene as the Transit Subcommittee under the Policy Committee (PC). Members voted to make Mr. Nicklas the Chair of the Transit Subcommittee and to move the meeting date and time to the first Wednesday of each month at 10:00 am, prior to the TAC meeting. As the Transit Subcommittee is now a PC subcommittee, the PC must approve the changes.

Motion #P0418-07: A motion was made to approve the selection of Mr. Nicklas as Chair of the Transit Subcommittee and move the meeting date to the first Wednesday at 10:00 am by Mr. Smith. Second by Mr. Lang and approved by voice vote.

11. Bus Shelter Project Update

Mr. Holdeman said the firm has received comments on the Construction Bid document from Sycamore and is still awaiting comments from DeKalb County. The firm is still awaiting final easement signatures from a number of property owners. It was noted that Sycamore needs the construction to be completed before Halloween.

12. Bus Routes to DeKalb County Health Facility Campus

Mr. Holdeman said that VAC has been providing bus service to the County Health Facility. There has been some talk of bypassing the Health Facility in order to improve ridership time on the Green Line. The County Health facility has some concerns that people going to and from the facility need same day service. VAC and the City have been discussing the option of having bus service to the facility during peak hours, with paratransit service on off hours.

Ms. Rogers said there is also discussions with DeKalb County to provide more paratransit service to the facility for rural residents in DeKalb County. Ms. Rogers said VAC is in

discussions with the County Health Director to provide education about VAC services to the people who use VAC to get to the Health Department facility.

13. Staff and Project Updates

Mr. Holdeman informed members that Mr. Dickson will be taking an extended vacation for most of May and early June.

14. What's New with Our State and Federal Partners

Mr. Lyndenmier said there will be a meeting about starting construction on IL-23 next week. He said that Curran will be the contractor on this project.

Mr. DeLille said there will be grant funding becoming available for special research projects.

The comment period on the State Long Range Transportation Plan has started.

Freight program project grant applications will close on April 6.

15. Additional Business

Mr. Dickson announced to members that the City 5339 grant application for a new transit facility was not selected.

16. Adjourn

Motion #P0418-09 A motion to adjourn at 4:06 p.m. was made by Ms. Groce. Second by Mr. Gregory and approved by voice vote.

Respectfully Submitted by: Brian Dickson
Date Approved: May 9, 2018