



**TRANSIT SUBCOMMITTEE MEETING
WEDNESDAY, 6 MARCH 2019 – 10:00 A.M.
MEETING # **TRA0319****

ATTENDANCE

- Voting Membership:
 - City of DeKalb: **Brian Faivre**
 - City of Sycamore: **Adam Orton**
 - DeKalb County: **Kathy Ostdick**
 - NIU: **John Heckmann**
 - NIU Student Association: not present
 - Kishwaukee College: not present
 - VAC: **Ellen Rogers**
- Non-Voting Attendance:
 - Town of Cortland: Brandy Williams
 - TAC Committee Chair:
 - Transdev:
 - FHWA: not present
 - IDOT OIPI: not present
 - IDOT Planning & Programming: Doug DeLille
 - DSATS staff: Brian Dickson, Nathan Schwartz
 - Transit staff: Marcus Cox, Sabrina Kuykendall
 - Others Present: none.

(**BOLD** indicates voting member)

CALL TO ORDER

Chair Orton called the meeting to order and established a quorum at 10:00 a.m.

1. Introductions

Introduction of members present was made.

2. Approval of Agenda

Mr. Schwartz said upon review of the DSATS Bylaws, staff determined the chairs of subcommittees of the Policy Committee (PC) are appointed by the Chair of the PC.

Mr. Schwartz requested the agenda to be revised to change the Election of Vice-Chair from an action item to an informational item based on the Bylaws rules.

Motion #TRA0319-01: Motion to approve the March 6, 2019 meeting agenda with the amendment by Mr. Schwartz to make the Election of Vice-Chair to an informational item was made by Ms. Rogers; 2nd by Ms. Ostdick and approved by voice vote.

3. Approval of Minutes

Motion #TRA0319-02: Motion to approve the January 2, 2019 meeting minutes by Ms. Ostdick; 2nd by Mr. Faivre and approved by voice vote.

4. Public Comment

No public comments received.

5. Election of Vice-Chair

Mr. Schwartz said upon review of the DSATS Bylaws it was determined by staff that officers of subcommittees of the Policy Committee are appointed by the Chair of the PC, rather than elected by members. Mr. Hanson, Chair of the PC, informed staff that he has appointed Ms. Ostdick to be the Vice-Chair of the Transit Subcommittee and Mr. Orton as Chair of the Transit Subcommittee.

6. 3-Year Planning Budget

Mr. Cox provided members with an overview of a 3-year transit budget the transit staff has developed for public transit in the DeKalb region. As part of an intergovernmental agreement between the City of DeKalb and Northern Illinois University (NIU), the City has agreed to maintain a 3-year public transit budget, which is updated at least annually. Mr. Cox presented members with a spreadsheet transit staff developed to track income and expenses over the next three years. Staff has split out the budget between operational costs and capital costs.

Mr. Cox informed members transit staff is developing the State Fiscal Year 2020 (July 1, 2019 – June 30, 2020) Downstate Operating Assistance Program (DOAP) grant application. The application must be submitted to IDOT by April 1, 2019. This draft budget will be presented to members at the next Transit subcommittee meeting.

Mr. Cox also informed members that for the first time since he started as Transit Manager for the City, all state, federal, and local public transit funds are now available for use.

7. Architectural and Engineering Request for Proposals (RFP) Update

Mr. Cox said transit staff is working on completing an RFP for architectural and engineering services to develop a plan for a new transit facility in the DeKalb region. Four sites have been identified: The property between the DeKalb County Highway Department and Tails on Barber Greene Road, 2 properties on either side of the AMC Theater off of IL-23, on property owned by the City of DeKalb on Dresser Road near the DeKalb County Health Department Complex, and

the existing Huskie Line facility. Mr. Cox noted the site by the Health Department could potentially save 25-30,000 dead-head miles per year, compared to the other sites.

Mr. Cox said there is \$750,000 in state and federal grant funds to perform the facility architecture and engineering study.

8. Staff and Project Updates

Bus Shelters: Bus shelter materials have been received by the contractor and the shelters are currently being assembled. The shelters should be installed once the weather warms. Mr. Cox said the first two shelters to be installed would be at the County Courthouse and on 2nd Street in DeKalb.

Mr. Cox said he will provide members with an update on ridership numbers at the DSATS April 2019 Transit Subcommittee meeting.

Mr. Cox said public works staff is currently replacing a number of Green and Blue line bus stop signs to generic bus stop signs.

9. What's new with our State and Federal Partners

No federal or state partner updates.

10. Additional Business

Mr. Schwartz said the next Transit Subcommittee meeting would be April 3, 2019.

11. Adjourn

Motion #TRA0319-03: Motion to adjourn at 10:49 a.m. made by Ms. Ostdick; 2nd by Mr. Heckmann and approved by voice vote.

Submitted By: Brian Dickson

Note: These minutes are not official until approved by the Transit Subcommittee at a subsequent meeting. Once approved, the final minutes will be uploaded to the DSATS website.