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## **DSATS Transit Subcommittee**

**Wednesday, September 4, 2019**

**10:00 A.M.**

**DeKalb County Highway Department**

1826 Barber Greene Rd.

DeKalb, IL 60115

Conference Room # 815-756-6026

### **Agenda**

1. **Introductions**
2. **Administrative Agenda**
  - a. **Approval of Agenda (Action)**
  - b. **Approval of Minutes (Action)**
  - c. **Public Comment**
3. **Governance Agenda**
  - a. **None**
4. **Transit Agenda**
  - a. **Bus Shelter Signage Update**
  - b. **Town of Cortland Surveys Update**
  - c. **Architectural and Engineering RFQ Update**
  - d. **Daily Shuttle Service to Elburn Train Station Update**
  - e. **Public Transit Service to Park 88**
  - f. **Year-to-Date Transit Statistics**
5. **Closing Agenda**
  - a. **Staff and Project Updates**
  - b. **What's new with our State and Federal Partners**
  - c. **Additional Business**
  - d. **Adjourn**

If you have any questions regarding this notice, please contact:

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DSATS Director

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*Assistive and Language services will be provided upon request.  
Recording devices may be used during meeting for minute taking purposes*



**TRANSIT SUBCOMMITTEE MEETING**  
**SEPTEMBER 4, 2019 – 10:00 A.M.**  
**MEETING #TRA0919**

1. Introductions
2. Administrative Agenda
  - a. Approval of Agenda (Action): Approval of September 4, 2019 Transit Agenda.
  - b. Approval of Minutes (Action): Approval of the May 1, 2019 Transit meeting minutes.
  - c. Public Comments
3. Governance Agenda
4. Transit Agenda
  - a. Bus Shelter Signage Update: Transit staff will provide an update on the status of informational placard signage at bus shelters.
  - b. Town of Cortland Surveys Update: Transit staff will provide an update on the recently complete Town of Cortland surveys regarding the public transit needs of Cortland residents.
  - c. Architectural and Engineering RFQ Update: Transit staff will provide an update on the City's Request for Qualifications for Architectural, Engineering and Construction Management Services released in May.
  - d. Daily Shuttle Service to Elburn Train Station Update: Transit staff will provide an update on potential daily service to the Elburn Train station.
  - e. Public Transit Service to Park 88: Transit staff will provide an update on transit service to Park 88 and other areas of south DeKalb.
  - f. Year-to-Date Transit Statistics: Transit staff will provide an update on various transit statistics year-to-date including ridership and mileage.
5. Closing Agenda
  - a. Staff and Project Updates: Updates from staff and local member organizations on projects.

**DSATS Transit Subcommittee Meeting Agenda**

- b. What's New with Our State and Federal Partners: Updates from IDOT, FHWA, and FTA staff on activities occurring at the state and federal levels.
- c. Additional Business: Any additional business members may have for the group.
- d. Adjourn



**TRANSIT SUBCOMMITTEE MEETING**  
**WEDNESDAY, 1 MAY 2019 – 10:00 A.M.**  
**MEETING # TRA0519**

**ATTENDANCE**

- Voting Membership:
  - City of DeKalb: **Bryan Faivre**
  - City of Sycamore: **Adam Orton** (Chair)
  - DeKalb County: **Kathy Ostdick**
  - NIU: **John Heckmann**
  - NIU Student Association: not present
  - Kishwaukee College: not present
  - VAC: **Paul LaLonde**
- Non-Voting Attendance:
  - Town of Cortland: not present
  - TAC Committee Chair: not present
  - Transdev: not present
  - FHWA: not present
  - IDOT OIPI: not present
  - IDOT Planning & Programming: Doug DeLillie
  - DSATS staff: Brian Dickson
  - 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 10:01 a.m.

**1. Introductions**

Introduction of members present was made.

**2. Administrative Agenda**

**a. Approval of Agenda**

**Motion #TRA0519-01:** Motion to approve the May 1, 2019 meeting agenda made by Ms. Ostdick; 2<sup>nd</sup> by Mr. LaLonde and approved by voice vote.

**b. Approval of Minutes**

**Motion #TRA0519-02:** Motion to approve the March 6, 2019 meeting minutes by Ms. Ostdick; 2<sup>nd</sup> by Mr. Faivre and approved by voice vote.

**c. Public Comment**

None.

**3. *Transit Agenda*****a. Transit TIP SFY20-24**

Mr. Dickson said each year DSATS updates its Transportation Improvement Program (TIP). The TIP is a listing of all fiscally constrained, federally funded transportation projects in the DSATS region, over the next 5 years. Fiscally constrained means all federal funds and local matching funds have been secured. Mr. Dickson provided a brief overview of the Transit TIP listing of projects. Mr. Dickson requested members review the TIP and provide staff with any comments or changes by May 15, 2019.

Mr. Cox provided members with an overview of each project which is listed in the DSATS SFY20-24 Transit TIP Listing.

Mr. Cox identified the TIP listing currently allocates \$200,000 towards the purchase of new transit scheduling software. Mr. Cox noted that VAC staff has been working with RouteMatch staff to address issues with their transit scheduling software. VAC is no longer seeks to replace the RouteMatch software and the City of DeKalb transferred their RouteMatch license to VAC in 2018. City and transit staff are looking at ways to repurpose the FTA trip scheduling project grant funds for other projects.

**b. Bus Shelters**

Mr. Cox said all bus shelters have been installed except a shelter on Health Services Drive and one on Dresser Road at Wildflower Lane.

Mr. Cox said glass partitions are being installed in the shelters to protect riders against the weather. A concern is the glass is clear and may not be visible to riders. City staff is looking into options to make the glass partitions more visible.

The City is looking into options to maintain the bus shelters. The existing shelters are maintained by the Illinois Convenience & Safety Corporation (IC&SC) in exchange for putting advertising in the shelters. Mr. Cox has been in discussions with IC&SC to perform the maintenance on the newly installed shelters. For shelters located outside of the City of DeKalb boundaries, Mr. Cox is working with administration officials at the City of Sycamore and Sycamore Township to look at options to maintain shelters in their jurisdictions. Consensus amongst members was to move forward with looking at IC&SC to perform the maintenance on all the shelters.

Mr. Cox is also looking into providing route maps and schedules inside the shelters. Mr. Cox said he would provide members with a shelter information plan at the next meeting.

**c. Downstate Operating Assistance Program (DOAP) SFY20 Application**

Mr. Cox provided members with an overview of the SFY20 DOAP Application. He said staff has already submitted the City's application and they are on track to have the SFY20 DOAP contact approved by IDOT by July 2019.

**d. Town of Cortland Survey**

Mr. Cox said he met with the Mayor of Cortland last year and agreed to do a survey of Cortland residents to identify the need to bring bus service to Cortland. Mr. Cox informed members they are in the middle of surveying residents. Mr. Cox provided an initial overview of the survey results to date and will provide members with the complete results at the next meeting.

**e. On-Call Transit Consultant**

Mr. Cox said the City and Bob Bourne decided to end Mr. Bourne's employment with the City as of March 9, 2019. The City issued an RFP for transit consulting services for a 2-year period in lieu of a transit consultant being employed directly by the City. The RFP application period ended April 28 and 5 responses were received. Staff will be reviewing the proposals and selecting a consultant on May 7, 2019.

**f. Architectural and Engineering Request for Qualifications**

Staff has completed an RFQ to hire a firm to develop a preliminary site plan for a new transit facility. The RFQ is currently being reviewed by outside persons familiar with issuing RFQ's for transit facility site plans. The project is fully funded with Federal Transit Administration (FTA) grants and a DOAP Capital grant. The RFQ is anticipated to be issued soon.

**g. First Quarter Transit Statistics**

Mr. Cox provided members with ridership information for the first quarter of 2019. During this period, there were 327,593 transit trips provided over 284,568 revenue miles. More transit information is available by contacting City of DeKalb transit staff.

**4. Closing Agenda**

**a. Staff and Project Updates**

No updates.

**b. What's new with our State and Federal Partners**

No updates.

**c. Additional Business**

No additional business.

**d. Adjourn**

**Motion #TRA0519-03:** Motion to adjourn at 11:00 a.m. made by Mr. LaLonde; 2<sup>nd</sup> by Ms. Ostdick 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 website.

DRAFT