



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

ATTENDANCE

- Voting Membership (one vote per entity)
 - City of DeKalb: Bryan Faivre
 - City of Sycamore: Adam Orton (Chair)
 - DeKalb County: Katy Ostdick (Vice-chair)
 - NIU: John Heckmann
 - NIU Student Association: not present
 - Kishwaukee College: not present
 - VAC: Paul LaLonde
- Non-Voting Attendance
 - DSATS staff: Nathan Schwartz
 - Transit staff: Marcus Cox, Sabrina Kuykendall
 - Others Present: none

CALL TO ORDER

Chair Orton called the meeting to order and established a quorum at 10:03 AM.

1. Introductions

Introduction of members present was made.

2. Administrative Agenda

a. Approval of Agenda

Due to a question regarding the posting of the agenda on the website, no action is being taken at this meeting.

b. Approval of Minutes

Due to a question regarding the posting of the agenda on the website, no action is being taken at this meeting

c. Public Comments

None.

3. Governance Agenda

No business.

4. Transit Agenda

a. Bus Shelter Signage Update

Mr. Cox of the transit staff provided an update on the status of the bus shelters. He

noted trash cans were now installed at the shelters. For locations maintained by the Illinois Convenience & Safety Corporation (ICS&SC), garbage pick-up is provided by the City of DeKalb's garbage contract. For locations in the City of Sycamore and in areas overseen by DeKalb County, maintenance and garbage pick-up is performed by those entities. Mr. Cox also noted informational placard signage at shelters is being reviewed to provide maps and route information for users.

b. Town of Cortland Surveys Update

Mr. Cox of the transit staff provided an update on the recently complete Town of Cortland surveys regarding the public transit needs of Cortland residents. 98 responses to the 12 question survey were received. He covered the various questions which showed a high level of interest in bus service to the Town.

c. Architectural and Engineering RFQ Update

Mr. Cox of the transit staff provided an update on the City's Request for Qualifications for Architectural, Engineering and Construction Management Services released in May. He explained 14 firms submitted proposal and 4 were selected for interviews. Transit staff is currently in negotiations with the top selected firm. Phase I of the work includes site selection with a corresponding master plan, preparing NEPA documents, and budgetary cost estimates. The Phase I budget will be paid with 80% FTA Capital Funds and 20% DOAP Capital Funds as the local match. A question was asked regarding the selection process. Mr. Cox explained that Qualifications Based Selection (QBS) is used for selection professional services. During QBS, the most qualified firm is selected through a process and then the cost of the services is negotiated.

d. Daily Shuttle Service to Elburn Train Station Update

Mr. Cox of the transit staff provided an update on potential daily service to the Elburn Train station. He explained the Transit Development Plan in 2017 identified this as an important component. While daily service has previously been requested, currently only Friday and Sunday afternoon service is provided when NIU is in session. However, daily service is planned to start September 29th. This will include one trip each morning and afternoon. When NIU is in session, the previous Friday and Sunday afternoon schedules will still be provided. The service is anticipated to cost an additional \$120,000 per year. This change will be brought to the DeKalb City Council for consideration later this month.

e. Public Transit Service to Park 88

Mr. Cox of the transit staff provided an update on transit service to Park 88 and other areas of south DeKalb. He explained there is currently minimal access to fixed route public transit service for this area. Access to the Park 88 corridor is only available via VAC's Dial-a-Ride services. He noted many employees currently live outside the DeKalb area. Based on companies' schedules, proposed transit services would run from 4 AM – 8:50 AM and from 12:10 PM – midnight from Monday through Friday. The anticipated annual cost is an additional \$350,000 per year. Services would be provided year-round, not just when NIU is in session. Also, the proposed route would provide access to schools and daycare locations to accommodate workers with children.

f. Year-to-Date Transit Statistics

Mr. Cox of the transit staff provided an update on various transit statistics year-to-date including ridership and mileage. The 2019 transit ridership for the period of January through July is 589,547. This is on track for 1.2 million rides in 2019. Historically, monthly ridership when NIU starts in the fall are higher than other times of the year. The revenue hours for January through July came in at 55,381 hours. Monthly hours are higher when NIU is in session. Finally, revenue miles for the same time period was 628,215 miles. Again, monthly totals are higher when NIU is in session. A question was asked about comparisons made in the Transit Development Plan. Mr. Cox explained the best statistic to consider is passengers per hour. Industry-wide this is the standard to

compare. Other than the summer months, services meet the industry standard of 9 to 12 passengers per hour which is considered an efficient route. He also noted paratransit is inherently inefficient due to the nature of the process.

5. Closing Agenda

a. Staff and Project Updates

The new DSATS website is expected to go later this week. The new web address will be dsats.org. It will initially look identical to the existing webpages on dekalbcounty.org. Updates and changes will be made by DSATS staff in the future.

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

No comments.

c. Additional Business

None.

d. Adjourn

Due to a question regarding the posting of the agenda on the website, no action is being taken at this meeting. Meeting closed at 10:52 AM.

Submitted By: Nathan F. Schwartz, P.E., Director

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.