1. Introductions

2. Approval Of Agenda (Action)
   Approval of January 2, 2019, TS Agenda.
   
   Documents:
   
   Jan 2019 TS Meeting Agenda.pdf

3. Approval Of Minutes (Action)
   Approval of November 7, 2018, TS Minutes.
   
   Documents:
   
   November 7 2018 Transit Subcommittee Minutes (Draft).Pdf

4. Public Comments

5. Election Of Officers
   The DSATS Bylaws state that elections shall be held for the positions of Chair and Vice-Chair of each Committee at the first meeting of the new calendar year. The current Chair is Bill Nicklas, and the current Vice-Chair is Tim Holdeman. Members can choose to retain the current officers or select new officers.

   Action: Nomination of Officers.
   Action: Closing of Nominations.
   Action: Election of Officers.

6. Sources Of Transit Funding
   Staff will provide information on all sources of transit funding including Downstate Operating Assistance Program, Federal Transit Funding 5307 including Small Transit Intensive Cities, Local Match Sources, and Farebox Revenues. This will include an explanation of previous year funding totals and the increased utilization of state funds.

7. Full Consolidation Implementation
   This will include discussion of transit service routes and times that will be in effect as of January 2nd, 2019.

8. DSATS 2019 Calendar
   Staff will provide members with a calendar of 2019 meeting dates.
9. Staff And Project Updates
   Updates from staff, transit providers, and local member organizations on projects.

10. What’s New With Our State And Federal Partners
    Updates from IDOT, and FTA Staff on what is happening at the state and federal level.

11. Additional Business

12. Adjourn

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

   Brian Dickson          Marcus Cox
   Transportation Planner  Transit Manager
   815-748-2367           815-748-2370
   Brian.Dickson@cityofdekalb.com  Marcus.Cox@cityofdekalb.com

Assistive and Language Services provided upon request.
Recording devices may be used during meeting for minute taking purposes.
DSATS Transit Subcommittee
Wednesday, 2 January 2019
10:00 A.M.
DeKalb County Highway Department
1826 Barber Greene Rd.
DeKalb, IL 60115
Conference Room # 815
(815) 756-6026

Agenda

1. Introductions
2. Approval of Agenda (Action)
3. Approval of Minutes (Action)
4. Public Comment
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6. Sources of Transit Funding
7. Full Consolidation Implementation
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TRANSPORT SUBCOMMITTEE MEETING
7 NOVEMBER 2018 – 10:00 A.M.
MEETING MINUTES
MEETING # TS1118

ATTENDANCE

- City of DeKalb (1 vote): Tim Holdeman
- City of Sycamore (1 vote): Adam Orton
- DeKalb County (1 vote): Kathy Ostdick
- NIU (1 vote): John Heckmann
- NIU SA (1 vote): not present
- VAC (1 vote): Paul LaLonde
- Kishwaukee College (1 vote): Bill Nicklas (Chair)
- DSATS Staff: Brian Dickson
- Transit Staff: Marcus Cox, Sabrina Kuykendall Kvasnicka
- TAC Committee (non-voting): Nathan Schwartz
- Others Present: none

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

CALL TO ORDER

Mr. Holdeman called the meeting to order and established a quorum at 10:03 a.m.

1. Introductions

   Introductions were made.

2. Approval of Agenda

   Motion #TS1118-01: Mr. Cox requested that items 5 and 6 would be merged into one item
   Motion made by Mr. Orton and seconded by Mr. Heckmann to approve the agenda as
   amended. The motion passed unanimously.

3. Approval of Minutes

   Motion #TS1118-02: Motion made by Ms. Ostdick and seconded by Mr. Holdeman to approve
   the minutes from the October 3, 2018 Transit Subcommittee meeting. The motion passed
   unanimously.
4. **Public Comment**

There was no public comment.

5. **Transit 5-year Capital Plan & Transit Asset Management (TAM) Plan**

Mr. Cox provided a presentation to the members about the TAM Plan and Capital Improvement Plan. He explained that at this point, staff is looking at a mountain and this is a way to get to the top. The TAM Plan is required by the FTA and DeKalb is also a part of the IDOT TAM Plan.

Mr. Cox discussed the capacity of the current VAC fleet and that the fleet is in overall good repair. Quarterly Inspections are being performed to ensure the fleet maintains its current level.

Mr. Heckmann questioned what the use of vehicles being replaced, would they be used as spares. Mr. Holdeman stated that there can be a rotation. Mr. Cox presented how vehicles can be rotated in and out using a staggered approach.

Chair Nicklas asked what the annual funding is. Mr. Dickson said staff currently receives around $1M per year from the 5307 grants. However, with the addition of NIU, more funding is anticipated. Mr. Holdeman stated that 5307 can be used as either Operating Assistance or Capital or a combination of both. He requested that staff give an overview of STIC at the next meeting. Mr. Dickson provided an overview of STIC and how it relates to 5307. STIC is a set of criteria that increases the 5307-fund allocation.

Mr. Cox began a discussion on the Capital Needs Assessment Model. He stated how transit staff will be using this tool to create a needs assessment for the transit system. This plan also includes equipment. The next TAM Plan is due April 2019. The process planning begins with the TAM Plan, then the Capital Improvement Plan which then is used for the Prioritization Plan. Once the Prioritization Plan is completed, this cycle begins all over again.

The facility asset is currently included in the IDOT TAM Plan. Mr. Heckmann questioned if facility costs should be distributed between Urban and Rural. Mr. LaLonde provided that the current transit facility is managed by the County and VAC.

6. **Staff and Project Updates**

Mr. Cox provided a transit staff update:

**DeKalb County Health Department/ Dresser Court Apartments**

Transit Staff, along with Paul LaLonde from Voluntary Action Center (VAC), held a meeting with Cindy Graves from the DeKalb County Health Department and Quiana Jones from Dresser Court Apartments this past Thursday, November 1st regarding concerns and comments about bus service to the DCHD facility and the adjacent Dresser Court Apartment Complex. Frequency of service to the area was adjusted with the implementation of the Core Route Network on August 20th.
After further discussion with Ms. Graves, Ms. Jones and residents of Dresser Court Apartments, staff is reviewing additional options of service including a revised Route 25 that would resemble a deviated fixed route.

Mr. Holdeman added that the current system has Route 18 ending service at 1 pm with Route 25 beginning service after 1 pm. There was some confusion on this.

Mr. Cox provided the rest of his update:

**Park 88**

Staff have been in discussion with various Park 88 businesses including 3M, Nestle, Panduit, Target and West Rock to consider potential transit options available for commercial district. The first meeting with the business representatives occurred on September 12th. The second meeting will occur Tuesday, November 13th. A proposed route including time points and hours of service has been created. City of DeKalb Staff, and Ellen Rogers from VAC will be attending this meeting.

**Fixed Route Service Provider Contract**

The City of DeKalb issued a Request for Proposals for Fixed Route Transit Services on Tuesday, July 24th, 2018. All proposals were due by Friday, September 7th. We received one proposal from Transdev Services Inc., the transit company currently operates the Huskie Line for NIU. As of today, we have completed all necessary negotiation steps and will request approval from City Council at the Tuesday, November 13th meeting to move forward with Transdev as the City provider for Fixed Route Transit Services effective as of January 1, 2019.

**Preliminary Architectural and Engineering Study**

Transit staff continues to work on a Request for Proposals for an Architectural and Engineering study in preparation of construction of a transit facility. In 2013, the City allocated $600,000 towards an Architectural and Engineering Study from the Federal Transit Administration (FTA) Urban Area Formula Grant 5307. The 5307 grant requires 20% local match. Discussions with the Illinois Department of Transportation (IDOT) have confirmed that the 20% local match funds ($150,000) can be allocated from a 2013 Downstate Transit Improvement Fund (DTIF) Award with necessary documentation.

5307 Funds: $600,000
DTIF Award Local Match: $150,000
Total Funds Available for A & E Study: $750,000

**Visit to Chicago- Downstate Operating Assistance Program Application**

Staff will be visiting the Illinois Department of Transportation (IDOT) facility in Chicago on Thursday, November 8th to meet with IDOT representatives to discuss and finalize the FY19 Downstate Operating Assistance Program (DOAP) application. The meeting will provide clarification on portions of the application and contribute to the success of future DOAP applications.

Chair Nicklas commented that Park 88 has been a priority for DCEDC. Mr. Holdeman explained that a Park 88 challenge has been to get a financial commitment.
Mr. Heckmann asked if the Park 88 route would be fixed or paratransit. Mr. Cox explained that the route would be a fixed route and operated by VAC. Vac was chosen because a smaller vehicle is a better use for this route.

7. **What’s new with our State and Federal Partners**

None.

8. **Additional Business**

Mr. Heckmann wanted to say that he is very appreciative to all the work that has input. He is thrilled that the committee is at the point that they are.

9. **ADJOURNMENT**

*Motion #TS1118-03*: Motion made by Mr. Orton and seconded by Mr. LaLonde to adjourn. The motion passed unanimously. The November 7, 2018 meeting was adjourned at 10:58 am.

Submitted By: Sabrina Kuykendall Kvasnicka, Brian Dickson
Date Approved: [Publish Date]
The DeKalb Sycamore Area Transportation Study (DSATS) is the Metropolitan Planning Organization (MPO) tasked with administering federal and state funding for highway and public transit projects for the City of DeKalb, City of Sycamore, Town of Cortland, and portions of DeKalb County. DSATS is overseen by the Technical Advisory Committee (TAC), the Transit Subcommittee, and Policy Committee (PC). TAC and Transit are the main advisory bodies, and the PC takes final action on all MPO business.

DSATS has three subcommittees. The Active Transportation Subcommittee reviews non-motorized transportation. The Project Selection Committee reviews federally funded projects. The Bylaws Subcommittee revises DSATS bylaws and agreements.

If you plan to attend any of these meetings, please check the website at [www.DSATS.org](http://www.DSATS.org) to ensure the meeting has not been canceled or moved.

### Meeting Schedule

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**Meeting Location:**
DeKalb County
Highway Department
1826 Barber Greene Rd
DeKalb, IL 60115

**Please visit us online at:** [www.DSATS.org](http://www.DSATS.org)