1. Introductions

2. Approval Of Agenda (Action)
   Approval of March 14, 2018 PC Agenda.
   
   Documents:
   
   2018 MAR PC MEETING AGENDA.PDF

3. Approval Of Minutes (Action)
   Approval of February 15, 2018 PC Minutes.
   
   Documents:
   
   2018-02-15 PC MEETING MINUTES.PDF

4. Public Comment

5. DSATS SFY18-22 Highway TIP Amendment 4 (Action)
   Staff is seeking approval of the Highway TIP Amendment 4 for the addition of an IDOT project to replace guardrail ends at various locations throughout DeKalb and Kendall Counties. No comments were received during the public comment period.

   ACTION: Approve the DSATS SFY18-22 TIP Amendment 4.
   
   Documents:
   
   TIP FY 18-22 HWY (AMENDMENT 4).PDF

6. DSATS SFY18-22 Highway TIP Revision 6
   IDOT has requested the Great Western Trail extension project from Brickville Road to Main St (IL-23) in Sycamore be moved to Current Status. On 2-16-2018 staff processed this request and placed the information on the DSATS TIP webpage. Advanced Construction requests are performed by staff and only brought to the DSATS Committees as an informational item. No further action is required.

   Advance Construction (AC) is a cash flow management tool that allows IDOT to begin projects with State funds and later convert these projects to Federal assistance. Advance Construction allows IDOT to request and receive approval to construct Federal-aid projects in advance of the apportionment of authorized Federal-aid funds.

   Documents:
   
   TIP FY 18-22 HWY (REVISION 6).PDF
7. Discussion Of Transit Subcommittee (Action)
   At the Transit Subcommittee meeting, members discussed the status of the Transit
   Subcommittee. Federal regulations require MPO's to address all forms of transportation
   on an equal basis (roadway transportation, public transportation, and non-motorized
   transportation). Subcommittee members came to a consensus that the Technical
   Advisory Committee focus on Federal Highway Administration (FHWA) focused
   transportation planning and funding. The Transit Subcommittee would become the Transit
   Committee and focus on public transit planning and oversight of federal transit grant
   funding. Both Committees would focus on their area of expertise independently,
   collaborate on transportation issues of shared interest, and both report directly to the
   Policy Committee.

   ACTION: Contingent upon wishes of PC membership, approve the Transit Subcommittee
   become a full Committee which answers directly to the Policy Committee.

8. Draft DSATS SFY2019 Budget (Action)
   Staff has recently received the budget allocations for State Fiscal Year 2019 and is
   preparing a draft budget that will be submitted to IDOT by April 1. This budget application
   must be submitted in order for the State to process our MPO and Transit grant contracts
   for State Fiscal Year 2019. This is a budget identifying line-item totals as required by the
   grant application. Staff will provide an in-depth breakdown of each line item at the next
   DSATS meeting.

   ACTION: Approval of Draft Grant Budgets to be submitted to IDOT.

9. Bus Shelter Project Update
   Staff will provide an update on the Bus Shelter Project.

10. Staff And Project Updates
    Updates from staff and local member organizations on projects.

11. What's New With Our State And Federal Partners
    Updates from IDOT, FHWA, and FTA Staffs on what is happening at the state and federal
    level.

12. Additional Business
    Any additional business members may have for the group.

13. Recess For Executive Session (Action)
    ACTION: Approval to Hold an Executive Session to Discuss Personnel as Provided for in
    5 ILCS 120/2(c)(1).

14. Adjourn

   If you have any questions regarding this notice, please contact:
   Brian Dickson
   Transportation Planner
   815-748-2367
   Brian.Dickson@cityofdekalb.com

   Assistive and Language Services provided upon request
   Recording devices may be used during meeting for minute taking purposes.
DSATS Policy Committee  
Wednesday, 14 March 2018  
3:00 P.M.

DeKalb County Highway Department  
1826 Barber Greene Rd.  
DeKalb, IL 60115  
Conference Room # 815-756-6026

Agenda

1. Introductions
2. Approval of Agenda (Action)
3. Approval of Minutes (Action)
4. Public Comment
5. DSATS SFY18-22 Highway TIP Amendment 4 (Action)
6. DSATS SFY18-22 Highway TIP Revision 6
7. Discussion Of Transit Subcommittee (Action)
8. Draft DSATS SFY2019 Budget (Action)
9. Bus Shelter Project Update
10. Staff and Project Updates
11. What's new with our State and Federal Partners
12. Additional Business
13. Recess for Executive Session (Action)
14. Adjourn

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Brian Dickson  
Transportation Planner  
(815) 748-2367  
brian.dickson@cityofdekalb.com

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ATTENDANCE

- City of DeKalb (3 votes): Jerry Smith, Anne Marie Gaura, Tim Holdeman
- City of Sycamore (2 votes): Mark Bushnell, Maggie Peck
- Town of Cortland (1 vote): not present
- DeKalb County (1 vote): Gary Hanson, Nathan Schwartz
- IDOT District 3 (1 vote): not present
- 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
- IDOT Planning & Programming (non-voting): Douglas DeLille
- IDOT Local Roads (non-voting): not present
- Others Present:

  (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 #P0218-01 A motion to approve the February 15, 2018 meeting agenda was made by Mr. Bushnell. Second by Mr. Smith, and approved by voice vote.

2. Approval of Previous Meeting Minutes

   Motion #P0218-02 A motion to approve the January 10, 2018 meeting minutes was made by Ms. Gaura. Second by Ms. Groce, and approved by voice vote.

3. Public Comment

   There were no comments.

4. Approval of DSATS SFY18-22 Highway TIP Amendment 3 (Action)
Mr. Dickson said that IDOT has requested a project to paint and clean the IL-64 bridge over the South Branch of the Kishwaukee River be added to the TIP. Mr. Dickson said that the project has completed a public comment period and a public hearing was held at the February 7, 2018 TAC meeting with no comments.

Mr. Dickson said he had been questioned as to whether the approval of this project would impact future funding of other projects. He said that the Federal Highway Administration (FHWA) provides numerous grant programs allocated towards specific types of projects and organizations. There are funds for safety projects, bridge projects, rail projects, etc. The states are also provided direct funds for their projects. The only grant that DSATS oversees is the Surface Transportation Project – Urban (STU) grant program, which allocates funds directly to the DSATS region. Mr. Dickson said that this project is using federal funds allocated directly to the state and IDOT has the final approval on which projects those state funds will be used for. Mr. Dickson said the reason that DSATS must approve adding this to the DSATS TIP is that all projects which occur in the DSATS Planning Area and use any type of federal funds must be listed on the DSATS TIP.

Motion #P0218-03: A motion was made to approve the SFY18-22 Highway TIP Amendment 3 by Ms. Gaura. Second by Mr. Holdeman, and approved by voice vote.

5. Approval of Video Collection Units for Traffic Counts Bid (Action)

Mr. Dickson said the TAC Committee has recommended to stop contracting out the annual traffic counts program and instead purchase video counters and have the member organization staff perform the annual traffic counts in-house. Member organizations would also be able to use these counters for other studies.

Mr. Dickson said that at the previous PC meeting, members had requested that a policy be developed for the loaning of the various DSATS owned counting equipment to the member organizations and other governmental and non-profit entities. Mr. Dickson said that once the video counters are purchased and the data analysis costs are known, staff will develop a rate to charge for staff time and data analysis time.

Mr. Dickson said that staff is looking to expend around $30,000 on the initial cost of the counters, which is about the same as how much has been budgeted annually to hire a consultant to perform the traffic counts. Once the counters are purchased, there will only be the charges for the video data analysis annually, which should be significantly less in annual costs.

Motion #P0218-04 A motion to approve the issuance of the Video Collection Units for Traffic Counts Bid was made by Mr. Smith. Second by Ms. Groce, and approved by voice vote.

6. DSATS SFY18-22 Highway TIP Amendment 4

Mr. Dickson said IDOT District 3 informed him of a new project to be added to the TIP. The project includes replacement of guardrails at various locations throughout DeKalb and Kendall Counties. Mr. Dickson said all new projects added to the TIP must have a 14-day public comment period. Mr. Dickson noted the comment period for this project began and a public hearing will be held as part of the March 7, 2018 TAC meeting. Staff will bring the project back for approval at the March meeting.

Mr. Dickson noted that he will be in Springfield for training on the new Performance Measures regulations for Safety during the March Policy Committee meeting and will have to teleconference in to the meeting. As this project will be let in April it must be approved at the March 14, 2018 meeting.
7. DSATS SFY18-22 Highway TIP Revision 5

Mr. Dickson said IDOT has placed two projects in advanced construction status. The first project is the widening and resurfacing of Barber Greene Road from IL-23 to Peace Road. The second is the HMA overlay on North 1st Street, Coltonville Road, and Bethany Road.

Changes in advanced construction status are managed by staff and only brought before the TAC and PC as an informational items.

8. VAC Route Schedule Maps

Mr. Dickson presented new VAC Green Line, Blue Line, and Red Line schedules which were created by Mr. Segura, the DSATS GIS intern. Mr. Dickson requested members review the schedules and provide staff with comments as soon as possible.

9. Establishing a Personnel Committee

Mr. Holdeman said that at the private executive committee meeting held at the end of the January 10, 2018 PC meeting, there was a consensus to create a DSATS Personnel Subcommittee. Mr. Holdeman requested a discussion on the makeup of the subcommittee. Ms. Gaura suggested that each local member organization have one person representing the organization and each member organization decides who their representative would be. As the DSATS Director oversees staff, the Director could be the Chair of the committee.

Ms. Peck inquiry as to why this subcommittee needed to be formed. Mr. Holdeman said it would be to review the performance of DSATS staff. The committee would also look at the staffing needs for the MPO and the duties of each staff position. Ms. Peck inquired how many staff is there now. Mr. Holdeman said currently there is 1 full time staff person, and Mr. Holdeman allocates 15% of his time as the Director. Mr. Dickson said there is also another DSATS staff planner position, and a GIS intern position, which are currently unfilled. Ms. Peck inquired if the performance of the DSATS Director would also be reviewed. Mr. Holdeman said the review of the Director had not been contemplated but it is an option the subcommittee can consider. Ms. Gaura said another option would be to keep it at the Policy Committee level and hold executive committee discussions about personnel issues.

The committee came to a consensus to hold an Executive Meeting at the end of the March meeting to discuss further.

Motion #P0218-05 A motion was made to hold an Executive Committee meeting at the March 14, 2018 PC meeting by Mr. Bushnell to further discuss the creation of a Personnel Subcommittee. Second by Ms. Groce, and approved by voice vote.

Mr. Holdeman said the City is very close to hiring a Transit Consolidation Coordinator. Mr. Dickson said that a recent meeting of all the Illinois MPO's that there is six MPO's currently looking for staff planners and none of them have been able to fill their positions. Mr. Dickson also said that when Ms. Hyink's position was originally advertised, the position did not exist. He said that the duties of the second planner position should be reviewed as the duties involved in the position while Ms. Hyink was here, evolved from what was identified in the position description.
10. Bus Shelter Update

Mr. Holdeman said the engineers will have a draft RFP available for review in March. There are still some remaining issues with the exact location at the Hospital. The shelter at Target is still being reviewed by their legal staff. Mr. Dickson said that the FTA has approved the bus shelter construction project grant so the construction project can move forward.

11. Staff And Project Updates

Mr. Dickson has been working on the DOAP and DSATS budgets. With the GATA process, the budget has become much more complex and the application has expanded significantly.

12. What’s New With Our State And Federal Partners

Mr. DeLille said Freight Plan is near completion. He said that sometime in February IDOT will begin accepting freight project applications.

Mr. DeLille said the state rail plan is also available for review on the IDOT website.

The IDOT website is being revised and will be published soon.

The review of the ITEP application reviews are due to IDOT staff tomorrow. Approval letters will be sent out in early April. Over $20 million was requested in ITEP project grant requests.

13. Additional Business

None

14. Adjourn

Motion #P0218-06 A motion to adjourn at 4:00 p.m. was made by Mr. Smith. Second by Mr. Bushnell, and approved by voice vote.

Respectfully Submitted by: Brian Dickson

Date Approved:
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<tr>
<th>Amendment #:</th>
<th>2018-H-04</th>
<th>DATE Modified on TIP: 3/13/2018</th>
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<tr>
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<td>IDOT - District 3</td>
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<th>2018-H-258</th>
<th>2018 Various Locations in DeKalb County</th>
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<td>TIP: State</td>
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Comments: This is an IDOT requested TIP Amendment to add a project to the TIP

Amendment Type: Amendment

Amendment Type Justification: All projects added to the TIP must be processed as an Amendment along with a 14-day public comment period.

Summary for 'Sponsor Agency' = IDOT - District 3 (1 detail record)

Grand Total: Project Cost

| Sum: Total Project Cost | $200,000 |

Thursday, February 1, 2018
January 16, 2018

Mr. Brian Dickson
Transportation Planner
200 S Fourth Street – Room 108
DeKalb, IL 60115

Amendment to DSATS TIP
Add: Guardrail End Section Replacement

Dear Mr. Dickson:

Attached for revision to the DSATS FY 2018 TIP is the state’s proposal to add a safety project for replacing guardrail end sections at various locations in DeKalb and Kendall Counties. There are two proposed locations that are located within the DSATS MPA (see attached location map). This improvement is tentatively scheduled for the April 2018 letting.

Please include this addition in the upcoming DSATS Technical and Policy Committee meetings.

If you have any questions or require further information, please contact Mr. Ryan Lindenmier, Cost and Estimates Engineer, at (815) 434-8568.

Sincerely,

Kevin Marchek, P.E.
Region Two Engineer

By: Wayne Phillips, P.E.
Program Development Engineer
### AMENDED PROJECT TO FY 2018 TRANSPORTATION IMPROVEMENT PROGRAM
#### DEKALB-SYCAMORE URBANIZED AREA

<table>
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<tr>
<th>PROJECT LOCATION</th>
<th>SCOPE</th>
<th>PHASE</th>
<th>JOB#</th>
<th>FED PROJ#</th>
<th>PPS#</th>
<th>TOTAL COST</th>
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<td>Various locations in DeKalb and Kendall Counties</td>
<td>Guardrail End Section Replacement</td>
<td>Construction</td>
<td>C-93-003-18</td>
<td>J711(634)</td>
<td>3-47470-1807</td>
<td>$200,000</td>
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Project added to the DSATS FY 2018 TIP
### DeKalb-Sycamore Area Transportation Study - FY 18-22 TIP Revision

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<th>2018-R-06</th>
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<table>
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<tr>
<th>Year</th>
<th>Project Location / Description</th>
<th>TIP: Total Project Cost</th>
<th>TIP: Federal $</th>
<th>TIP: State $</th>
<th>TIP: MFT $</th>
<th>TIP: Local $</th>
<th>TIP: Other $</th>
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<tbody>
<tr>
<td>2017-H 245</td>
<td>2018 Great Western Trail in Sycamore / Brickville Rd - Main St (IL-23)</td>
<td>$791,000.00</td>
<td>$633,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$158,000.00</td>
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**Comments:**
This project has been moved from advanced construction to current status due to apportionment or state contract ceiling is sufficient to meet project specifications and the project is financially active.

**Amendment Type:** IDOT AC

**Amendment Type Justification:** Changes in AC status are processed by staff and do not require any further approvals.

---

**Grand Total: Project Cost**

Summary for 'Sponsor Agency' = Sycamore Park District (1 detail record)

<table>
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<tr>
<th>Sum: Total Project Cost</th>
<th>$791,000</th>
</tr>
</thead>
</table>

Friday, February 16, 2018
From: Kelso, Tom J <Tom.Kelso@illinois.gov>
Sent: Friday, February 16, 2018 7:16 AM
To: Dickson, Brian
Subject: AC Conversion Notification, MPO, DSATS, DISTRICT 3

Federal Project #: TE-HQUQ(450)
State Job #: P-93-042-17
TIP #: H-2017-245
TIP FY: NA
Location: BRICKVILLE RD TO MAIN ST; NORTH AVE TO MAPLEWOOD
Section #: 15-P4005-00-BT

This project has been moved from advanced construction to current status in accordance with the following criteria:

- Apportionment or state contract ceiling are sufficient to meet project specifications.
- The project is financially active.

The change in status, advanced construction to current, of this project must be reflected in your TIP. Please process an administrative modification to reflect this change in status. Failure to do so may jeopardize federal funding.

Click here to confirm.

Your confirmation to this email serves as official communication that your MPO has properly modified the TIP. If you need to submit additional documentation to the Office of Program and Planning, please send a separate email to Susan Stitt at the following address: Tom.Kelso@illinois.gov.

PLEASE DO NOT ATTACH ANY FILES TO THE EMAIL RESPONSE!

Processed by Staff 2/16/18 BMW