



**DSATS Policy Committee**

Wednesday, 11 April 2018  
3:00 P.M.

**DeKalb County Highway Department**

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

1. Introductions

2. Administrative Agenda

2.a. Approval Of Agenda (Action)

Approval of April 11, 2018 PC Agenda.

Documents:

[2018 APR PC MEETING AGENDA.PDF](#)

2.b. Approval Of Minutes (Action)

Approval of March 14, 2018 TAC Minutes.

Documents:

[2018-03-14 PC MEETING MINUTES.PDF](#)

2.c. Submittal Of Prior Quarter Invoices To IDOT And FTA

Documents:

[DSATS SFY2018 BUDGET VS ACTUAL \(JUL-DEC 2017\).PDF](#)  
[TRANSIT SFY2018 BUDGET VS ACTUAL \(JUL-DEC 2017\).PDF](#)

2.d. Public Comment

2.e. DSATS SFY19 Draft Budget (Action)

Staff must submit its annual budget to IDOT for approval of the State Fiscal Year 2019 DSATS program. Staff is seeking approval of the proposed DSATS budget, to be incorporated into the DSATS Unified Planning Work Program (UPWP), which includes the proposed budget and a textual overview of the DSATS program in State Fiscal Year (SFY) 2019. The final budget and UPWP must be approved at the May 2018 meeting. Staff is also providing the proposed Transit budget and SFY2019 Downstate Operating Assistance Program (DOAP) grant application. The DOAP application must be submitted by April 23, 2018, therefore the Transit budget must be approved at the April meeting.

**ACTION:** Approval of the DSATS SFY19 budget, contingent upon staff addressing any recommendation by PC members.

**ACTION:** Approval of the Transit SFY19 budget, contingent upon staff addressing any recommendation by PC members.

Documents:

[SFY2019 DSATS BUDGET OVERVIEW.PDF](#)  
[SFY2019 TRANSIT BUDGET OVERVIEW.PDF](#)  
[TRANSPORTATION STAFF JOB RESPONSIBILITIES.PDF](#)

2.f. DSATS/IDOT Performance Management Agreement (Action)

As part of the federal performance management initiatives by the US Department of Transportation, all states must enter into agreements with their respective MPO's by May 27, 2018. Staff has received the DSATS Agreement from IDOT, which must be approved by the Policy Committee. The City of DeKalb must also sign the agreement as fiscal agent for the public transit program for the DSATS region. Staff is seeking approval of the agreement by the PC or table the action to allow members more time to review the IGA and recommend approval at the May TAC meeting.

**ACTION:** Approve the DSATS PC of Performance Management Agreement with IDOT.

Documents:

[IDOT-DSATS-DEKALB PERFORMANCE MANAGEMENT IGA.PDF](#)

3. Governance – IGA And Bylaws Amendments

3.a. Discussion On Next Steps For IGA & Bylaws Revision

A request has been received to discuss the next steps in completing the revisions to the DSATS members IGA and Bylaws.

Documents:

[DSATS BYLAWS \(SUGGESTIONS AFTER 05-10-2017\) - CLEAN.PDF](#)  
[DSATS BYLAWS \(SUGGESTIONS AFTER 05-10-2017\) - MARKUP.PDF](#)  
[DSATS IGA \(LEGAL REVISIONS\) - CLEAN.PDF](#)  
[DSATS IGA \(LEGAL REVISIONS\) - MARKUP.PDF](#)

4. Roadway Action Items

4.a. Approval Of Video Collection Units Bid (Action)

One Bid proposal was received for the Video Collection Units. The Bid allows for quantities to be adjusted to meet budgetary needs. The TAC has recommended that the number of counters be reduced from 6 units to 5 units and the number of tripods from 6 units to 1 unit. Staff is requesting PC approval to move forward with purchasing the Video Counters as revised by the TAC and recommend the DeKalb City Council approve the purchase. Copies of the BID and the revised cost sheets will be available at the meeting. Please contact Mr. Dickson if you wish to receive a copy of the Bid proposal prior to the meeting.

**ACTION:** Recommend the DeKalb City Council approve the purchase of the identified video traffic counters and associated data processing services.

Documents:

[2018-04-05 - REVISED DSTATS PURCHASE - 5 SCOUT BUNDLES 1 TRIPOD \(PER TAC RECOMMENDATIONS\).PDF](#)

4.b. DSATS SFY18-22 Highway TIP Revision 7

The projects for the improvements to the intersection at Annie Glidden and West Fairview Drive and the Bridge cleaning project on IL-64 over the South Branch of the Kishwaukee River have been placed in Advanced Construction (AC) status. Staff has

taken action to change the status on the TIP and is informing members of the action taken. No additional actions are 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 \(REVISION 7\) - REVISED.PDF](#)

## 5. Transit Action Items

### 5.a. Acceptance Of Transit Subcommittee Chair And Date Change (Action)

At the March 2018 meeting of the PC, members approved the TAC recommendation to disband the Transit Subcommittee under TAC and reconvene under the PC. At the March 27, 2018 Transit Subcommittee meeting, members approved a recommendation to name Bill Nicklas as Chair of the Transit Subcommittee and move the date of the meeting to the 1st Wednesday of each month at 10 am, prior to TAC meeting. As changes to a subcommittee require approval of the oversight committee, staff is seeking approval by the PC to officially approve the chair of the transit subcommittee and date change.

**ACTION:** Approve the Transit Subcommittee's recommendation to name Bill Nicklas as Chair of the Transit Subcommittee and move the date of the meeting to the 1st Wednesday of each month at 10 am.

### 5.b. Bus Shelter Project Update

Staff will provide an update on the Bus Shelter Project.

### 5.c. Bus Routes To DeKalb County Health Facility Campus

Some changes as to how the DeKalb County Health Facility is served by public transit are under consideration. DeKalb County has requested that these changes be discussed by the Policy Committee.

## 6. Active Transportation Action Items

## 7. Closing Actions

### 7.a. Staff And Project Updates

Updates from staff and local member organizations on projects.

### 7.b. 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.

### 7.c. Additional Business

Any additional business members may have for the group.

### 7.d. Adjourn

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

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Transportation Planner

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[Brian.Dickson@cityofdekalb.com](mailto:Brian.Dickson@cityofdekalb.com)

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

