



## TECHNICAL ADVISORY COMMITTEE MEETING

MEETING MINUTES  
 13 JANUARY 2015– 10:00 A.M.  
 MEETING # T0115  
 REVISION #1

### ATTENDANCE

- City of DeKalb (1 votes): **John Laskowski**
- City of Sycamore (1 votes): **Adam Orton**
- Town of Cortland (1 vote): **Noah Carmichael**
- DeKalb County (1 vote): **Nathan Schwartz**
- IDOT District 3 (1 vote): *Karen Pillion*
- NIU (1 vote): **Ken Pugh**
- DSATS Staff: Brian Dickson
- FHWA (non-voting): John Donovan;
- NIU SA (1 vote): not present (changed from non-voting to 1 vote per Tom Zucker at 2/10/15 TAC meeting)
- VAC (1 vote): **Tom Zucker** (changed from non-voting to 1 vote per Tom Zucker at 2/10/15 TAC meeting)
- IDOT Planning & Programming (non-voting): **Tom Kelso**
- IDOT Local Roads (non-voting): Steve Sherry
- Others Present: Steven Spradling (GIS Intern, City of DeKalb); Tom Cleveland (Airport, City of DeKalb)

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

### CALL TO ORDER

Chair Schwartz called the meeting to order and established a quorum at 10:00 am.

Introduction of members present was made.

**Motion #T0115-01:** A motion was made by Tom Zucker to approve the January 2015 meeting agenda. Seconded by Ken Pugh and approved unanimously by voice vote.

### BUSINESS

#### 1. Approval of Previous Meeting Minutes

Mr. Dickson noted that Debra Baxter from IDOT Local Roads had called and requested that the December Minutes be changed to reflect the requested changes Ms. Pillion requested be made in the November minutes via email. Mr. Dickson said that he changed those minutes to reflect those changes.

**Motion #1214-02:** A motion was made by Mr. Zucker to approve the December 9, 2014 meeting minutes. Seconded by Mr. Orton and approved unanimously by voice vote.

## **2. Public Comment**

None -

## **3. Election of Officers**

**Motion #T0115-03:** Mr. Carmichael nominated Mr Schwartz as Chair and John Laskowski as Co-Chair and made a motion to retain them in their current positions. Seconded by Mr. Zucker and approved unanimously by voice vote.

## **4. Creation of a Project Selection Subcommittee**

Mr. Dickson made note of the need to rate projects slated to be paid by STU dollars and suggested a subcommittee be formed in order to make this happen. The subcommittee would be made up of members from DeKalb, Sycamore, Cortland and DeKalb County. Mr. Schwartz made a motion to create such a subcommittee. Seconded by Mr Laskowski and approved unanimously by voice vote.

## **5. LRTP Goals and Objectives- Performance Measures**

Mr. Dickson asked members to review the 2035 Long Range Transportation Plan and provide examples from other MPO's. He commented that he would rather create a stand alone action plan aside from the LRTP. Mr. Schwartz said it is his opinion that the plan we have is fine. Mr. Laskowski suggested taking an additional week for members to send thoughts and comments. Mr. Schwartz said that at some future date he would like to make some changes but not for the next year. Mr. Zucker agreed. Mr. Schwartz commented that the intention was to approve the LRTP at this meeting but agreed that it would be beneficial to get the consultants recommendations and give time for all to respond requesting mark ups be made and submitted by Tuesday, January 20<sup>th</sup>.

## **6. LRTP Other Items**

Mr. Dickson announced DSATS will hold a 2040 Long Range Transportation Plan Public Input meeting on February 18<sup>th</sup> in the City of DeKalb Council Chambers. Mr. Laskowski expressed that it would be desirable for other DSATS members to attend the meeting in order to answer questions. Mr. Dickson said he would like to take the proposed FY16 draft budget before City Council at the March 2<sup>nd</sup> meeting.

## **7. FY2016 Planning**

Mr. Dickson said he would be developing a cost allocation plan to split out costs of invoicing, printing, etc. in order to reimburse the City of DeKalb for costs. Discussion was made as to how detailed this needs to be. Mr. Dickson commented the FTA is extremely particular about how grant monies are spent. Mr. Kelso noted that up to 10% of a grant can be spent without a plan while staff salaries are a direct cost. Mr. Dickson said in order to charge any cost to the FTA he must be very specific and go more in depth with the allocation plan noting that when records are reviewed at the FTA Triennial Review, the reviewers will look in detail at how our funds are allocated and how they conform to our Cost Allocation Plan.

## **8. Staff and Project Updates**

Mr. Laskowski informed the committee that the Assistant Transportation position was offered to Jessica Hyink on December 2<sup>nd</sup> but said that a few issues were being worked through. He said that the GIS intern, Steven Spradling, has been busy working on the county roadway system, matching county and IDOT roadway maps including the DeKalb maps found in the kiosks. He will also be working on system wide transit maps for the Husky line and VAC. Mr. Dickson said that Steven attended NIU with his undergrad in geography and his masters in geography and GIS and is now working on his thesis. Steven will also be working on placement of counters for the bikepaths.

**9. Additional Business**

Mr. Schwartz said that on February 12<sup>th</sup> there would be a webinar on MS4s and that anyone can attend.

**ADJOURNMENT**

***Motion #T0115-04:*** A motion was made by Mr. Zucker to adjourn at 10:42 a.m. Seconded by Mr. Laskowski and approved unanimously by voice vote.