



## POLICY COMMITTEE MEETING

MEETING MINUTES  
15 FEBRUARY 2018 – 3:00 P.M.  
MEETING #PC0218

### 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 1<sup>st</sup> 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: March 14, 2018