



## POLICY COMMITTEE MEETING

MEETING MINUTES  
11 JULY 2018 – 3:00 P.M.  
MEETING #P0718

### ATTENDANCE

- City of DeKalb (3 votes): **Jerry Smith, Bill Finucane, Tim Holdeman**
- City of Sycamore (2 votes): **Curt Lang, Brian Gregory**
- Town of Cortland (1 vote): not present
- DeKalb County (1 vote): *Gary Hanson (PC Chair)*
- IDOT District 3 (1 vote): *Tom Magolan, Ryan Lindenmier*
- NIU (1 vote): not present
- 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: Marcus Cox and Sabrina Kuykendall

(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. INTRODUCTIONS

#### 2. ADMINISTRATIVE AGENDA

##### a) Approval of Meeting Agenda

**Motion #P0718-01** A motion to approve the July 11, 2018 meeting agenda was made by Mr. Gregory. Second by Mr. Hansen and approved by voice vote.

##### b) Approval of Previous Meeting Minutes

**Motion #P0718-02** A motion to approve the May 9, 2018 meeting minutes was made by Mr. Lang. Second by Mr. Holdeman and approved by voice vote.

##### c) Public Comment

There were no comments.

**d) Public Hearing on FY19-23 DSATS TIP Amendment 1:**

A public hearing on the DSATS FY19-23 DSATS Transportation Improvement Program was opened at 3:02 p.m.

No public comments were provided.

**3. GOVERNANCE- IGA AND BYLAWS AMENDMENTS**

A. UPDATE ON DSATS BYLAWS SUBCOMMITTEE ACTIVITIES

Mr. Gregory gave an update on the progress the Bylaws Subcommittee has made on amendments. Member organization lawyers will be reviewing the amendments and if no changes are identified, the Subcommittee will move forward on approval. Members discussed that if there were no changes, the amendments will be approved within a month. Members also noted that there was not many changes to be made.

**4. ROADWAY AGENDA**

A. Approval of DSATS SFY 19-23 TIP Amendment 1 (Action)

Mr. Dickson gave an overview of new State projects included in it's Five Year Plan. These new projects need to be added to the TIP. Mr. Lindenmier spoke about the resurfacing projects within DeKalb County. An additional resurfacing project for Route 64 was moved to 2023.

**Motion #P0718-03:** A motion was made by Mr. Gregory to approve the DSATS SFY19-23 TIP Amendment 1, seconded by Mr. Holdeman. Approved by voice.

B. DSATS FY 18-22 TIP REVISION 9

Mr. Dickson provided an update on the Barber Greene Road project. This project is now active and no longer needs advance construction. The Rich Road project is also now active and is no longer an advance construction. Staff processed these changes as administrative actions, therefore, no action is required.

**5. TRANSIT AGENDA**

**a) Recommend Approval of Fixed-Route Transit Provider RFP (Action):**

Mr. Dickson gave an overview of the Fixed-Route Transit Provider RFP for the Huskie Line Routes starting January 1 2019. This Fixed-Route RFP will be presented to DeKalb City Council at the July 23, 2018 council meeting, for approval to advertise the RFP. Presenting this RFP to the Policy Committee is a formality. Members are able to review and make recommendations regarding this RFP. Mr. Hansen questioned a route regarding the DeKalb County Health Department. My. Holdeman explained that the route to the DeKalb County Health Department will be running on an hourly basis in the mornings and in the afternoons, service will be an On-Demand basis and operated by VAC.

**Motion #P0718-04:** A motion was made to recommend approval of Fixed-Route Transit Provider by Mr. Holdeman. Second by Mr. Gregory and approved by voice vote. One abstained.

**b) Bus Shelter Bid:**

Mr. Holdeman gave an overview of the Bus Shelter Bid. He explained the City has looked at different sites for the proposed bus shelters, and changes are being contemplated. The final documents have been prepared. Currently the City's Procurement's Officer is gone, but staff intends to move forward as quickly as possible. City Council has to approve request for bids. Mr. Holdeman wants to ensure that the appropriate rules are being followed because of the grant funds being used for this specific project.

This project can be done in phases, pouring of the pads in phase one and then installation of the actual shelters in phase two. The shelters are very similar to the current bus shelters.

**Motion #P0718-05:** A motion was made to recommend the approval of the Bus Shelter Bid by Mr. Finucane. Seconded by Mr. Lang and approved by voice vote.

**6. ACTIVE TRANSPORTATION AGENDA**

No Active Transportation Agenda Items

**7. Closing Items**

**a) Staff and Project Updates**

Mr. Holdeman provided an update regarding the road work on the I-88 project. The project is on schedule to be completed by Corn Fest and NIU Move in Day.

Mr. Dickson introduced the new Transit Grants Administrator Sabrina Kuykendall. Mr. Dickson went on to explain the role of the Transit Grants Administrator.

Ms. Kuykendall introduced herself and gave an overview of her background.

**b) What's New with Our State and Federal Partners**

Mr. Lindenmier provided an update on roadway projects. The Route 23 project will transition to day time work to cut loop detectors in the pavement and adjust manholes. The final asphalt surfacing will be completed at night. There are hopes that the project will be complete at the end of August.

Mr. Lindenmier provided an update regarding local benefits programs.

- Local Benefit Programs: The Department distributed the second half of the local benefit supplemental programs (County Consolidated, Needy Township, and High Growth Cities). Good state letting results allowed the Department to make these programs whole for fiscal year 2019.
- Local Highway Safety Improvement Program (HSIP): IDOT issued a solicitation for local agency Highway Safety Improvement Program projects. Applications were due March 30th to the District BLRS Offices. 36 applications were received. The review process has started. Awards are expected to be announced by June 14th.
- FY 2018- 2022 Competitive Freight Funding Program: IDOT announced a new Competitive Freight Funding Program for state fiscal years FY 2018- FY 2022. The

total program is expected to be \$225M with \$43M to \$53M annually. Applications were due April 6th Awards are scheduled to be announced May 24th.

- GATA: Projects proposed for a local letting with either federal or state funds will need to use the new GATA agreement. Please see BLRS Circular Letter CL2017-19 for more information. BLRS staff are developing a one-page summary to summarize the GATA requirements for each of the programs BLRS is involved with.
- BLRS Forms: The Bureau of Local Roads has released a third batch of revised forms converted to Adobe PDF format. There will be at least two more batches of converted forms in the future. If agencies find any problems with the forms, contact Tim Peters (tim.peters@illinois.gov).

Mr. DeLille spoke about upcoming performance measures and management targets by the State. The State needs the MPO Policy Committees to formally adopt these new measurements and targets. Funding agreements have now been extended from 12 months to 18 months. It is still preferred to use funding within the 12 months but if funding is used within 18 months it is acceptable.

**c) Additional Business**

No additional business.

**d) Adjourn**

**Motion #P0718-06** A motion to adjourn at 3:37 p.m. was made by Mr. Finucane. Second by Mr. Smith and approved by voice vote.

Respectfully Submitted by: Sabrina Kuykendall  
Date Approved: September 12, 2018