



## POLICY COMMITTEE MEETING

**MEETING MINUTES**  
**9 JANUARY 2019 – 3:00 P.M.**  
**MEETING #PC0119**

### ATTENDANCE

- Voting Members:
  - City of DeKalb (3 votes): **Jerry Smith, Bill Nicklas, Bill Finucane (Vice Chair),** Tim Holdeman
  - City of Sycamore (2 votes): **Curt Lang, Brian Gregory**
  - Town of Cortland (1 vote): **Brandy Williams**
  - DeKalb County (1 vote): **Gary Hanson (Chair)**
  - IDOT District 3 (1 vote): **Tom Magolan,** Ryan Lindenmier
  - NIU (1 vote): **Jennifer Groce**
- Non-Voting Attendance:
  - DSATS Staff: Nathan Schwartz, Brian Dickson
  - FHWA: not present
  - FTA: not present
  - NIU Student Association: not present
  - VAC: not present
  - IDOT Planning & Programming: Doug DeLille
  - IDOT Local Roads: not present
  - Transit Staff: Marcus Cox, Sabrina Kuykendall Kvasnicka
  - Others Present: Steve Kapitan

(**BOLD** indicates voting member)

### CALL TO ORDER

Chair Hanson called the meeting to order and established a quorum at 3:00 p.m.

### BUSINESS

#### 1. Introductions

Mr. Hanson introduced Ms. Brandy Williams, who will now represent Cortland at DSATS meetings. Mr. Hanson requested Mr. Dickson take a roll call to determine if quorum was made. There were 8 out of 9 voting members present.

## 2. Administrative Agenda

### a. Approval of Agenda

**Motion #PC0119-01** A motion was made by Mr. Finucane to approve the January 9, 2019 meeting agenda. Second by Mr. Gregory and approved by voice vote.

### b. Approval of Minutes

**Motion #PC0119-02** A motion was made by Ms. Groce to approve the December 12, 2018 meeting minutes. Second by Mr. Nicklas and approved by voice vote.

### c. Public Comment

There was no public comment.

## 3. Governance- IGA and Bylaws Amendments

### a. Election of Officers

The DSATS Bylaws require the Election of Officers at the first meeting of each new calendar year for all DSATS Committee's. Each committee has a Chair and a Vice-Chair.

Mr. Hanson opened nominations for officers of the DSATS Policy Committee (PC).

Mr. Nicklas nominated Gary Hanson as Chair of the DSATS PC and Bill Finucane as Vice Chair.

**Motion #P0119-03** A motion to close nominations and approve Mr. Hanson as Chair and Mr. Finucane as Vice-Chair was made by Mr. Nicklas. Second by Mr. Smith and approved by voice.

### b. Appointment of DSATS Director

The DSATS Bylaws require that each time a new DSATS Director is named by the fiscal agency, the DSATS PC must approve the selected person by a  $\frac{3}{4}$  voting majority. Mr. Hanson said he has selected Nathan Schwartz to be the DSATS Director for DeKalb County.

**Motion #P0119-04** A motion to approve Nathan Schwartz as the DSATS Director was made by Mr. Finucane. Second by Mr. Gregory and approved by voice.

### c. Update on DSATS IGA and Policy Bylaws

At the November 14, 2018 DSATS PC meeting, members voted to approve an update to both the DSATS Bylaws and the DSATS Intergovernmental Agreement (IGA), which transfers the fiscal agent of DSATS from the City of DeKalb to DeKalb County. Mr. Schwartz informed members the updated DSATS IGA was approved by all DSATS member organizations in December. IDOT has requested a Change of Fiscal Agent form be signed by both the Mayor of DeKalb and the DeKalb County Board Chairman and forwarded to IDOT for final approval. The form has been signed by the Mayor and is awaiting signature by the Board Chairman.

There is agreement to reconvene the DSATS Bylaws Subcommittee to finish updating the Bylaws and IGA in-depth. The Bylaws Subcommittee will reconvene in a month or two.

#### 4. Roadway Agenda

##### a. MPO Safety Performance Measure

Mr. Schwartz said DSATS adopted the State 2018 Safety Performance Measure last year. The State Safety PM looks to reduce fatal and serious injury crashes by 2%. This goal must be renewed annually, and the state has proposed the same 2% reduction in 2019. Staff is recommending members adopt the State Safety PM for 2019.

**Motion #P1218-04** A motion was made by Ms. Groce to approve the adoption of the State Safety Performance Measure for 2019. A second was made by Mr. Smith and approved by voice vote.

#### 5. Transit Agenda

Mr. Lang arrived at the meeting at 3:12 PM.

##### a. Bus Shelter Update

Mr. Cox informed members all the bus shelter pads have been placed, except at the bus stops on Health Services Drive and Dresser Road. The bus shelters will be delivered to the contractor by the end of January. The contractor intends to have the shelters assembled by the end of February, and the bolting down of shelters and any additional concrete placing work will begin as the weather warms, likely in March or April.

#### 6. Active Transportation Agenda

Mr. Schwartz said the Active Transportation Subcommittee is completing work on the revised maps for the Plan. The goal is to complete the Plan by summer.

#### 7. Closing Agenda

##### a. Staff and Project Updates

Mr. Cox provided members with a summary sheet of the different kinds of funding available to fund public transit in the DSATS region. Mr. Cox also informed members the agreement between the City of DeKalb and Transdev to provide Huskie Line services began on January 2 (public transit did not operate on January 1). He showed members the Huskie Line ETA Spot app which shows real-time location of all Huskie Line buses.

Mr. Schwartz provided members with an overview of the goals and objectives for DSATS, now that it has moved to the County.

##### b. What's new with our State and Federal Partners

Both Mr. Magolan and Mr. DeLille said they have not received any information about the IDOT multi-year funding marks yet.

##### c. Additional Business

Mr. Smith said he frequently gets calls about bringing Metra to DeKalb at some point. It was suggested DSATS review Metra and bus transportation to other Metra locations at some point in the future.

d. Adjourn

**Motion #P1218-05** A motion was made by Mr. Gregory to adjourn at 3:48 p.m. Second by Mr. Nicklas and approved by voice vote.

Respectfully Submitted by: Brian Dickson

Approved: 3/13/2019