



DSATS Transit Subcommittee
Wednesday, 3 April 2019

Canceled

Next Scheduled Meeting:
May 1, 2019

A staff update and the March 2019 Transit Subcommittee Minutes are available in the Agenda packet.

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

Brian Dickson
DSATS Coordinator
(815) 756-6023
bdickson@dekalbcounty.org

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



DATE: 3/28/2019

TO: DSATS Transit Subcommittee

FROM: Marcus Cox, Transit Manager, City of DeKalb
Brian Dickson, DSATS Coordinator
Nathan Schwartz, DSATS Director

SUBJECT: DSATS Transit Subcommittee Staff Update

As there are no actionable items for April 2019, the DSATS April 3, 2019 Transit Subcommittee meeting has been canceled. A staff update is being provided for members.

On-Call Transit Consultant Request for Proposals

Throughout the previous twelve months, the City of DeKalb has employed a temporary Transit Consolidation Coordinator. This individual was responsible for helping lead the transit consolidation between the City and Northern Illinois University (NIU). Effective as of March 9th, 2019, the position of the Transit Consolidation Coordinator was terminated.

In order to assist with additional tasks, the City of DeKalb transit staff has released a Request for Proposals for an On-Call Transit Consultant. The selected consultant will collaborate with transit staff on a variety of tasks including capital project planning, survey work and analysis, grant application development, and strategic planning. The contract will extend through 2020. All costs associated with the on-call consultant will be covered by state and federal funding sources.

Architectural, Engineering, and Construction Management Services Request for Qualifications

Transit staff is close to completing the Request for Qualifications (RFQ) for Architectural, Engineering, and Construction Management Services for a new maintenance and operations transit facility. The entire transit facility project would be completed in four phases with the RFQ asking for qualifications from architectural firms in order to complete the first phase. Phase I includes site selection, site master plan, preparation of National Environmental Policy Act (NEPA) documents in accordance with Federal Transit Administration (FTA) regulations, and an initial cost estimate. Upon a satisfactory performance on Phase I by the chosen firm and the availability of funds, the City of DeKalb may execute the option to request a cost and scope for Phase II.

There are four sites currently available for consideration:

1. Dresser Rd. (City of DeKalb land)
2. Barber Green Rd. (DeKalb County land)
3. County Farm Rd. (DeKalb County land)
4. Greenwood Acres Dr. (DeKalb County land)

Evaluation of each site will be included in Part I to determine feasibility of each location.

Staff would like to discuss these sites with the group at the May Transit Subcommittee meeting.

Consolidated Transit Services Statistics as of February 28th, 2019

Per our discussion at the March Transit Subcommittee meeting, staff would like to provide an update on transit statistics throughout the first two months of the year.

Total Fixed Route Ridership: 208,441

- *January Fixed Route Ridership: 75,802*
- *February Fixed Route Ridership: 132,639*
- *Total Average Rides per Day: 3,722*

Total Paratransit Ridership: 8,873

- *January Paratransit Ridership: 4,038*
- *February Paratransit Ridership: 4,835*
- *Total Average Rides per Day: 158*



**TRANSIT SUBCOMMITTEE MEETING
WEDNESDAY, 6 MARCH 2019 – 10:00 A.M.
MEETING # **TRA0319****

ATTENDANCE

- Voting Membership:
 - City of DeKalb: **Brian Faivre**
 - City of Sycamore: **Adam Orton**
 - DeKalb County: **Kathy Ostdick**
 - NIU: **John Heckmann**
 - NIU Student Association: not present
 - Kishwaukee College: not present
 - VAC: **Ellen Rogers**
- Non-Voting Attendance:
 - Town of Cortland: Brandy Williams
 - TAC Committee Chair:
 - Transdev:
 - FHWA: not present
 - IDOT OIPI: not present
 - IDOT Planning & Programming: Doug DeLille
 - DSATS staff: Brian Dickson, Nathan Schwartz
 - Transit staff: Marcus Cox, Sabrina Kuykendall
 - Others Present: none.

(**BOLD** indicates voting member)

CALL TO ORDER

Chair Orton called the meeting to order and established a quorum at 10:00 a.m.

1. Introductions

Introduction of members present was made.

2. Approval of Agenda

Mr. Schwartz said upon review of the DSATS Bylaws, staff determined the chairs of subcommittees of the Policy Committee (PC) are appointed by the Chair of the PC.

Mr. Schwartz requested the agenda to be revised to change the Election of Vice-Chair from an action item to an informational item based on the Bylaws rules.

Motion #TRA0319-01: Motion to approve the March 6, 2019 meeting agenda with the amendment by Mr. Schwartz to make the Election of Vice-Chair to an informational item was made by Ms. Rogers; 2nd by Ms. Ostdick and approved by voice vote.

3. Approval of Minutes

Motion #TRA0319-02: Motion to approve the January 2, 2019 meeting minutes by Ms. Ostdick; 2nd by Mr. Faivre and approved by voice vote.

4. Public Comment

No public comments received.

5. Election of Vice-Chair

Mr. Schwartz said upon review of the DSATS Bylaws it was determined by staff that officers of subcommittees of the Policy Committee are appointed by the Chair of the PC, rather than elected by members. Mr. Hanson, Chair of the PC, informed staff that he has appointed Ms. Ostdick to be the Vice-Chair of the Transit Subcommittee and Mr. Orton as Chair of the Transit Subcommittee.

6. 3-Year Planning Budget

Mr. Cox provided members with an overview of a 3-year transit budget the transit staff has developed for public transit in the DeKalb region. As part of an intergovernmental agreement between the City of DeKalb and Northern Illinois University (NIU), the City has agreed to maintain a 3-year public transit budget, which is updated at least annually. Mr. Cox presented members with a spreadsheet transit staff developed to track income and expenses over the next three years. Staff has split out the budget between operational costs and capital costs.

Mr. Cox informed members transit staff is developing the State Fiscal Year 2020 (July 1, 2019 – June 30, 2020) Downstate Operating Assistance Program (DOAP) grant application. The application must be submitted to IDOT by April 1, 2019. This draft budget will be presented to members at the next Transit subcommittee meeting.

Mr. Cox also informed members that for the first time since he started as Transit Manager for the City, all state, federal, and local public transit funds are now available for use.

7. Architectural and Engineering Request for Proposals (RFP) Update

Mr. Cox said transit staff is working on completing an RFP for architectural and engineering services to develop a plan for a new transit facility in the DeKalb region. Four sites have been identified: The property between the DeKalb County Highway Department and Tails on Barber Greene Road, 2 properties on either side of the AMC Theater off of IL-23, on property owned by the City of DeKalb on Dresser Road near the DeKalb County Health Department Complex, and

the existing Huskie Line facility. Mr. Cox noted the site by the Health Department could potentially save 25-30,000 dead-head miles per year, compared to the other sites.

Mr. Cox said there is \$750,000 in state and federal grant funds to perform the facility architecture and engineering study.

8. Staff and Project Updates

Bus Shelters: Bus shelter materials have been received by the contractor and the shelters are currently being assembled. The shelters should be installed once the weather warms. Mr. Cox said the first two shelters to be installed would be at the County Courthouse and on 2nd Street in DeKalb.

Mr. Cox said he will provide members with an update on ridership numbers at the DSATS April 2019 Transit Subcommittee meeting.

Mr. Cox said public works staff is currently replacing a number of Green and Blue line bus stop signs to generic bus stop signs.

9. What's new with our State and Federal Partners

No federal or state partner updates.

10. Additional Business

Mr. Schwartz said the next Transit Subcommittee meeting would be April 3, 2019.

11. Adjourn

Motion #TRA0319-03: Motion to adjourn at 10:49 a.m. made by Ms. Ostdick; 2nd by Mr. Heckmann and approved by voice vote.

Submitted By: Brian Dickson

Note: These minutes are not official until approved by the Transit Subcommittee at a subsequent meeting. Once approved, the final minutes will be uploaded to the DSATS website.