



**TRANSIT SUBCOMMITTEE MEETING
WEDNESDAY, FEBRUARY 5, 2020 – 10:00 A.M.**

ATTENDANCE

- Voting Membership (one vote per entity)
 - City of DeKalb: Bryan Faivre
 - City of Sycamore: Mark Bushnell (Chair)
 - DeKalb County: Kathy Ostdick (Vice-chair)
 - NIU: John Heckmann
 - NIU Student Association: Kyle Jacobson, Renee Fuqua
 - VAC: Mike Neuenkirchen
 - Kishwaukee College: not present
- Non-Voting Attendance
 - TAC Chair: Mark Bushnell
 - Town of Cortland: not present
 - DSATS staff: Nathan Schwartz
 - Transit staff: Marcus Cox, Sabrina Kuykendall

CALL TO ORDER

Chair Bushnell called the meeting to order and established a quorum at 10:00 AM.

1. Introductions

Introduction of members present was made.

2. Administrative Agenda

a. Approval of Agenda

Motion to approve the February 5, 2020 meeting agenda made by Ms. Ostdick; seconded by Mr. Heckmann; approved by voice vote.

b. Approval of Minutes

Motion to approve the December 4, 2019 meeting minutes made by Mr. Heckmann; seconded by Ms. Ostdick; approved by voice vote.

c. Public Comments

None.

3. Governance Agenda

a. Election of Officers

Mr. Schwartz of DSATS staff stated election of officers for each calendar year is to be held during the first meeting of the year. Mr. Neuenkirchen motioned the Chair position be filled by Mr. Bushnell and the Vice-chair position be filled by Ms. Ostdick. Mr. Faivre seconded the motion and it was approved by voice vote.

4. Transit Agenda

a. TIP Amendment 1

Mr. Schwartz reported transit staff has proposed 6 changes to the Transit TIP. The changes were explained by Mr. Cox. A discussion followed including the length of time projects are on the TIP, nomenclature of project names, and publication of TIP changes. Mr. Schwartz informed the committee that staff is updating the TIP Modification Procedures to streamline the process and make it easier to understand by the public, member organizations, and staff. By consensus, the committee agreed these project changes should be forwarded to the Policy Committee for approval.

b. 2019: Year in Review

Mr. Cox of the transit staff provided an update a recap on the changes in operations, management, and services which occurred during 2019. Prior to January 1, 2019 the City's VAC service and NIU's Huskie Line services were independent of each other which meant there was little or no communication, coordination fares, or transfers between services. After that date, the City maintains both separate service provider contracts covering each service. This allows the City to maximize the available state and federal grant funding that previously went unused. One benefit of this is shown by the greatly extended bus service during NIU's breaks. In 2019, 8 new bus shelters were installed for a new total of 23. In 2020, the City will focus on signage at shelters such as route maps.

In May 2019, the City released a Request for Qualifications for a transit facility. The top proposal of 14 submittals was selected and the City is waiting for pre-bid and pre-award concurrence from IDOT. Related to the transit facility, the City has hired a specialist to help with federal grant applications such as BUILD, ANFRA, 5339b, and 5339c. In October 2019, daily shuttle service to Elburn was started which included stops in Cortland. In 2020, a second morning shuttle trip will be added on weekdays. Also in October 2019, transit service to Park 88 started via Route 19. In 2020, Route 19 will also stop at Schnucks and will consider stopping at the new Ferrara Candy Company on Gurler Road.

Overall 2019 ridership included 1,145,338 passengers, 97,630 revenue hours, and 1,137,263 revenue miles. In 2020, staff intends to continue the local partnerships, add bus shelter signage, increase service to Sycamore, add NIU late night ride service, work on a new transit facility, and continue data analysis.

5. Closing Agenda

a. Staff and Project Updates

No additional updates.

b. What's New with Our State and Federal Partners

No comments.

c. Additional Business

None.

d. Adjourn

A motion to adjourn was made by Ms. Ostdick; seconded by Mr. Neuekirchen; meeting adjourned at 10:59 AM.

Note: These minutes are not official until approved by the Transit Subcommittee at a subsequent meeting.