



**POLICY COMMITTEE MEETING
WEDNESDAY, MAY 13 – 3:00 P.M.
MEETING MINUTES**

ATTENDANCE

- Voting Membership:
 - Town of Cortland (1 vote): not present
 - City of DeKalb (3 votes): Bill Finucane (Vice-chair), Jerry Smith, Bill Nicklas
 - City of Sycamore (2 votes): Brian Gregory, Curt Lang
 - DeKalb County (1 vote): Gary Hanson (Chair)
 - NIU (1 vote): Not present
 - IDOT District 3 (1 vote): Not present
- Non-Voting Attendance:
 - FHWA: Betsy Tracy
 - IDOT Planning & Programming: Doug DeLille
 - IDOT Local Roads: not present
 - DSATS staff: Nathan Schwartz
 - DeKalb Transit staff: Marcus Cox

CALL TO ORDER

Chair Hanson called the meeting to order at 3:00 p.m.

1. Introductions

Mr. Schwartz established a quorum.

2. Administrative Agenda

a. Approval of Agenda

Motion to approve the May 13, 2020 meeting agenda was made by Mr. Gregory, seconded by Mr. Nicklas, and approved by voice vote.

b. Approval of Minutes

Motion to approve the February 19, 2020 meeting minutes was made by Mr. Nicklas, seconded by Mr. Smith, and approved by voice vote.

c. Public Comments

None.

3. Transit Agenda

a. No agenda items.

4. Roadway Agenda

a. DSATS Transportation Improvement Program (TIP)

Mr. Schwartz reported DSATS typically approves a new TIP document each year. Recently, TIP Modification 5 was processed by Administrative Action. This was the change of status for the Motel Road bridge project as it has been placed in Advanced Construction. Mr. Schwartz explained that IDOT up fronts the money for the project and no federal funds are expended until the State converts the project to a federal funding source. This is a cash flow technique that allows the State to accelerate the start of projects.

TIP Modification 6 is the addition of several projects to the TIP. These projects were created late last year, but staff was waiting for IDOT's Multi Year Plan (MYP) to be released. Because of the COVID-19 pandemic, motor fuel tax revenues are lower than expected. This has impacted the funding of projects and therefore impacted the MYP. DSATS is moving ahead to get the new projects on our TIP prior to the MYP being released. TIP Modification 6 is going through a public review period and will be brought back in June for approval. It was brought up the project limits include a typo but are listed correctly in the project description. Mr. Schwartz stated he'd get that corrected. TIP Modification 7 is the change of funding for the Electric Park Drive project. The project was on the April letting was advertised as a Small Business Initiative (SBI) contract. Because there were federal funds involved, SBI is not allowed so the project will be re-let in June using State funds only. The project is still intended to be completed this construction season. Modification 7 also includes a new crack sealing project on IL Route 23.

Finally, TIP Modification 8 was processed by Administrative Action. This was the change of status for the Electric Park Drive bridge project from Advanced Construction to Active.

b. 2021 Unified Planning Work Program (UPWP)

Mr. Schwartz explained the UPWP is similar to the DSATS budget. It explains where and on what projects the money is being spent. It provides information for the past fiscal year as well as the upcoming fiscal year. The UPWP includes a breakdown of the five program elements with five subsections for each element. While it is not as pretty as previous years, it is revised to be a little more readable than previous years. The UPWP is approved each year.

c. 2045 Metropolitan Transportation Plan (MTP)

Mr. Schwartz provided background information on the MTP. It was previously called the Long Range Transportation Plan (LRTP) and has been updated every 5 years. Traditionally, DSATS hired a consultant to create a new document from scratch. For the 2045 Plan, DSATS modified the previous LRTP from 5 years ago to include updated information. The intent is to provide an updated Plan within the 5-year deadline of the last Plan. Moving forward, DSATS would start working on a new MTP to be completed in 2-3 years using the new 2020 Census data. DSATS staff determined it would be better to be on an off-cycle and use new census data instead of creating a Plan using old data. After the next Plan is completed, a new Plan would be completed every 5 years from that date, alternating using the 5-year American Community Survey (ACS) update and the decennial census. The MTP is planned to be posted to the DSATS website Friday which would start the 45-day public comment period. The MTP will be brought before the TAC and approved at the Policy Committee meeting in June.

5. Governance Agenda

a. By-laws Subcommittee Update and approval of the By-laws (Action)

Mr. Gregory informed the committee that the Cooperative Agreement (IGA) was previously approved by the Policy Committee and has been fully executed by each member organization. The By-laws have been approved by the By-laws Subcommittee for approval and have been reviewed by the Policy Committee. He made a motion for their approval. The motion was seconded by Mr. Finucane. It was determined a $\frac{3}{4}$ -majority was not present at the meeting and the vote would have to be delayed. Mr. Gregory motioned to table the vote until the June meeting. The motion was seconded by Mr. Smith and the Committee approved the action of tabling the vote.

6. Closing Agenda

a. Staff and Project Updates

Mr. Cox updated the Committee on transit activities. Due to COVID-19, vehicles are cleaned 2-3 times daily. Additional buses are provided when necessary to allow social distancing of riders. Overall ridership is normally 4,500 – 5,000 riders per day but is down 90% on fixed routes and down 60-65% for VAC routes. Federal grant funds have been made available for the City to use in dealing with impacts caused by COVID-19.

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

Mr. DeLille reported the Statewide Planning & Research (SPR) grant is moving forward for award announcements to be made in June. The State is planning to make available Statewide Enhancement funding this year and an announcement may be released this summer. Ms. Tracy thanked the MPO for getting the Metropolitan Transportation Plan published and scheduled for a June approval as well as other updates completed by the MPO. She reminded the Committee that federal BUILD grants have an application deadline of May 18.

c. Additional Business

The Committee was reminded the June meeting will be held on the fourth Wednesday instead of the second Wednesday.

d. Adjourn

Motion to adjourn was made by Mr. Nicklas, seconded by Mr. Finucane, and approved by voice vote at 3:31 p.m.

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