



**TRANSIT SUBCOMMITTEE MEETING
WEDNESDAY, MAY 6, 2020 – 10:00 A.M.
MEETING MINUTES
HELD AS A VIRTUAL PUBLIC MEETING VIA ZOOM MEETINGS**

ATTENDANCE

- Voting Membership (one vote per entity)
 - City of DeKalb: Marcus Cox, Bryan Faivre
 - City of Sycamore: Mark Bushnell (Chair)
 - DeKalb County: Kathy Ostdick (Vice-chair)
 - NIU: John Heckmann
 - NIU Student Association: 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

Vice-chair Ostdick called the meeting to order and established a quorum at 10:01 AM.

1. Introductions

Mr. Schwartz of DSATS staff called the roll and established a quorum.

2. Administrative Agenda

a. Approval of Agenda

Motion to approve the May 6, 2020 meeting agenda made by Ms. Ostdick; seconded by Ms. Fuqua; approved by voice vote.

b. Approval of Minutes

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

c. Public Comments

None.

3. Governance Agenda

- a. No agenda items.

Transit Agenda

a. COVID-19 Update

Mr. Cox gave a presentation on transit service during the COVID-19 pandemic. He

reported the public transit system started operating on a reduced schedule for NIU's spring break and has continued that reduced service due to the COVID-19 pandemic. Both fixed route and paratransit services have experienced significantly decreased ridership which is typical of transit services across the state and nation. Procedures have been implemented including additional buses during peak hours to allow passengers to practice social distancing.

b. New Transit Facility Update

Mr. Cox provided an update regarding the Architectural, Engineering and Construction Management Services RFQ originally issued by the City of DeKalb in May 2019. The State has approved the \$150,000 of State funding to match the \$600,000 FTA Capital Grant. The \$750,000 will be used to begin Part One of the RFQ for various services which will include site selection and corresponding master plan, preparation of NEPA documents, and budgetary cost estimate. Transit staff is working with the preferred firm to negotiate a cost as part of the QBS process. Staff is also planning to submit applications for Rebuild Illinois funding to receive funding to continue with Part Two of the transit facility project.

c. Paratransit and Flex Route Services RFP

Mr. Cox of transit staff announced the release of an RFP for Urban Paratransit and Flex Route Services. In 2016 the City entered into an agreement with VAC for transit services. The one-year agreement and its three separate one-year extensions are expiring on September 30, 2020. Due to COVID-19, the release of the RFP has been delayed until May 27, 2020. Therefore, the City is working with VAC to try to extend the existing contract until December 31, 2020 with the new contract beginning January 1, 2021.

d. CARES Act Funding

Mr. Cox of transit staff announced CARES Act funding received from the Federal Transit Administration. The City has received \$3.57 million intended for urbanized and rural area transit grant recipients. The funding can be used 100% for COVID-19 related expenses and can be applied for operating or capital expenses with no local match required. Funding may be used for both VAC & Transdev Services Inc. Mr. Heckmann asked if the funding must be used for transit only and the answer was yes. He also asked for follow-up information regarding the cleaning & sanitizing of buses. Mr. Cox explained the process taken by Transdev and Mr. Neuenkirchen explained the process taken by VAC.

e. Transit TIP

Mr. Schwartz reported DSATS typically approves a new TIP document each year. Federal requirements allow a TIP to be updated every two years instead of yearly. For State Fiscal Year (SFY) 2021, the SFY 2020-2024 TIP will be used and new projects added just as they are during the year.

Mr. Schwartz also discussed the Unified Planning Work Program (UPWP). 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. The document was been revised to be a little more readable than previous years. The UPWP is approved each year.

f. 2020 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 committee and approved at the Policy Committee meeting in June.

4. 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

Mr. Neuenkirchen of VAC informed the Committee that the County is eligible for \$1.4 million of CARES funding for their rural transit services. VAC is working with DeKalb County on that application process.

d. Adjourn

A motion to adjourn was made by Mr. Bushnell; seconded by Mr. Neuekirchen; meeting adjourned at 10:41 AM.

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