



**TRANSIT SUBCOMMITTEE MEETING  
WEDNESDAY, JUNE 3, 2020 – 10:00 AM.  
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, Jimmy Holmes
  - 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 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 June 3, 2020 meeting agenda made by Ms. Ostdick; seconded by Mr. Neuenkirchen; approved by voice vote.

**b. Approval of Minutes**

Motion to approve the May 6, 2020 meeting minutes made by Ms. Ostdick; seconded by Mr. Neuenkirchen; approved by voice vote.

**c. Public Comments**

None.

**3. Governance Agenda**

a. No agenda items.

**4. Transit Agenda**

**a. Paratransit and Flex Route Services RFP**

Mr. Cox of transit staff gave an update on the Request for Proposals (RFP) for the

Paratransit and Flex Route Services. The City Council approved the release of the RFP on May 26. A pre-bid meeting will be held on June 12 prior to the proposal deadline of July 16.

Changes from the previous RFP include no local match assistance by the proposer, paratransit fees for the general public increasing from \$1 to \$5, and urban paratransit shall begin and end in the DeKalb Urbanized Area. Mr. Cox provided comparisons to other urban transit systems in Illinois. There were multiple questions on this topic.

Q) Is there a grace period for riders regarding the fee increase? A) This change will go through a public comment period in the next month or so. The increase won't occur until January 1, 2021.

Q) Are ridership numbers still down? A) Yes. Details will be covered in the next couple of agenda items.

Q) How will the fee increase be handled during the COVID-19 issue? A) The change won't happen until January 1, 2021.

Q) If an assistant rides with a paratransit rider, will the assistant be charged the fee increase? A) No, each paratransit rider is allow one attendant or assistant who rides for free.

**b. Rebuild Illinois Capital Grant Assistance Application**

Mr. Cox stated the City Council approved the submission for a Rebuild Illinois Capital Grant. The application was submitted to IDOT on May 28. Staff is requesting \$5 million to assist with ongoing development and future construction costs associated with the transit maintenance, operation, and transfer facility. Approximately \$1 million would be used for architectural and engineering costs while the remaining \$4 million would be used for construction.

**c. Transit System and Ridership Update**

Mr. Cox of transit staff discussed the ongoing COVID-19 impact and transit responses. Both VAC and Transdev continue to perform thorough cleanings of transit vehicles daily. As of June 1, Huskie Line went to its break service schedule. This means buses will arrive at stops every 30 minutes instead of every 60 minutes. This will help to spread out passengers for social distancing. Passengers and bus operators are required to wear masks. Also, the transit system will remain fare free through June. Mr. Neuenkirchen of VAC stated personal protective equipment was a challenge for transit operators in the beginning of the pandemic but sufficient quantities of equipment eventually arrived. For buses without a rear door for exiting, such as paratransit buses, there has been consideration of a barrier window between the driver and riders. Mr. Cox wrapped up the discussion with a comparison of January – May ridership. 2020 ridership is down approximately 35.7% compared to 2019 ridership. In general, January and February ridership increased but March – May decreased.

**d. 2021 Unified Planning Work Program (UPWP) (Action)**

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. It was asked if this document is online for review. Mr. Schwartz stated this document is on the DSATS website DSATS.org. It was also asked if all programs or studies are completed by the end of the fiscal year on June 30. Mr. Schwartz stated the MPO is allowed to finish studies and plans as a part of one fiscal year until December 30, which is a 6-month extension. A motion to forward the UPWP to the Policy Committee with a positive recommendation was made by Mr. Neuenkirchen and seconded by Ms. Osttick. The motion was approved by voice vote.

**e. 2020 Metropolitan Transportation Plan (MTP) (Action)**

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. 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 Plan is currently in a public comment period. To date, only one email with comments was received. It was by the IDOT MPO Manager. Mr. Schwartz summarized the comments to the committee. No changes will modify the scope or intent of the plan. A motion to forward the MTP to the Policy Committee with a positive recommendation was made by Ms. Ostdick and seconded by Mr. Faivre. The motion was approved by voice vote.

**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**

Mr. Bushnell mentioned there have been speeding complaints by passenger vehicles near Lucas and Maples Streets in Sycamore. He is notifying transit operators as a courtesy.

**d. Adjourn**

A motion to adjourn was made by Mr. Ostdick; seconded by Ms. Fuqua; meeting adjourned at 10:53 AM.

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