



**POLICY COMMITTEE MEETING  
WEDNESDAY, JUNE 24, 2020 – 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): Jennifer Groce
  - IDOT District 3 (1 vote): Ryan Lindenmier
- Non-Voting Attendance:
  - FHWA: John Donovan
  - 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 June 24, 2020 meeting agenda was made by Mr. Gregory and seconded by Mr. Nicklas. A roll call vote was taken and the motion was approved unanimously.

**b. Approval of Minutes**

Motion to approve the May 13, 2020 meeting minutes was made by Mr. Nicklas and seconded by Mr. Smith. A roll call vote was taken and the motion was approved unanimously.

**c. Public Comments**

None.

**3. Transit Agenda**

a. No agenda items.

#### 4. Roadway Agenda

##### a. SFY 2020-2024 Transportation Improvement Program (TIP) Modifications (Action)

Mr. Schwartz reported DSATS typically approves a new TIP document each year. This year, however, DSATS is extending the current TIP into a second year instead of creating a full new TIP document.

As presented last month, two TIP modifications have been submitted by member organizations and have completed a public hearing and public comment period. No comments were received for either Modification. TIP Modification 6 includes new projects submitted for inclusion in the State's Multi-Year Program. TIP Modification 7 includes the funding change of an IDOT project on Electric Park Drive and a new project on IL Route 23. The Technical Advisory Committee gave a positive recommendation to the Policy Committee for the approval of the Modifications. Staff recommends approval of TIP Modifications 6 and 7.

A motion to approve TIP Modifications 6 & 7 was made by Mr. Lang and seconded by Mr. Gregory. A roll call vote was taken and the motion was approved unanimously.

##### b. 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. As presented last month, 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. The UPWP presented in today's meeting packet has been updated. Last year, DeKalb County as the Lead Agency for DSATS applied the federal standard 10% De Minimis for Indirect Costs only to salaries and fringe benefits. For the FY2021 budget, it was recently determined the standard 10% De Minimis needs to apply to all eligible line items in the budget. The UPWP has been updated to reflect that requirement. The overall budget total has not changed. The Consultant / Professional Services line item has been decreased in the necessary amount to make up the required De Minimis. Both the Transit Subcommittee and the Technical Advisory Committee gave positive recommendations to the Policy Committee for the approval of the Modifications. Staff recommends approval of the 2021 Unified Planning Work Program.

A motion to approve the 2021 Unified Planning Work Program was made by Mr. Finucane and seconded by Mr. Lang. A roll call vote was taken and the motion was approved unanimously.

##### c. 2045 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. 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 completes the required 45-day public comment period today and the public hearing was completed on June 3. One set of comments were received from our MPO Manager. They included requests to clarify various items,

corrections on references to various tables, and the addition of location map showing the proposed major capital projects.

Both the Transit Subcommittee and the Technical Advisory Committee gave positive recommendations to the Policy Committee for the approval of the Metropolitan Transportation Plan. Staff recommends approval of the 2045 Metropolitan Transportation Plan.

A motion to approve the 2045 Metropolitan Transportation Plan was made by Ms. Groce and seconded by Mr. Gregory. A roll call vote was taken and the motion was approved unanimously.

**d. 2020 Metropolitan Transportation Planning Process Self-Certification (Action)**

Mr. Schwartz explained each year DSATS must approve a self-certification. This document certifies the conduct of the planning and programming process complies with the applicable federal codes and regulations.

A motion to approve the 2020 Metropolitan Transportation Planning Process Self-Certification was made by Mr. Lang and seconded by Mr. Nicklas. A roll call vote was taken and the motion was approved unanimously.

**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 Ms. Groce. A  $\frac{3}{4}$  approval is required for this item. A roll call vote was taken and the motion was approved unanimously. Mr. Schwartz said that although the By-laws and IGA are approved to last 20 years, it would be prudent to revisit them more frequently to verify if any updates are needed.

**6. Closing Agenda**

**a. Staff and Project Updates**

Mr. Schwartz recapped the efforts to approve all the items at today's meeting and summarized what the committee can expect in the coming months. Mr. Hanson asked for an update on filling the vacant staff position. Mr. Schwartz stated the other office staff in the building has been filled and additional efforts are being made to fill the DSATS staff vacancy.

Mr. Cox gave an update on transit. The City is working on an RFP for paratransit services and 4 providers attended a pre-bid meeting. Work continues to develop the scope and cost for the architectural and engineering services for a proposed transit facility. Preparations are being made for the return of students in the wake of COVID-19. Mr. Finucane asked about service reductions due to staffing. Mr. Cox informed the committee that Transdev each summer experiences a reduction in drivers as some of the drivers are students at the university. Transdev typically can fill the summer vacancies but additional concerns of COVID-19 have caused a driver shortage. Transdev is bringing drivers from other facilities across the country to get the service back full again by July 13.

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

Mr. Lindenmier informed the committee that Herbig Blacktop was awarded the contract for Electric Park Drive just this afternoon. Mr. DeLille mentioned applications for the Statewide Planning & Research (SPR) program should be awarded in July. Mr. Donovan congratulated the MPO on all the work to get everything approved today.

**c. Additional Business**

No additional business.

**d. Adjourn**

Motion to adjourn was made by Mr. Nicklas, seconded by Ms. Groce, and approved by voice vote at 3:25 p.m.

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