



**TRANSIT SUBCOMMITTEE MEETING
WEDNESDAY, OCTOBER 7, 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: not present
 - Kishwaukee College: not present
- Non-Voting Attendance
 - TAC Chair: Mark Bushnell
 - Town of Cortland: Brandy Williams
 - DSATS staff: Nathan Schwartz
 - Transit staff: Marcus Cox, Sabrina Kuykendall
 - VAC: Mike Neuenkirchen

CALL TO ORDER

Chair Bushnell called the meeting to order at 10:02 AM.

1. Introductions

Introductions were made and a quorum was established.

2. Administrative Agenda

a. Approval of Agenda

Motion to approve the October 7, 2020 meeting agenda made by Ms. Ostdick; seconded by Mr. Faivre; approved by voice vote.

b. Approval of Minutes

Motion to approve the June 3, 2020 meeting minutes made by Ms. Ostdick; seconded by Mr. Faivre; approved by voice vote.

c. Public Comments

None.

3. Governance Agenda

- a.** No agenda items.

4. Transit Agenda

a. Fall 2020 Reduced Service Schedule

Mr. Cox of transit staff gave an update on service schedules in the urban area. COVID-19 provided issues on multiple fronts. In addition to drivers nervous about being in a confined public space during the pandemic, the Secretary of State's office was closed for 3 months which delayed individuals getting permits and licenses to be able to drive buses. The Huskie Line started the fall semester with a reduced service. Transit staff worked with Transdev to best schedule buses for the students that remained on campus and not taking classes online. Daily ridership data is collected and reviewed with modifications made when necessary. Approximately 55% of full ridership is on the NIU campus routes with the remaining 45% of ridership on the City routes.

b. Request for Proposal for Paratransit and Deviated Flex Route Services

Mr. Cox stated the City Council received 3 proposals for the paratransit and deviated flex route services. Following FTA guidelines, an RFP evaluation team was created with 3 City staff members, 1 NIU representative, and 1 DSATS staff member. Five criteria were used to select two firms for interviews: firm qualifications, organization and staffing plan, operating methodology, professional references, and a price proposal. Transdev had the highest technical score and the lowest cost. City staff has been meeting with VAC staff and Transdev staff on a weekly basis to provide a smooth transition. Transit staff has fielded many calls from the public and let them know the overall scheduling process will be the same. The City-owned buses will still be the buses on the roads.

c. Coronavirus (COVID-19)

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. Physical transparent barriers will be present on all buses protecting drivers by the end of the week.

d. 2020 Public Transit Ridership

Mr. Cox of transit staff provided a thorough update on ridership via a series of charts and graphs. Ridership dropped very suddenly in April. Approximately 45% reduction on the fixed routes is better than the national average of a 60% reduction due to COVID-19. Chair Bushnell asked when NIU went back to in-person classes. Mr. Heckmann stated some classes went back in August while others remained virtual. Overall, the fall in-person attendance numbers will be suppressed compared to normal.

5. Closing Agenda

a. Staff and Project Updates

Mr. Schwartz reported a potential fulltime employee has been interviewed and negotiations have started for his hiring.

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

No comments.

c. Additional Business

No additional business.

d. Adjourn

A motion to adjourn was made by Mr. Ostidick; seconded by Mr. Faivre; meeting adjourned at 10:35 AM.

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