

McHenry County Transit Plan Implementation Task Force

Agenda

McHenry County Transit Plan
Implementation Task Force

DATE: November 27, 2013

TIME: 2:00 p.m. – 3:00 p.m.

LOCATION: McHenry County Division of Transportation
16111 Nelson Road, Woodstock, IL 60098

1. **Call to Order** – Scott Hennings (MCDOT)
2. **Public Participation/Open Comment Period**
3. **Transit Grant Program**
 - Veterans Assistance Commission – Mike Iwanicki
 - Senior Care Volunteer Network – Sarah Ponitz
4. **MCRide Update** – Scott Hennings
5. **2040 Long Range Transportation Plan Update** – Scott Hennings
 - Public input received at the six open houses
 - Next Steps
6. **Future Structure of the ITF Discussion** – Scott Hennings
 - Discussion of ITF Bylaws
7. **Funding Program Updates** – Jason Osborn
 - McHenry County JARC/NF project status
 - Senior Grant project status
8. **Other Business**
9. **Next ITF Meeting**
Next meeting: Wednesday, January 22, 2014, 2:00 p.m.
10. **Adjournment**

McHenry County Transit Plan Implementation Task Force

Minutes

McHenry County Transit Plan
Implementation Task Force

DATE: September 25, 2013
TIME: 2:00 – 3:00 p.m.
LOCATION: Crystal Lake City Hall
100 W. Woodstock Street, Crystal Lake, IL 60014

Attendees

McHenry County Staff: Scott Hennings, Jason Osborn
Senior Care Volunteer Network: Sarah Ponitz, Tom Aquilina
Pace: Dan Dembinski
Pioneer Center: Jeff Kurth
Metra: Rick Mack
Senior Services Associates: Bee Rettinger
Bureau of Blind Services: Susan Dalton
City of Crystal Lake: Brad Mitchell
City of Harvard: Dave Nelson
City of Woodstock: Paul Ruscko
City of McHenry: Douglas Martin
Woodstock Transportation Commission: Andrew Celentanu

The meeting started at 2:00 pm.

Scott Hennings from the MCDOT began the meeting by asking everyone to introduce themselves and the floor was opened for public comment. After no public comment Sarah Ponitz from Senior Care Volunteer Network gave an update to the group on the volunteer driver program. She mentioned that they recently had some staff changes at SCVN and that they were working to transfer their computer system to make the program more efficient.

Next Mr. Hennings gave the group an update on the MCRide program. Ridership on MCRide has remained constant overall, with a slight increase in the amount of intercommunity trips and a slight decrease in the number of the trips in-town. Mr. Hennings mentioned that MCDOT has received numerous calls from Spanish-speaking individuals trying to schedule a trip for MCRide. A discussion ensued regarding whether Pace is providing adequate translation services at the call center. Mr. Hennings then talked about how the MCDOT has received 26 letters for the ongoing 2040 Long Range Transportation Plan. He mentioned that if anyone from the ITF was so interested in writing a letter there is still time to do so.

McHenry County Transit Plan Implementation Task Force

Jason Osborn from the MCDOT then talked about how the Transportation Committee of the County Board has a desire to formalize the structure of the ITF. He explained that with the Volunteer Driver and Transit Enhancement Program and the Community Bicycle and Pedestrian Projects Program, which were adopted in the 2013 Highway Improvement Program, the Transportation Committee wants to ensure that the makeup of ITF is representative of the County at large and accountable to the TC. Mr. Hennings handed out draft by-laws for the restructured group and explained that they were modeled on the Stormwater Management Commission's Technical Advisory Committee (TAC). Mr. Osborn then asked the group what they thought about formalizing the ITF and each member gave their opinion. **The overall opinion of the group was unanimously in support of further formalization of the ITF** and some of the comments made are included below:

- It is important to continue the inter-agency cooperation that led to MCRide and the ITF should be a diverse group of transit professionals to achieve specified outcomes.
- The ITF should take on a more “regional” transit perspective.
- For those who work exclusively with seniors, additional transit investment is more important than bicycle infrastructure.
- ITF is a good place to ensure that we are maintaining and building upon the transit system in McHenry County.
- Transit and bicycle/pedestrian issues are linked (bikes on buses) so that is a good addition to the group's responsibilities.
- The ITF has been valuable in learning what transit services are available, the upcoming changes to the system, and networking with other transit professionals.
- Municipalities are receiving requests for bicycle infrastructure on a regular basis and it would be good to incorporate this mode with the ITF.
- Formalization of the ITF will allow the County to fund projects in rural areas that pose unique challenges.
- The explosive growth of the senior population is the most pressing issue for the ITF to consider. They should be proactive, not reactive, in meeting this need.
- While a formal structure is beneficial, we must ensure that the group is free flowing and responsive to changes in membership.
- Look at including large employers, hospitals, and others in the ITF.
- Formalization will allow for a united front in advocating for transit funding.

Mr. Osborn concluded the meeting by talking about the RTA's Human Services Transportation Plan and Federal operating assistance for MCRide. He also mentioned that the County Senior Services Grant Commission awarded MCRide funding for 2014.

The meeting was adjourned at 2:55 p.m.

The next meeting is scheduled for November 13th, 2013.

ITF Meeting- 11/27/13

MCDOT

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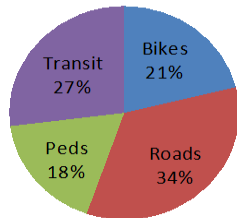
MCRide Update



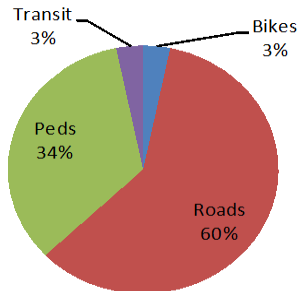
2040 Long Range Plan Update

Meeting Location	Attendees	Piggy Bank Exercise					Overall Results	
		Lake in the Hills/Woodstock	Harvard	Marengo	Crystal Lake	McHenry Township		
Crystal Lake	29							
Harvard	12							
Lake in the Hills	16							
Marengo	21							
McHenry Township	19							
Woodstock	22							
Total Attendees	119							
		Bikes	50	2	10	37	17	116
		Roads	81	37	24	41	39	222
		Peds	42	21	8	21	15	107
		Transit	64	2	6	31	29	132
		Total	237	62	48	130	100	577

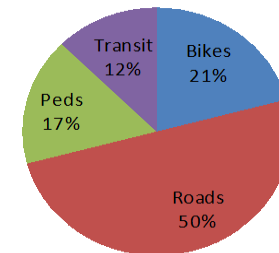
Lake in the Hills/Woodstock



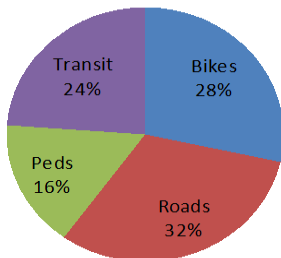
Harvard



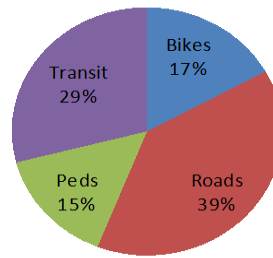
Marengo



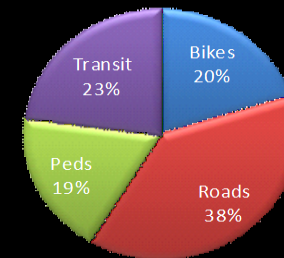
Crystal Lake



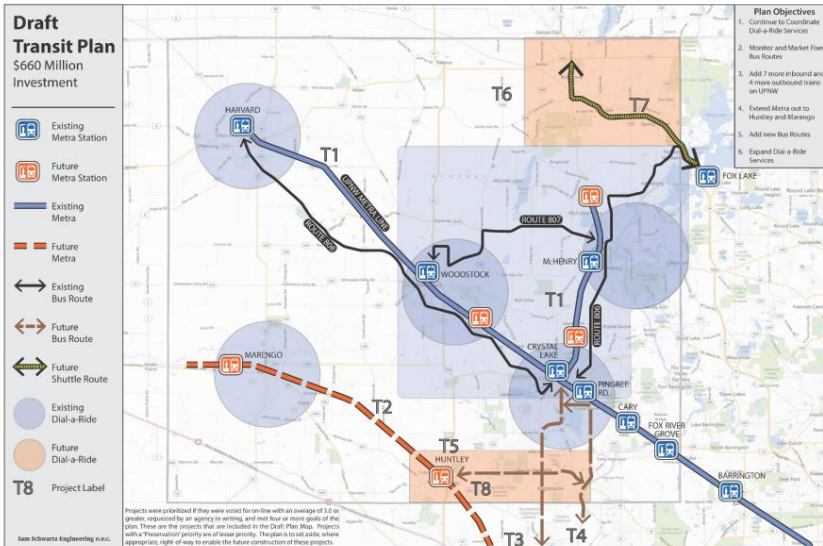
McHenry Township



Overall Results



2040 Long Range Plan Update



Future Structure of the ITF- Bylaws

ARTICLE III. MEMBERSHIP

Section 1 - Members. The ITF shall consist of fifteen (15) voting members and the Transportation Committee Chairman. Ex-officio members may be appointed but these ex-officio members shall not vote on advisory committee matters.

A. The ITF members shall be appointed by the Transportation Committee Chairman with the advice and consent of the Transportation Committee of the County Board.

B. The Transportation Committee Chairman shall be an ex-officio member of ITF, but shall not vote on ITF matters nor shall the Transportation Committee Chairman serve as the ITF Chairman or Vice-Chairman. Other members of the Transportation Committee shall not be ITF members.

C. The ITF members shall be representatives of various groups that have technical expertise and interest in transit issues, appointed by the Transportation Committee Chairman.

D. It is desirable that the ITF contain representation from each of the following categories:

- ◆ Local & Municipal Government Community
- ◆ County Government Community
- ◆ Non-profit Community
- ◆ Environmental Community
- ◆ Bicycle/Transit Advocacy Community

E. The voting ITF members shall each designate an alternative representative by name for approval by the Transportation Committee Chairman.

F. Vacancies may be filled by appointment of the Transportation Committee Chairman with the advice and consent of the Transportation Committee.

Section 2 Voting. Each voting member duly appointed to the ITF shall have one equal vote on all matters presented to the ITF at regular or special meetings. The vote may be cast only by the member or his Transportation Committee approved alternative representative. A majority vote of the members present shall be required for passing any motion. Motions passed with less than a quorum present will be considered official only after the minutes of the meeting are approved at a meeting with the quorum present. A concurring vote of at least two-thirds of the full ITF is

required for replacement of an officer. Voting shall be recorded by yeas and nays, unless otherwise requested by a member of the ITF.

Section 3 - Terms. The ITF appointments shall be for a period of two (2) years. At the end of an ITF member's term, the member may request to be reappointed by the Transportation Committee.

Section 4 - Resignation/Vacancy. Should any member resign or discontinue his/her representation role for one of the member groups during term, then such vacancy shall be promptly filled by a replacement designated by the authority having selection and appointment power as specified under the Membership Section (Article III, Section 1) above.

ARTICLE IV. OFFICERS

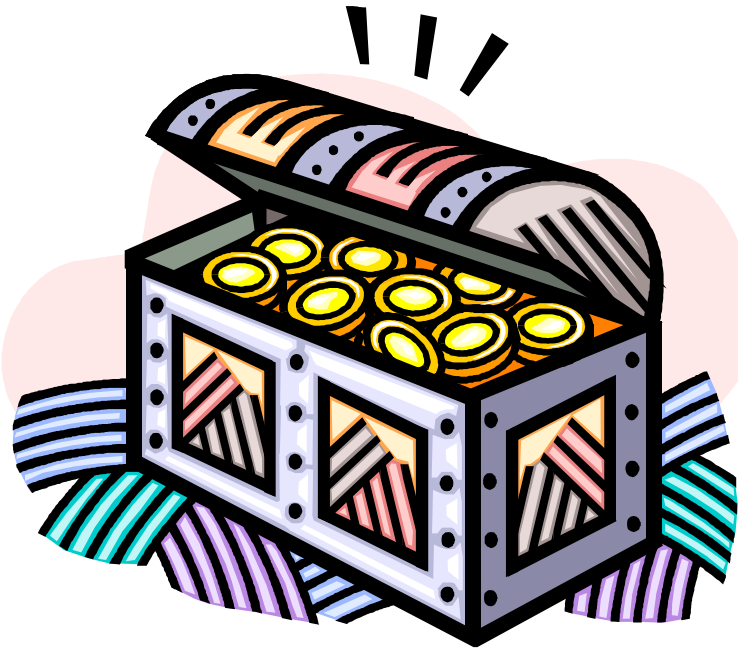
Section 1 - Officers. The officers of the ITF shall consist of a Chairman and a Vice Chairman.

Section 2 - Duties of the Chairman. The Chairman shall preside at all meetings of the ITF and have the duties normally conferred by parliamentary usage on such officer. The Chairman may call special meetings. The Chairman may also sign all correspondence and other instruments articulating official recommendations of the ITF when approved by the ITF. At meetings, the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the organization. The Chairman shall also generally perform other duties as may be prescribed in these by-laws.

Section 3 - Duties of the Vice-Chairman. In the absence of the Chairman or in the event of his/her inability to act, the Vice-Chairman shall perform the duties of the Chairman and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. The Vice-Chairman shall perform such other duties as from time to time may be assigned to him/her by the Chairman or by the ITF.

Section 4 - Selection of Officers. The ITF, at its initial meeting, shall by a majority vote of its membership elect a Chairman pro tem. The Chairman pro tem shall preside at the first ITF meeting and until by-laws are adopted by a majority vote of the membership, at which time a permanent Chairman and Vice Chairman shall be elected to serve as officers of the ITF. Every other January, or at the first meeting of the ITF, the ITF will choose among the members a Chairman and a Vice-

Funding Program Updates



Next ITF Meeting

Wednesday January 22nd, 2:00 – 3:00 PM