

# McHenry County Transit Plan Implementation Task Force

## Agenda McHenry County Implementation Task Force

**DATE:** July 23, 2014

**TIME:** 2:00 p.m. – 3:00 p.m.

**LOCATION:** McHenry County Administration Building - Conference Room A  
667 Ware Road, Woodstock, IL 60098

1. Selection of ITF Chair pro tem
2. Adoption of ITF By-Laws
3. Election of Permanent Chair and Vice Chair
4. Call to Order – ITF Chair
5. Public Comment
6. Old Business
  - MCRide Expansion Update – Scott Hennings (MCDOT)
7. New Business
  - ITF Webpage – Scott Hennings
  - Presentation from Seniors Services Associates – Deborah Danitz
8. Next ITF Meeting
  - Next meeting: Wednesday, September 24, 2014 at 2:00 p.m.
9. Adjournment

# McHenry County Transit Plan Implementation Task Force

## Minutes

McHenry County Transit Plan  
Implementation Task Force

**DATE:** July 23, 2014  
**TIME:** 2:00 – 3:00 p.m.  
**LOCATION:** McHenry County Administration Building  
667 Ware Road, Woodstock, IL 60098

### Attendees

McHenry County Division of Transportation: Scott Hennings  
Pace: Mary Donner  
Pioneer Center: Tom Riley  
Dorr Township: Bob Pierce  
City of Woodstock: Jeff Van Landuyt  
City of McHenry: Doug Martin  
McHenry County Bicycle Advocates: Eberhard Veit  
Senior Care Volunteer Network: Sarah Ponitz  
McHenry County Planning and Development Department: Dennis Sandquist  
Village of Lake in the Hills: Fred Mullard  
Metra: Rick Mack  
Senior Services Associates: Deborah Danitz  
Regional Transportation Authority Director: Blake Hobson  
Visit McHenry County: Jaki Berggren  
McHenry County Division of Transportation: Walter Dittrich  
Pace: Dan Dembinski  
Senior Care Volunteer Network: Tom Aquilina  
McHenry County Planning and Development Department: Jeff Harris  
Village of Huntley: Rita McMahan

The meeting started at 2:10 pm.

Scott Hennings from the MCDOT opened the meeting by welcoming all members of the newly appointed ITF. He then asked if anyone was willing to be considered for the “ITF Chair pro tem” as specified in the group’s bylaws. Mr. Sandquist volunteered to serve as ITF Chair pro tem, Mr. Hobson made a motion to select Mr. Sandquist, which was seconded by Mr. Mack and adopted unanimously.

Mr. Sandquist then moved to the next agenda item, the adoption of the ITF by laws. Mr. Hennings reminded the group that Article IV., Section 4 of the bylaws states, “For the Chair, strong preference should be given towards members from agencies that represent the entire County.” Ms. Donner made a motion to adopt the ITF bylaws, which was seconded by Mr. Hobson and adopted unanimously. Next, Mr. Sandquist moved to the next agenda item, the

# McHenry County Transit Plan

## Implementation Task Force



election of a permanent Chair and Vice Chair of the ITF. Ms. Donner made a motion to elect Mr. Hobson as the Chair of the ITF, seconded by Mr. Mack. This motion was adopted unanimously. Ms. Donner then nominated Mr. Veit as the Vice Chair of the ITF, which he respectfully declined. Mr. Veit then nominated Ms. Donner as the Vice Chair of the ITF, which was seconded by Mr. Mack and adopted unanimously.

Mr. Blake Hobson, McHenry County's RTA Director and Chair of the ITF then called the meeting of July 23, 2014 to order. Mr. Hennings informed the group that there was no one wishing to provide public comment, and that he would provide a public comment sheet next meeting for those wishing to speak.

Moving on to old business, Mr. Hennings provided the group a short update on MCRide expansion opportunities. A copy of the PowerPoint used is provided with these minutes. In new business, Mr. Hennings informed the group that he was working on creating an ITF webpage to house meeting materials, including agendas, minutes, the bylaws and a membership list. He will let the ITF know when it is operational.



Next, Ms. Danitz from Seniors Services Associates gave the group a presentation on SSA's volunteer transportation program. She said that Seniors Services works directly with seniors to get RTA reduced fare passes and refers disabled individuals to McHenry Township. She talked about how Pace works well for many people in McHenry County, but many seniors need more assistance than Pace drivers are able to provide. She said that since 1987 her organization has given rides to seniors in McHenry County. Ms. Danitz said that the County's Senior Services Grant, which pays for the transportation coordinator's salary, helped SSA grow and provide more rides for seniors. However, the Senior Services Grant does not help with driver reimbursements. Currently, the SSA transportation program provides 280-300 rides for 60-80 seniors per month. As many as 40-50 of those rides are to locations outside of McHenry County. They also have around 50 volunteers, mostly seniors, who use their own vehicle to provide rides. In total, SSA reimburses drivers around \$1,000 per month. They are looking for additional sources of revenue to reimburse drivers and would like to seek funding from the Transportation Committee of the County Board.

Mr. Hobson suggested that SSA seek ICE funds from the RTA, which are tax dollars levied from the RTA sales tax. Also, it was mentioned possibly seeking dollars from the Community Development Block Grant (CDBG).

Finally, Mr. Veit explained to the group that as part of the US 14 widening project, IDOT will not be completing the bike path from W Lake Shore Drive to Lake Avenue, leaving a dangerous ¼ mile segment unfinished. He asked the group to do what they can to make sure the missing gap is finished.

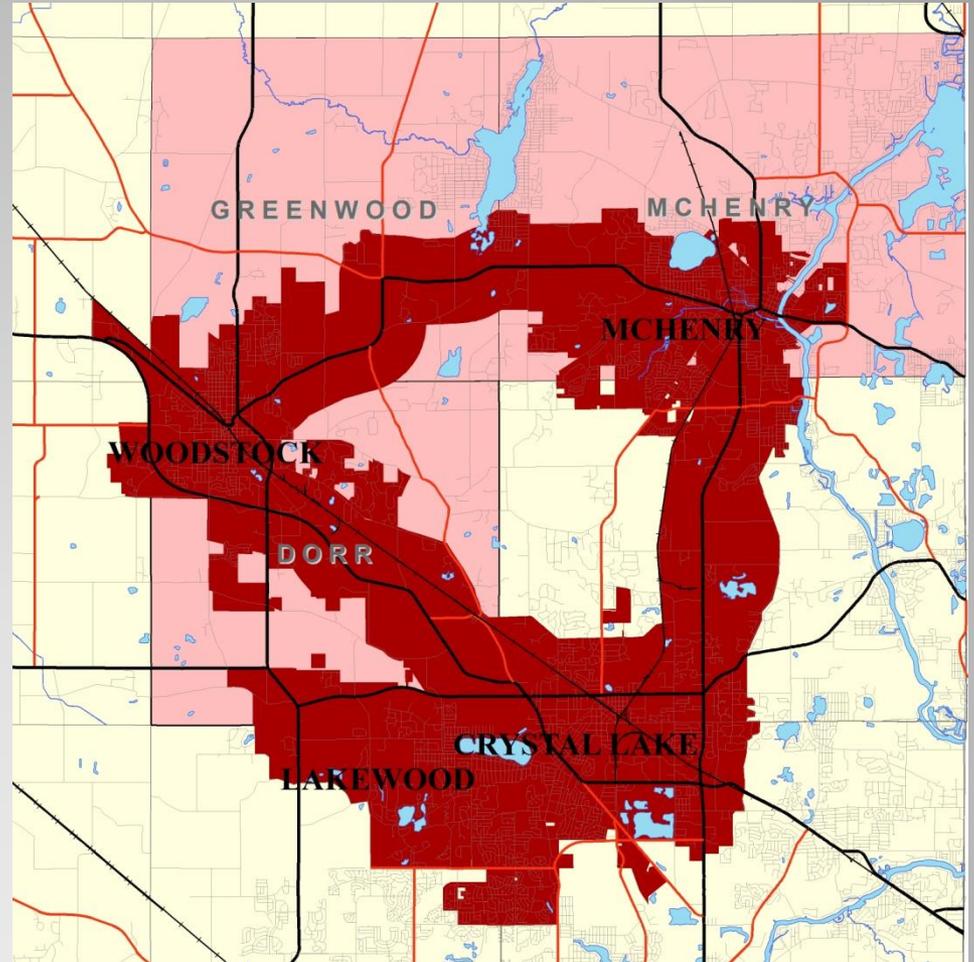
The meeting was adjourned at 3:00 p.m.

**The next meeting of the ITF is scheduled for September 24, 2014.**

# MCRide Expansion

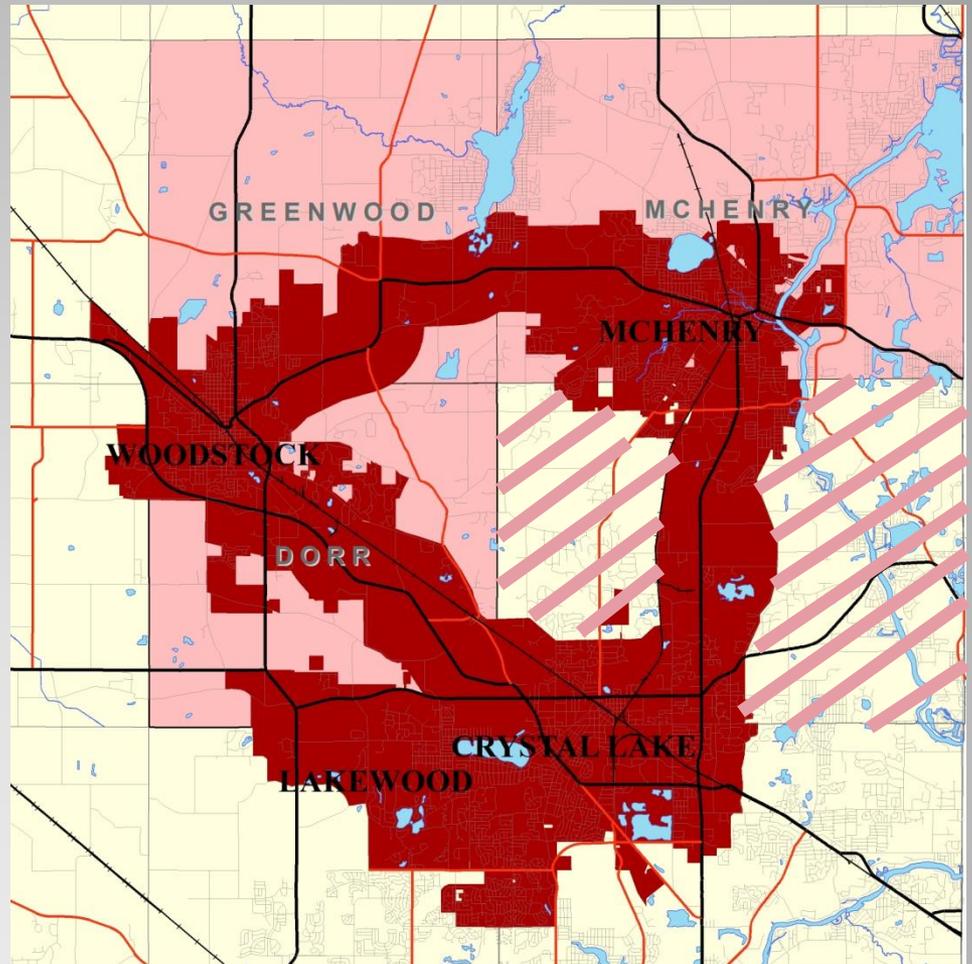
Scott Hennings  
Transportation Planner  
McHenry County Division of Transportation

- Crystal Lake
  - McHenry
  - Woodstock
  - Lakewood  
(For General Public)
- &
- McHenry Township
  - Greenwood Township
  - Dorr Township  
(Seniors & People with Disabilities)



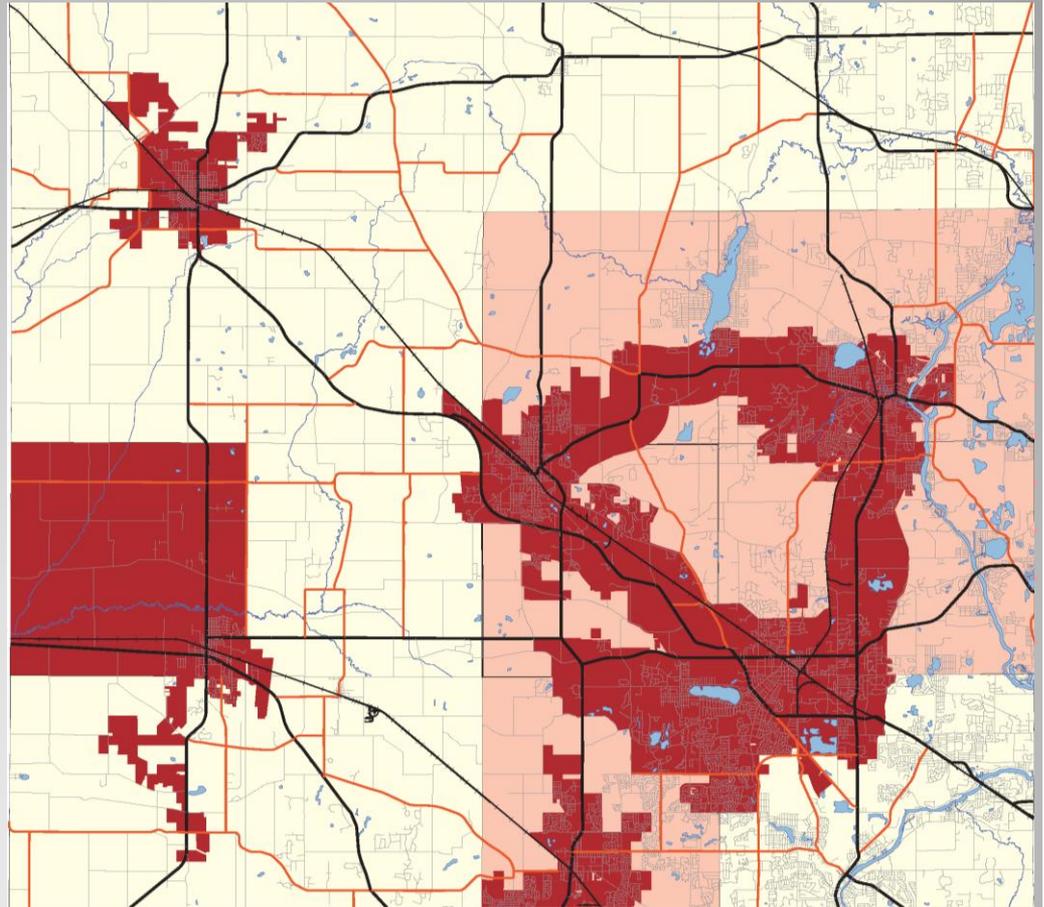
**Current Service Area**

- **Nunda Township**
  - Inter-governmental Agreement (IGA) between McHenry County and Nunda Township Road District before the County Board on August 5
- Would enable all seniors (60+) and people with disabilities to travel throughout the MCRide service area, which would include Nunda Township.



**Possible 2014 Expansion**

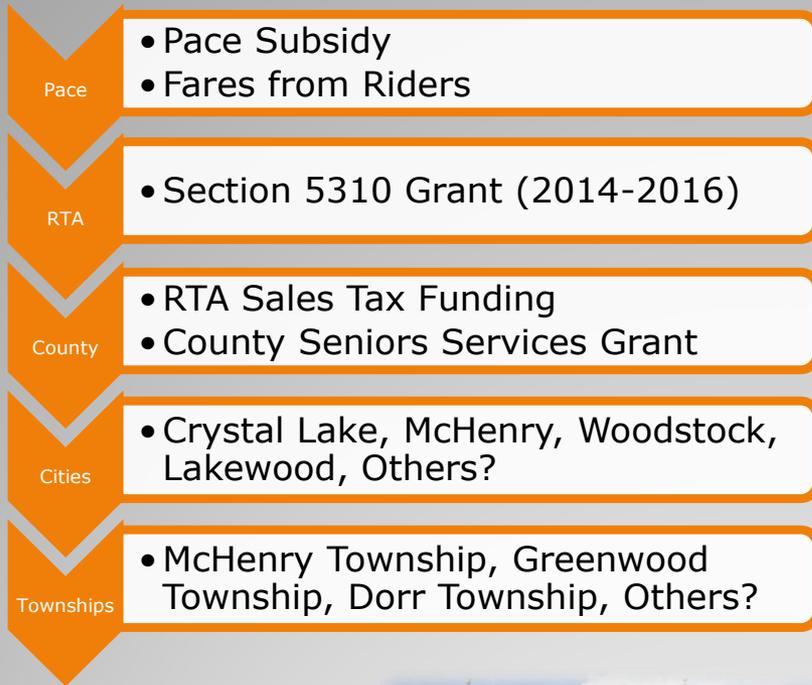
- We have asked that municipalities and townships sign a *Memorandum of Understanding* (MOU) if interested in joining MCRide in 2015.
- Thus far, the following have signed the MOU:
  - **Marengo (with Marengo Township)**
  - **Harvard**
  - **Huntley**
  - **Grafton Township**
- Still waiting for confirmation from:
  - Lakemoor
  - Johnsburg
  - Cary
  - Algonquin Township



## Possible 2015 Expansion

- The MOU lays out the conditions that would be required for a new city or township to join MCRide, including:
  - If a City or Village, budgeting \$2 per resident (2010 Census) for general public DAR service.
    - *This amount will be further reduced by grants*
  - If a Township, budgeting \$6,000 per year for service for seniors and people with disabilities.
- Starting in 2015, the current MCRide partners will also follow this new formula.
- Any expansion will also require additional funding from Pace and McHenry County.

## **New Financial Model for MCRide**



- Helping to offset the additional costs of expansion, MCRide was awarded \$600,000 (\$300,000 per year, for two years) of Federal Section 5310 funding through the RTA.
  - Funding will help offset the cost of providing trips for people with disabilities.
- MCRide will also be applying for \$300,000 in County Senior Services Grant funding for 2015 to help offset the cost of providing trips for seniors.

# Federal and County Grants

- Continue receiving MOUs from interested cities and townships.
- Work with Pace to gauge 2015 expansion feasibility.
- **Work with ITF to implement 2015 expansion.**
- Update *Transit Services Map* and other marketing materials with new MCRide service area.

## Next Steps

**Questions?**

# **BY-LAWS OF THE MCHENRY COUNTY IMPLEMENTATION TASK FORCE (ITF)**

## **TECHNICAL ADVISORY COMMITTEE**

These by-laws govern the function and operation of the McHenry County Implementation Task Force. The Implementation Task Force is an advisory committee to the McHenry County Transportation Committee.

### **ARTICLE I. NAME**

Section 1 - Name. The name of the organization is the McHenry County Implementation Task Force, hereinafter referred to as the "ITF".

### **ARTICLE II. PURPOSE AND DUTIES**

Section 1 - Purpose. The general purpose of these by-laws is to establish the organizational structure and rules of procedure of the ITF.

The general purpose of the ITF is to provide guidance and technical recommendations to the Transportation Committee. The ITF's actions are not binding to the Transportation Committee, but shall constitute advice or recommendations.

Section 2 - Principal Duties. The principal duties of the ITF shall be those duties prescribed by the Transportation Committee and shall include, but not be limited to, the following:

- A.** Review the 2040 Transportation Plan and Transit Plan subcomponent and make recommendations for implementation of the Plan.
- B.** Provide technical advice and guidance to the Transportation Committee.
- C.** Other duties as assigned.

### **ARTICLE III. MEMBERSHIP**

Section 1 - Members. The ITF shall consist of at least fifteen (15) voting members and the Transportation Committee Chair. 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 Chair with the advice and consent of the Transportation Committee of the County Board.

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**B.** The Transportation Committee Chair shall be an ex-officio member of ITF, but shall not vote on ITF matters nor shall the Transportation Committee Chair serve as the ITF Chair or Vice-Chair. 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 public transportation, bicycle and pedestrian issues, appointed by the Transportation Committee Chair.

**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 Chair.

**F.** Vacancies may be filled by appointment of the Transportation Committee Chair 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/her 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 a majority 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 Chair and a Vice Chair.

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

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

Section 4 - Selection of Officers. For the Chair, strong preference should be given towards members from agencies that represent the entire County. For the Vice-Chair, all members should be given equal preference. The ITF, at its initial meeting, shall by a majority vote of its membership elect a Chair pro tem. The Chair 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 Chair and Vice Chair 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 Chair and a Vice-Chair. The Vice-Chair shall assume the Chair's role if the Chair is unable to attend the ITF meeting. Such officers shall serve for a period of two (2) years. In the event an officer resigns, the ITF by majority vote shall elect a replacement from among its membership at the next meeting after the resignation is received.

## **ARTICLE V. ADMINISTRATIVE STAFF**

Section 1 - Administrative Staff. The staff of the McHenry County Division of Transportation may serve as administrative personnel for the ITF.

Section 2 - Duties of Administrative Staff. The administrative staff shall be charged with the supervision of the ITF's affairs. The staff under its direction shall serve as the chief administrative officer of the ITF and shall administer all functions of the ITF as directed by the Chair of the

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Transportation Committee. The duties of the staff shall include but are not necessarily limited to, the following:

- A. Administrative responsibility for the organization and operation of the ITF.
- B. Attendance at all ITF meetings unless excluded or excused therefrom.
- C. Attendance at any subcommittee meeting at which his/her attendance has been requested.
- D. Recommendation of policies and procedures as necessary.
- E. Oversee the keeping of the records and shall issue adequate notice for all regular meetings and special meetings.

Section 3 - Compensation. The administrative staff, except consultants for Transportation Committee, shall receive no additional compensation from the County, Transportation Committee or the ITF.

### ARTICLE VI. MEETINGS

Section 1 - Regular Meetings. The ITF shall meet regularly and shall establish by majority vote the precise time and place for its regularly scheduled meetings at the initial ITF meeting or as soon after as practical. Nothing herein shall preclude the ITF from meeting as often as the need arises. However, the ITF shall meet at least bimonthly.

Section 2 - Special Meetings. Special meetings of the ITF may be called by the Transportation Committee Chair, ITF Chair or by written request to the administrative staff by at least five (5) members of the ITF, when the need arises. The Chair shall notify each ITF member in advance of the time, place and purpose of the Special Meetings. He or she should attempt to provide such notification at least a week in advance of Special Meeting dates but in no case shall provide less than forty-eight (48) hours notice.

Section 3 - Quorum. A simple majority of the members of the ITF present constitutes a quorum. At least a majority of the quorum is required at a meeting for the transaction of ITF business. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day. However, if a majority of the quorum is present, then the members may hold the meeting for the purpose of discussing the business as indicated on the agenda. No action can be taken at a meeting without a quorum present.

Section 4 - Absences. Whenever a member of the ITF fails to attend three consecutive regular meetings without notification previously given to the ITF Chair, it shall be the responsibility of the

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administrative staff to make these absences known to the Transportation Committee Chair so that the absentee's level of interest in remaining on the ITF can be determined. If it is determined that the member cannot serve, for whatever reason, the appointing body shall appoint a new member in accordance with Article III, Section 1 for the remainder of the original member's term.

Section 5 - Order of Business. Unless otherwise determined by the Chair, the order of business for regular meetings of the ITF shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Action on Minutes
- D. Public Comment
- E. Reports of Subcommittees
- F. Old Business
- G. New Business
- H. Adjournment

Section 6 - Conduct of Meetings. Any matter not covered by the by-laws shall be determined by the usual parliamentary rules in accordance with Robert's Rules of Order.

Section 7 - Notice of Meetings. Notice of meetings of the ITF shall be published in the Northwest Herald no less than two days before the meeting date and shall be in accordance with all applicable state and federal laws.

### **ARTICLE VII. SUBCOMMITTEES**

Section 1 - Subcommittees. A subcommittee structure may be established so that more thought and time may be given to ITF matters by delegating review and investigative functions to a portion of its membership and/or other designees. The subcommittees shall not be operating bodies, but rather, reviewing and investigative bodies; subcommittee actions are not binding to the Committee, but rather shall constitute advice or recommendations.

### **ARTICLE VIII. AMENDMENTS**

Section 1 - Amendments of By-Laws. These by-laws may be amended by a two-thirds vote of the entire voting membership of the Transportation Committee, only after the proposed change has been read and discussed at a previous regular meeting. These by-laws may otherwise be changed at any meeting by the unanimous vote of the entire voting membership of the Transportation Committee.

**ARTICLE IX. EFFECTIVE DATE**

Any amendments to the by-laws shall take effect immediately upon its approval by the Transportation Committee and ITF, unless the terms of the amendment otherwise provide.

The foregoing by-laws, as amended, are hereby adopted by the membership of the McHenry County Transportation Committee on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Ayes:

Nays:

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Vice-Chair

## **Approved ITF Membership List**

1. Regional Transportation Authority Director (Blake Hobson)
2. City of Crystal Lake (Brad Mitchell)
3. City of McHenry (Doug Martin)
4. City of Woodstock (Paul Ruscko)
5. Village of Lake in the Hills (Fred Mullard)
6. McHenry Township (Donna Schaefer)
7. Dorr Township (Bob Pierce)
8. Greenwood Township (Barbara Klasen)
9. Pace (Mary Donner)
10. Metra (Rick Mack)
11. Senior Care Volunteer Network (Sarah Ponitz)
12. Senior Services Associates (Bee Rettinger)
13. Pioneer Center (Tom Riley)
14. Lake County Center for Independent Living (Kelli Brooks)
15. Illinois Bureau of Blind Services (Susan Dalton)
16. McHenry County Bicycle Advocates (Eberhard Veit)
17. McHenry County Council of Mayors (PL)
18. McHenry County Division of Transportation (Scott Hennings)
19. McHenry County Health Department (Department Head)
20. McHenry County Planning and Development Department (Dennis Sandquist)