

# McHenry County Transit Plan Implementation Task Force

## Agenda

### McHenry County Transit Plan Implementation Task Force

#### Transit Plan Implementation Task Force

Donna Schaefer  
*Chairperson*  
McHenry Township

Lyn Orphal  
McHenry Co. Board

Anna May Miller  
McHenry Co. Board

Tina Hill  
McHenry Co. Board

Sue Low  
City of McHenry

Jay Nolan  
City of Harvard

Brian Sager  
City of Woodstock

Paulette G. Pelletier  
Village of Fox River  
Grove

Tamara Valentine-Garza  
Richmond Township

Jack Freund  
Grafton Township

Robert Miller  
Algonquin Township

Don Kopsell  
Nunda Township

Jack Nichols  
McHenry Co. PADS

Daniel Byars  
Centegra Health System

Karen Patel  
McHenry Co. EDC

Patrick Wilmot  
Pace Suburban Bus

Donald Kopec  
(CATS) Chicago Area  
Transportation Study

Shamus Misek  
U. of Illinois, Chicago

Joseph DiJohn  
U. of Illinois, Chicago

DATE: Thursday, April 20, 2006

TIME: 2:30 - 3:45

LOCATION: McHenry County Division of Transportation  
Large Conference Room

#### 1. Call to Order

#### 2. Public Participation

#### 3. Approval of Agenda

#### 4. Transit Plan Recommendations

#### 5. ITF Scope of Work

- Management Structure
- Overview of Tasks
- Critical Points to Consider

#### 6. ITF Anticipated Timeline

#### 7. Formation of Sub-committees

- Discussion and Possible Selection
- Coordinated Demand Response Committee
- Subsidized Taxi Voucher Program Committee

#### 8. Next Steps

- Consultant Contract to Transportation Committee of McHenry County Board
- Schedule Sub-committee meetings

#### 9. Next Meeting

#### 10. Adjournment

Transit Plan  
Implementation  
Task Force

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**IMPLEMENTATION TASK FORCE**  
**MCHENRY COUNTY TRANSIT PLAN**  
**MINUTES**

Thursday, April 20, 2006

2:30 p.m. to 3:45 p.m.

McHenry County Division of Transportation  
Main Conference Room

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**Call to Order**

Chairperson Schaefer called the meeting to order at 2:33 p.m.

**Members in Attendance**

Chairperson Donna Schaefer; Vice-Chairperson Karen Patel; Lyn Orphal; Tina Hill; Sue Low; Paulette Pelletier; Jack Freund; Patrick Wilmot; Donald Kopec; Don Kopsell; and Shamus Misek

Other attendees were: Ken Koehler, Chairman, McHenry County Board; John Labaj, Deputy County Administrator, Administration; Joseph Korpalski, Director of Transportation/County Engineer; Ken Kelgard, Deputy County Engineer, Division of Transportation; Jeff Young, Design Manager, Division of Transportation; Jason Osborn, Transportation/Planning and Program Coordinator, Division of Transportation; Holly Ostidick, Planning Liaison, McHenry County Council of Mayors; John Rossi, Supervisor, Grafton Township; Iris Bryan, Reporter, Town Crier; Donna Adamson, Receptionist, Division of Transportation.

**Members Not in Attendance**

Anna May Miller, Jay Nolan, Brian Sager, Tamara Valentine-Garza, Robert Miller, Don Kopsell, Jack Nichols, Daniel Byars, Joseph DiJohn

**Public Participation**

None

**Overview of Implementation Task Force** – Presented by Ms. Schaefer  
The Implementation Task Force is a product of what resulted from the efforts of McHenry County Public Transportation Authority Commission (PTAC). PTAC conducted a two (2) year study that resulted in a public transit plan. What remains now is implementation of this plan.

**Approval of Agenda**

No objections to the agenda.

**Transit Plan Recommendations**

Mr. Osborn reviewed the Transit Plan Summary of Recommendations. The transit plan recommendations were approved by the McHenry County Board on November 15, 2005.

# McHenry County Transit Plan Implementation Task Force

A great amount of marketing, research, and analysis was applied to this plan. We are going to focus on recommendations that we call the “immediate term.” Mr. Osborn spoke about the three (3) traditional bus routes that are in McHenry County. There are also a variety of public and private transit providers for the general public. McHenry County, however, remains a demographic challenge. The ITF’s challenge will be to overcome some of those barriers namely:

- Coordination of all the separate transit services.
- Implementation of a subsidized taxi program which may include a voucher program.

Ms. Schaefer mentioned that the Task Force members were chosen because of their knowledge of transit programs. One of the goals of the plan is better utilization of limited transportation resources. It was recognized that the people who are going to take public transportation in McHenry County are people who have no other means of transportation, and this population is growing. Initially, the best ways are through these two programs:

- Para-transit
- Subsidized Voucher Program

Ms. Schaefer stated that the hope is to be able to find a method to work collaboratively with PACE, and to provide the information PACE needs to fulfill our needs. It will be through us that PACE will be able to “hear the voice of McHenry County.”

## **ITF Scope of Work**

Mr. Osborn presented the Proposed Scope of Work as formulated for the transit plan and indicated that this is why the ITF was created. Administrative support will be supplied by the McHenry County Division of Transportation. Other forms of support can be:

- Minute taking
- Acquisition of consulting services from Transystems Corporation

Because there is a great degree of technical work that needs to be performed, it is recommended that two (2) subcommittees are formed.

- 1) To handle the issues of the Coordinated Demand Response System (CDRS)
- 2) To work of the issues of the Subsidized Taxi Voucher Program (STVP)

Ms. Schaefer indicated that DuPage County is implementing a Coordinated Demand Response System (CDRS) and that McHenry County can learn from DuPage County’s System. Mr. Wilmot indicated that even in DuPage County, it’s still a pilot program. The CDRS program will be divided into implementation stages, immediate, short-term, mid-term, and long-term.

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The immediate plan will focus on the more densely populated parts of the County. There are two agencies that will provide great expertise and wisdom:

- University of Illinois at Chicago
- Chicago Area Transportation Study (CATS).

The Subsidized Taxi Voucher Program (STVP) will be implemented along with the Coordinated Demand Response System (CDRS).

A question was raised whether McHenry County would ask for a special rate from the taxi service. Ms. Schaefer responded that that would be the biggest issue. Mr. Wilmot stated that perhaps someone from DuPage County could attend the next meeting to better address this issue.

Another question asked was what type of person would use a taxi. Would allocation be based on which city would require it the most, or the types of need that existed? Ms. Schaefer indicated that there is a need for special training to accommodate a typical client.

Ms. Schaefer stated that there will be many challenges conducting a program like this and that she would be very interested in speaking with a representative from DuPage County. Ms. Schaefer stated that the enabling legislation of townships and insurance excludes general public transit

Ms. Schaefer asked the members for the approximate cost of their transit operating program.

## **The Demand Response Committee**

More consideration is given to those who work collaboratively when requesting federal funding. Ms. Schaefer stated that we are going to focus on the Coordinated Demand Response Program and anyone interested in serving on this Committee should anticipate a good deal of work.

Those who are available to assist and advise the Committee in our efforts with the Para-transit Program are:

- Patty Monihan from Transystems Corporation
- Patrick Wilmot from Pace
- Shamus Misek from University of Illinois, Chicago

There are many variables to consider when making decisions for which we will be held accountable. Ms. Schaefer emphasized that the drivers in McHenry Township are incredibly important. McHenry Township deals primarily with the elderly who require special attention.

It is much more labor intensive than the average route carrier. So the drivers that we would be considering (or the potential dispatch person) will need to communicate well with their passengers. These drivers will need to know this so they can buy into the cooperative program.

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Mr. Koehler indicated that he does not feel this task is insurmountable.

A question was raised about traveling through jurisdictional borders. A main issue is receiving support from jurisdictions for travel outside their jurisdiction. One possible solution is, a McHenry County driver can take the passenger to their destination and a township driver can return the passenger. Ms. Schaefer indicated that this is yet another issue that will have to be addressed.

Mr. Koehler reminded the group that the McHenry County does not have a lot of disposable funds available. Mr. Koehler indicated that also we need to provide some kind of assurance to the townships so that if they do participate, nobody will lose in the process. We need to discover what are the true costs involved.

Mr. Kopec indicated that the most difficult thing is bringing everyone to the table. The participants may feel that they are losing control. This may be one of the biggest hurdles.

We will have to demonstrate how we are starting to coordinate services within the metropolitan region. What will be accomplished here will be applied towards this overall plan. This is what is required in order to obtain federal funding. Mr. Kopec indicated that he will inform the Committee as to when this funding will become available.

## Open Discussion

Ms. Schaefer indicated that Mr. Miller from Algonquin Township (not present) is committed to participate with the transit plan.

Ms. Schaefer reminded the Committee of the mission statement (which can be found in the Proposed Scope of Work handout):

- To better utilize resources
- To expand the transportation opportunity for the people in the community who are currently limited to near geographic areas.

Mr. Wilmot stated that the quality of service is an important issue. If service is controlled and coordinated, costs will come down.

Ms. Patel stated that improved service is primary and costs are secondary.

Ms. Schaefer mentioned that federal funds will help us cover some capital costs for items such as dispatch equipment, etc.

Mr. Wilmot indicated that since we are not in this to make money, our efforts must be directed towards good service.

Ms. Schaefer indicated that everybody needs to consider whether they want to commit themselves to this Committee.

Mr. Osborn suggested writing a letter addressed to all those interested in

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participating, especially those who were not able to attend, and to indicate which subcommittee (or both) they would be interested in attending. Also suggested would be listing an alternate person who would be able to attend in one's absence.

Ms. Schaefer stated that this could be done by e-mail.

## **Proposed Implementation Support of Scope of Services**

Mr. Osborn indicated that the Proposed Implementation Support of Scope of Services was compiled in conjunction with Transystems Corporation. Eventually the proposal will be presented to the Transportation Committee.

The Scope of Services that Transystems Corporation compiled are:

- Step-by-step process of our current thinking
- What decisions or actions needs to be taken
- What services Transystems Corporation will be providing
- Cost estimate \$60,000

Mr. Korpalski stated that once completed, ITF's decision would be added to the Transportation Committee's agenda. The recommendation would then be presented to the Transportation Committee for consideration. If approved, the recommendation would go to the McHenry County Board for consideration and approval.

Ms. Schaefer stated that this Scope of Services has been in development for a period of time. The Committee then reviewed the Scope and proceeded to take a vote. Ms. Schaefer added that there will be flexibility when working with Transystems Corporation. As this Scope of Services evolves, there will be plenty of opportunity to adjust the Scope based on the wishes and needs of this Implementation Task Force.

The Committee will meet with Transystems Corporation to address some of the issues when recommendations are being made, however it will be the subcommittees who will be working with Transystems Corporation.

Ms. Patel raised a question on vanpools and when they will be addressed. Ms. Patel believes vanpools, supported by private employers, are a great resource to improve transit in McHenry County. Ms. Schaefer indicated that vanpools can be included in the Coordinated Demand Response System. Mr. Korpalski added that vanpools can be added as a recommendation to the scope along with the approval of the Transportation Committee. Also, the ITF can ask the Transportation Committee for appropriation of further funding for other recommended tasks.

Ms. Orphal made a motion for the Proposed Scope of Work. Mr. Misek seconded the motion.

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Mr. Korpalski indicated that the \$60,000 will probably be coming from the McHenry County Options Account. Mr. Korpalski added that once the resolution is in process, language in the resolution can state that additional funding resources will be sought.

Ms. Schaefer asked the Committee if there were any additional questions for discussion.

Ms. Schaefer asked the Committee to indicate whether they have an interest in participating on either subcommittee. Please e-mail your intentions to Mr. Osborn. The subcommittees will then be coordinated.

Ms. Schaefer asked when the recommendations are to be presented to the Transportation Committee. Mr. Korpalski stated we will try for May 3, 2006 but reminded the Committee that the contracts must be first executed with Transystems Corporation.

Mr. Kopsell questioned whether someone from DuPage County will be present at the next meeting. Ms. Schaefer stated that it would be for the subcommittee to decide.

## **Adjournment**

A vote to adjourn was taken with all members present voting “aye”; motion carried.

Meeting adjourned at 4:02 p.m.

