



Location:

IDOT Headquarters, 2300 S Dirksen Parkway, Room 347, Springfield, IL 62764

IDOT Office of Intermodal Project Implementation, 69 W. Washington Street, Suite 2100,
Chicago, IL 60602

Virtual Webex Webinar Meeting option available

Meeting Date and Time:

Wednesday, November 29, 2023

10:00 a.m. – 12:00 p.m.

Attendance:

Commission Member Attendees:

**Asterisk indicates attendance in-person*

- Erin Aleman – Chicago Metropolitan Agency for Planning*
- Tim Butler – Illinois Railroad Association*
- James Derwinski – Commuter Rail Board*
- Senator Don DeWitte – Senate
- Michael Paul Dunn Jr. – Region I Planning Council*
- Robert Guy, III – SMART-TD*
- Richard Harnish – High Speed Rail Alliance*
- Jason Osborn – Illinois Department of Transportation*
- Brian Shanahan – Transportation Communications Union *
- Senator Steve Stadelman – Senate
- Brian Vercruysse – Illinois Commerce Commission*
- James Wild – East-West Gateway Council of Governments*

Commission Members Not in Attendance:

- Karl P. Gnadt – Champaign-Urbana Mass Transit District
- Raymond Lai – McLean County Regional Planning Commission
- Representative Martin J. Moylan – House
- Cassandra Rouse – Illinois State Highway Toll Authority
- P.S. Sriraj – University of Illinois Chicago

- Bogdan Vitas Jr. – Illinois Municipal League

Non-Commission Member Attendees:

- Shane Cullen – Illinois Department of Transportation
- Aaron Gold-Stein – Illinois Department of Transportation
- Amanda Lundeen – Illinois Department of Transportation
- Hannah Martin– Illinois Department of Transportation*
- Elliot Ramos – Illinois Department of Transportation*
- Shoun Reese – Illinois Department of Transportation
- DeAnna Smith – Illinois Department of Transportation*
- Michael Vanderhoof – Illinois Department of Transportation*
- Janel Veile – Illinois Department of Transportation
- Wendy Abrams– Morreale Communications
- Berenice Alvarez – Morreale Communications*
- Diane Bustamante – Morreale Communications*
- Mary McIlvain – Morreale Communications*
- Julia Hiatt – Quandel Consultants*
- Dave Simon – Quandel Consultants*
- Peter Williams – Quandel Consultants
- Janet Henderson – Images
- Chris Kopp – HNTB Corporation*
- Joseph Shacter – Amtrak
- Roger Huff*
- Dave (*attended virtually - last name not disclosed*)

OVERVIEW OF MEETING

I. WELCOME AND INTRODUCTIONS

Commission Chairman Jim Derwinski began the meeting at 10:00am. The meeting proceeded with a roll call of Commission members to confirm quorum has been met which is defined as having 10 Commissioners present in-person. With 10 Commission members present in-person and two present on the virtual meeting, a quorum was confirmed.

II. MINUTES APPROVAL

The August 24th Commission meeting minutes were supplied on October 4, 2023. Meeting minutes from the October 12th Commission meeting were supplied on November 27, 2023. Chairman Derwinski asked the Commission if there were any requested changes to the minutes. With no requested changes, there were motions to approve the minutes from both meetings. The minutes were approved and passed with no objections.

III. 2024 COMMISSION MEETING SCHEDULE REVIEW

The Commission members reviewed the proposed 2024 Commission meeting schedule.

Commissioner Erin Aleman informed the Commission of a series of CMAP board meetings that will conflict with most of these dates. Ms. Aleman will only be available for the two Tuesday

meetings and the two meetings over the summer. She will ensure a staff member listens in but recognizes that there can't be an alternate to attend the dates.

The Commission voted on the proposed meeting schedule. The meeting schedule passed with nine votes.

IV. MISSION STATEMENT DISCUSSION

Vice Chairman Tim Butler led the discussion on the mission statement.

Commissioner Richard Harnish requested a motion to add the word "plan" to the first sentence of the Mission Statement.

- The first sentence of the mission statement should read as follows: "To create a statewide high-speed railway network plan for Illinois through actionable, achievable recommendations engaging governments on the local, state, and federal levels."

The Commission voted, and the Commission approved the Mission Statement unanimously with the requested addition.

V. BY-LAWS REVIEW

Chairman Derwinski began the review of the draft by-laws by addressing Mr. Roger Huff's public comments noted in the Public Comment section of these minutes.

- The Chairman and Commission agreed that the board package (including draft resolutions) will be posted to the website.
- The Commission discussed how different Illinois transit agencies address written comments.
 - The Commission did not oppose posting written comments to the website.
- The Commission acknowledged Mr. Huff's comment on confidentiality and ensured that the Commission follows the Open Meeting Act guidelines.
- The Commission has agreed that the meetings can be split between IDOT's headquarters in Chicago and Springfield.

The Commission discussed allowing a quorum for the Commissioner's joining remotely.

Commissioner Richard Harnish objected as he thought it would create a large Zoom meeting if adopted.

Chairman Derwinski provided the example of requiring a written reason based on a set of exceptions that would be voted on to allow remote participation.

Ms. Amanda Lundeen from the Illinois Department of Transportation referenced the Open Meetings Act on physical quorum requirements, stating there is a gray area for non-binding statewide bodies, and the quorum requirements are further being looked into.

Commissioner Jason Osborn noted that the Commissioner's ability to identify meetings that require a vote and call special meetings are two tools included in the By-Laws that would either enable the Commission members to be present to reach a quorum or schedule special

meetings for those actions. By and large, the monthly meetings will be an informative discussion and a planning process.

Commissioner Erin Aleman noted that if there is a series of dialogues around something that will eventually be voted on and you don't have a quorum in those meetings, it violates the Open Meetings Act.

The Commission members continued to discuss the threshold for delivering business and the challenge of reaching the physical quorum requirements. The Commission members reviewed the legislative language on proxies and designees, member statutes, and the Open Meetings Act. The Commission noted the members whom the Governor appointed.

The Commission members reviewed Section 3-12, which states the exceptions to which a member may join remotely and will not count toward a quorum for purposes of the Open Meetings Act. The Commission expressed a preference for in-person meetings.

Sections 5-4 and 2-2 regarding posting public comments to the website were discussed among the Commission members.

- Chairman Derwinski stressed the Commission's commitment to transparency and public involvement.
- Commissioner Aleman noted in Section 2-2 the need to clarify how the public can submit comments if they cannot attend.
 - The Commission's email address is posted on the website.
- Commissioner Aleman noted an edit on Section 3-9 regarding the meeting minutes. The second sentence reads: "The within seven days from the date of the meeting."
 - The Commissioner's agreed on modifying the sentence for clarity.
- Commissioner Jason Osborn motioned to edit the By-laws regarding how the public can submit comments if unable to attend and the timeframe for providing the meeting minutes to the Commission.
- The Commission rediscussed Section 2-2.
 - A Commission member motioned to add the word comments to the Website subsection. It will read as follows: "Maintenance of a public website containing information about the commission, public access to meeting notices, agendas and meetings, comments, and such other content as the Commission deems appropriate for publication."
- Both motions were withdrawn to clarify the By-law proposed edits.
- Commissioner Erin Aleman motioned to add the word comment to Section 2-2 (Website subsection) edit Section 3-9 to change the second sentence to state that the minutes will be posted seven days before the subsequent meeting.
 - There was a second motion that led to a vote.

The Commission members voted unanimously to adopt the edits and pass the By-Laws.

VI. TECHNICAL ASSISTANCE & SUPPORT UPDATE

Mr. Dave Simon from Quandel Consultants provided an overview of the methodology for the proposed workshops. The primary purpose of the workshops is to agree on a path forward. Quandel Consultants will facilitate a collaborative planning approach, an organized process that is used nationwide for passenger rail planning projects nationwide.

Before the first workshop, Quandel would like to send out an electronic survey to the Commissioners to identify the Commission's needs. The survey will help initiate a running list of needs, which Quandel will review in alignment with the Commission during the first workshop. The workshop will allow Commissioners to discuss the constraints, key project elements, and project alternatives for spine and feeders. In addition, if there are any reports or data available, the Commission will send them to Quandel.

Between the two workshop dates, Quandel will review the needs from the first workshop, consider the identified constraints, and test the needs against the constraints. Quandel will present this in the second workshop. Quandel will collaborate with the Illinois Department of Transportation.

The second workshop will also include the refinement of needs and desires, the project constraints, key project elements, the preliminary findings of project alternatives, and establishing the criteria for evaluating those alternatives. The evaluation of alternatives will not occur during the workshops but rather at a later date.

Mr. Michael Vanderhoof from the Illinois Department of Transportation clarified that the purpose of the workshops is to help IDOT and Quandel understand what the Commission members would like to happen as part of the study. It will help set the scope of work for the Commission's technical support.

Chairman Derwinski asked if there were any comments or questions from the Commissioners.

Commissioner Michael Paul Dunn Jr. asked about the timing between the workshops, how it falls under the meeting schedule, and the timing for the Commission to deliberate outside the two workshops.

The Commission discussed the timing of the workshops and the importance of aligning schedules among the Commission members. The Commission also discussed considerations for remote participation in accordance with the By-Laws and the Open Meetings Act. Chairman Derwinski and Commissioner Harnish expressed urgency to begin this process. The Commission noted legislative dates as three Commission members are part of the General Assembly and do not have a designee. The Commission discussed if the By-Laws could add a designee since 10 out of 21 Commission members do not have a designee. Ms. Amanda Lundeen from the Illinois Department of Transportation stated changes can't be made to the membership statute.

The Commission tabled the option of extending the next meeting date and making it a part of the general discussion if Quandel and IDOT can get the survey issued on time.

A Doodle Poll will also be sent to confirm the Commission members' availability to ensure members can participate in the discussion.

VII. ANNUAL REPORT

The deadline for the annual report is December 31, 2023. IDOT and Quandel will work together to complete the report. The report will detail the Commission's work thus far and preview the work that the Commission will do.

Due to time constraints, the report will be circulated to the Commission via email to provide an opportunity to comment. Once the Commission approves, the report will be submitted to the General Assembly and the Governor's Office.

VIII. PUBLIC COMMENT

The meeting was open to public comment before conducting official decisions.

Mr. Roger Huff, advocate of transit and passenger rail service, commented on the proposed By-Laws.

- Section 5-4 states that public comments may be made at the beginning, at the end, and at the discretion of the Chairperson. In the agenda, the public comment is set for the end. Mr. Huff thanked the Commissioner Chair for allowing him to comment before the deliberation of the By-Laws. He stated that his comment on this was resolved.
- Mr. Huff asked how the Commission will handle written comments. His recommendation was to post the written comments on the website.
- In section 2-2 regarding the public website, Mr. Huff proposed that the board package be posted to the website so the public can read the documents and be able to comment.
- Section 3-7 requires draft resolutions to be circulated to the Commission. Mr. Huff proposed posting the draft resolutions to the website for the same reason.
- Mr. Huff noted an inconsistency in the handling of a tie vote. Section 5-6 states that if there is a tie vote, it gets deferred to the next meeting, and Section 8-1 states that the Chairman gets a vote if there is a tie vote. He encouraged the Commission to take note of the inconsistency.
- In the ethics section, there is a requirement for confidentiality and privileged information to be maintained. He asked what the Commission was doing that would be confidential and who determines confidentiality. He stated the need for clarification.
- Mr. Huff also noted that there are multiple meeting locations stated throughout the By-Laws.

Chairman Derwinski reopened the public comment period before adjourning.

Mr. Huff asked about the vacancy of the executive appointments. He also noted that the Mayor's representative is listed as the former CDOT Commissioner who resigned. He asked what the Commission is doing about the vacancies.

Ms. DeAnna Smith from the Illinois Department of Transportation stated that the Mayor's office in Chicago was contacted about a replacement but has yet to hear back. They will continue to follow up.

IX. ADJOURN

The meeting adjourned at 11:20 a.m.

X. ACTION ITEMS

- A Doodle Poll will be sent to the Commission to determine availability for the Technical Assistance and Support workshops.
- The board package will be posted to the website for public viewing.
- IDOT and Quandel will work together to complete the Annual Report, which will be submitted to the General Assembly and the Governor's Office by December 31, 2023.