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**Pace, the Suburban Bus Division of the Regional Transportation Authority
550 West Algonquin Road
Arlington Heights, Illinois
Minutes of the Open Session Meeting of the Pace Board of Directors
August 16, 2023**

The Board of Directors of Pace, the Suburban Bus Division of the Regional Transportation Authority, met in open session on Wednesday, August 16, 2023 at 9:30 a.m. at Pace corporate headquarters, 550 West Algonquin Road, Arlington Heights, Illinois, pursuant to notice.

Chairman Kwasneski led the assembly in the Pledge of Allegiance.

Chairman Kwasneski called the meeting to order at 9:30 a.m.

Roll Call

Directors physically present: Arfa, Canning, Guerin, Hastings, Marcucci, McLeod, Noak, Schielke, Smith, Soto, Wells, and Chairman Kwasneski.

Directors absent: Carr.

SBD #23-56 – Resolution approving the open session meeting minutes of July 19, 2023.

Director Schielke moved, and Director Guerin seconded a motion to approve the Resolution. The motion passed with a unanimous vote.

Public Comment

None.

Chairman’s Report

Chairman Kwasneski praised the Pulse Dempster launch event, attended by Illinois Senator Laura Murphy and the Mayor of Niles. He said it was great to see so many people using the service. He encouraged Directors to meet with staff to provide input on the 2024 budget.

Directors’ Reports

Director Canning thanked Melinda and Pace staff for putting together the Pulse ribbon cutting event, which he attended along with Directors McLeod and Guerin. He described the efforts behind this 10-year project and thanked Pace Operations, PMO, Capital Infrastructure, HR, Legal, and Planning departments for making the vision of what Pulse was going to be a reality.

Director McLeod reported on attending the Pulse Dempster unveiling and a groundbreaking at Northwest Transportation Center to add an ADA transfer facility. He said both were great events. Chairman Kwasneski added that four legislators attended the Northwest Transportation Center event and it's good that we are demonstrating progress on projects funded by the capital bill.

Director Noak reported that CMAP's PART study is advancing. He encouraged Directors to pay attention and reach out to various entities so their input on the study is properly accounted for.

Director Schielke reported on the increase in housing, residents, and usage of public services in his community. Construction on 700 new living units was approved in Batavia this year and 2 more senior living communities may move in, bringing the total to 8. Requests for ambulance services shared between Batavia, Geneva, and St. Charles have increased from 5 calls to 20 calls per day. Director Schielke hopes that as CMAP finalizes the PART study, they understand that large areas depend on Pace Dial-a Ride. If service is changed, there will be a lot of pushback.

Director Smith reported that she looks forward to Pace's upcoming meeting with the McHenry County chairman and board members on September 1. They will discuss the expansion of services in McHenry County and CMAP's PART study. She reported that McHenry County's fixed route was rerouted and resulted in increased ridership.

Executive Director's Report

Melinda Metzger reported on an exciting month of new projects. Pace recently demolished the former Schaumburg post office building as part of the ADA transfer facility addition to the Northwest Transportation Center. Melinda thanked Chairman Kwasneski and Directors Canning, McLeod, and Guerin for showing their support for Pulse Dempster at the station unveiling event. She praised the Government Affairs and Marketing & Communications departments for the transit ambassador program, in which staff ride buses to inform riders about new service. Melinda reported that her interview with CBS about Pulse Dempster aired on August 11. She discussed transit signal priority, the importance of public transit to mitigate climate change, and the need to hire more drivers. The interview was played at the board meeting.

Melinda reported that Pace is collaborating with Metra and CTA on a free ride day for students K-12 and one accompanying adult, to show that public transportation is an option for students. Melinda reported that 900 Pace Connect accounts have been created on the app and Pace has provided 400 trips since June. She encouraged Directors to download the app. Finally, Melinda thanked Director Arfa for introducing Pace staff to Chicago Mayor Brandon Johnson at Chicago's Disability Pride Parade on July 22.

Melinda reported on recruitment. Pace continues weekly Hire on the Spot events at headquarters and partnerships with community colleges on CDL training programs. Since the last board meeting, 36 people have graduated community college programs. There will be hiring events through September at Joliet Jr. College, Triton College, College of Lake County, Moraine Valley Community College, and Harper College, as well as at the Heritage and Fox Valley garages.

Melinda reported on the year-to-date budget through June 2023. Suburban service is \$15.6 million favorable to budget and ADA service is \$6.9 million favorable to budget. Ridership is up 5.9% over July 2022, carrying 1.6 million riders in July 2023. Over 7300 TNC trips were performed during June and July, illustrating the success of the TNC programs we have in place.

Items removed from the Consent Agenda

None.

Approval of Consent Agenda

SBD #23-57 – Ordinance authorizing Change Order No. 4 to Contract No. 229444 with Crystal Maintenance Services Corp. for janitorial services at Pace Headquarters. This change order increases the contract total from \$495,300.00 to \$570,025.55, an increase of \$74,725.55.

SBD #23-58 – Ordinance authorizing the award of contracts to Government Consulting Services of Illinois, LLC; CapitolHall Partners, LLC; GR Consulting, LLC; JAR Consulting, Inc.; Fuentes Consulting, LLC; Phelps Barry & Associates, LLC; and Maren Ronan Ltd. for legislative consulting services in an amount not to exceed \$1,008,000.00.

SBD #23-59 – Ordinance authorizing the revision of Pace's Travel and Business Expenses policy (FI-01) to incorporate increases to the maximum allowable reimbursements.

Director Wells inquired about how the government consulting contractors were vetted. Melinda stated that she and the Chairman conducted interviews. Chairman Kwasneski stated that many existing contracts will be renewed and that they were vetted based on their ability to represent the geographical and political diversity of the current legislature. Director Wells wanted to ensure that some lobbyists will represent minority interests; two of them do.

Director Noak moved, and Director Schielke seconded a motion to approve the Consent Agenda. The motion passed with the following roll call vote: Directors Arfa, Canning, Guerin, Hastings, Marcucci, McLeod, Noak, Schielke, Smith, Soto, Wells, and Chairman Kwasneski. All directors voted aye.

Action Items

SBD #23-60 – Ordinance authorizing Board Member travel and business expenses for March-June 2023 pursuant to Public Act 099-0604 Local Government Travel Expense Control Act – Richard Kwasneski.

Director McLeod moved, and Director Noak seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Arfa, Canning, Guerin, Hastings, Marcucci, McLeod, Noak, Schielke, Smith, Soto, and Wells. Chairman Kwasneski abstained. All other directors voted aye.

SBD #23-61 – Ordinance authorizing the implementation of the Pace Rideshare Access Program (RAP) and authorizing the Executive Director to execute and deliver multiple contracts for the reimbursement of RAP trips in an amount not to exceed \$321,511,116.00.

Director Carr joined the meeting at 9:52 a.m.

Sally Williams, Division Manager of Paratransit, presented a reimbursement agreement with TNCs in order to execute RAP, a countywide user-side subsidy program for ADA paratransit riders. Several Directors asked questions:

- Director Marcucci asked about wheelchair accessibility on TNCs. Wheelchair accessibility is a Title VI requirement for public transportation and applies to Pace contractors that provide dedicated paratransit service. RAP is not a contracted service, it is a user-side subsidy and wheelchair accessibility is not guaranteed, though paratransit is still available.
- Director Arfa praised the program and requested that drivers receive training in disability awareness. Sally said that TNCs are committed to making sure their drivers adhere to those requirements. However, TNCs are operated by independent drivers and not Pace contractors. Pace is just subsidizing riders' TNC trips.
- Director Arfa encouraged Pace to review TAP and RAP to make sure each program operates the same way.
- Director Arfa praised the ongoing process to integrate all Pace services into one app.
- Director Arfa asked if riders can travel from one county to another. Sally said yes, if the trip originates and ends within the ADA service area. County-sponsored transit services can choose to subsidize their programs through this reimbursement agreement with TNCs.
- Director Arfa asked how driver recruitment affects the rollout of RAP. Melinda replied that RAP and TAP help alleviate Pace's driver shortage by moving people off Pace's dedicated paratransit service to other options.
- Director Noak asked how Pace will encourage TNC providers to further Pace's commitment to cleaner and more sustainable fuel sources, given the length of the contract (10 years). Melinda replied that there are no electric vehicle requirements within this contract. However, TNC providers will move towards that once the infrastructure becomes available. Director Noak said Pace should encourage their use of electric vehicles.
- Director Marcucci asked for an update on College of DuPage's participation in Pace's CDL training program. Melinda said Pace is working on an agreement, though it is not final yet.
- Chairman Kwasneski asked how Dial-a-Ride county partners can incorporate this program. Pace can work with partners to adjust RAP parameters in a way that best serves their constituents, like increasing or decreasing the subsidy. RAP saves partners money because most TAP trips average \$9, while the average paratransit trip is \$47. Chairman Kwasneski wants to make sure the program is marketed well to partners and riders, possibly providing each county a cost savings estimate, so there is no confusion in the process. He applauded

how the program allows ADA riders to schedule rides whenever they want.

- Director Smith stated that oftentimes, counties with higher numbers of fixed routes are prioritized. McHenry County is the perfect place to start the conversation on the new service, given McHenry's limited number of fixed routes and the rural nature of the county. TNCs should be discussed at the meeting on September 1 between McHenry County elected officials and Pace staff.

Director McLeod moved, and Director Noak seconded a motion to approve the Ordinance.

The motion passed with the following roll call vote: Directors Arfa, Canning, Carr, Guerin, Hastings, Marcucci, McLeod, Noak, Schielke, Smith, Soto, Wells, and Chairman Kwasneski.

All directors voted aye.

SBD #23-62 – Ordinance authorizing the award of a contract to Jarrett Walker & Associates, LLC for consulting services for a network revitalization and systemwide restructuring initiative in an amount not to exceed \$1,058,707.25.

Erik Llewellyn, Chief Planning Officer, presented the initiative, which Pace calls ReVision.

Chairman Kwasneski applauded Pace for conducting a study on the future of transit in our region based on the specific needs of each county and using in-depth input from the riders, counties, and municipalities, unlike the CMAP study which he believes involved a limited number of people.

Director Marcucci commented that the cost seems low for a study of this scale and importance.

Director Noak moved, and Director McLeod seconded a motion to approve the Ordinance.

The motion passed with the following roll call vote: Directors Arfa, Canning, Carr, Guerin, Hastings, Marcucci, McLeod, Noak, Schielke, Smtih, Soto, Wells, and Chairman Kwasneski.

All directors voted aye.

Issues/Discussion/Reports

Erik Llewellyn presented on the Round Lake Area On Demand Expansion Pilot Project, which will double the size of the existing On Demand service beginning August 28th. He explained changes in fixed routing and ridership patterns over the past decade to illustrate how a reservation-based, shared ride service may better meet today's travel needs and improve access to College of Lake County. Director Soto said she was excited about the pilot and that over the last decade, this area has experienced a population boom of lower income households who do not have transportation for everyone in the family that needs it. Director Soto and Melinda discussed a direct mailing campaign, and ads in village newsletters, websites, and local radio. Erik pointed out that the On Demand will serve a local food pantry despite being outside the zone.

Adjournment

Chairman Kwasneski asked for a motion to adjourn into closed session for the purposes of discussing Closed Session Minutes (2-C-21) and Pending Litigation (2-C-11). Director McLeod moved, and Director Guerin seconded the motion. The motion passed with a unanimous vote. All directors voted aye.

The meeting adjourned at 10:37 a.m.

Reconvene

Chairman Kwasneski reconvened the open session of the Pace Board of Directors meeting at 10:56 a.m.

Directors physically present: Arfa, Canning, Carr, Guerin, Marcucci, McLeod, Noak, Schielke, Smith, Wells, and Chairman Kwasneski.

Directors absent: Hastings and Soto.

SBD #23-63 – Resolution approving the closed session meeting minutes of June 21, 2023.

Director Schielke moved, and Director McLeod seconded a motion to approve the Resolution. The motion passed with a unanimous vote. All directors voted aye.

SBD #23-64 – Ordinance approving action on Maurice Nelson and Christi Marshall v. Pace Suburban Bus and Margaret Murry, in her Individual Capacity and in her Official Capacity of Division Manager of Pace Suburban Bus—Heritage Division, U.S. District Court, Northern District of IL, Eastern Division, Case No. 17 C 7697.

Director McLeod moved, and Director Noak seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Arfa, Canning, Carr, Guerin, Marcucci, McLeod, Schielke, Smith, Wells, and Chairman Kwasneski. All directors voted aye.

Adjournment

There being no further business, Chairman Kwasneski asked for a motion and second to adjourn the Pace Board of Directors meeting.

Director Noak moved, and Director Wells seconded a motion to adjourn the meeting. The motion passed with a unanimous vote. The meeting adjourned at 10:57 a.m.

The next regular meeting of the Pace Board of Directors will be held on Wednesday, September 20, 2023 at 9:30 a.m. at Pace Corporate Headquarters, 550 West Algonquin Road, Arlington Heights, Illinois.

Elissa Ledvort
Board Secretary, Board of Directors