



**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 19, 2020**

The Board of Directors of Pace, the Suburban Bus Division of the Regional Transportation Authority, met in public session on Wednesday August 19, 2020 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: Canning, Carr, Guerin, Marcucci, McLeod, Schielke, and Chairman Kwasneski.

Director Schielke moved, and Director Guerin seconded a motion to allow Directors Arfa, Hastings, and Soto to attend virtually. The motion passed with a unanimous vote.

Directors Arfa, Hastings, and Soto joined the meeting virtually immediately following the vote.

Directors Claar and Wells were absent.

Chairman Kwasneski spoke of last month's in-person Board meeting. Some concerns were raised since the live feed of the board meetings begins only after the Board members are seated in the Board room. Pace has chosen to hold in-person meetings because the majority of Pace employees are working on-site as Pace is an essential service. The Board follows the same protocols that our essential employees do, including:

- entering and exiting the building through designated doors;
- completing a health screening questionnaire and taking our temperatures in order to access the building; and
- wearing face coverings when entering and exiting the building and when walking through public areas.

Richard A. Kwasneski, **Chairman**

Rachel Arfa Christopher S. Canning Terrance M. Carr Roger C. Claar David B. Guerin
Kyle R. Hastings Thomas D. Marcucci William D. McLeod Jeffery D. Schielke Linda Soto Terry R. Wells

Board of Directors

Rocky Donahue, **Executive Director**

The Board room seating has been modified to 6 or more feet between Board members allowing them to remove their face coverings to better communicate with each other and with remote viewers.

Chairman Kwasneski is confident that Pace's vehicles, offices, and garages are safe. He appreciates Pace employees and passengers following safety protocols to keep everyone safe. He urges passengers to wear a face covering when on Pace vehicles. He requests that all employees wear a face covering and follow protocols in our offices and divisions.

SBD #20-60 – Resolution approving the minutes of the Open Session meeting of July 15, 2020.

Director Schielke moved, and Director Carr seconded a motion to approve the Resolution. The motion passed with a unanimous vote. Director McLeod abstained. Director Hastings gave no audible response.

Public Comment

Heather Armstrong is concerned that noise at the Northwest Division in Des Plaines is affecting the residents in the surrounding subdivision.

Chairman's Report

Chairman Kwasneski welcomed Pace's new Board member, Director McLeod, who replaced former Director, Al Larson.

Chairman Kwasneski thanked all of Pace's employees for their hard work during these unprecedented times.

Chairman Kwasneski met virtually with Director Arfa and Rocky discussing ADA service and some of the challenges of the disabled community during the pandemic. Staff has followed up on some of the conversations they have had.

Chairman Kwasneski extended his sympathy to the Schmitt family on the untimely passing of John.

Chairman Kwasneski thanked Pace employees in the field, in the offices, and people working from home.

Chairman Kwasneski sent numerous forms of communication to members of our congressional delegation to support more funding for Pace and public transit. Congress is looking at another phase of stimulus funds.

Directors' Reports

Director Canning reported he and Director Soto met with members of staff at the Planning Committee Meeting on August 6. Discussed was an update on service to schools—many schools are still planning whether or not they will have in-person classes. Rocky and Melinda can address any questions a Board member has regarding school routes in their areas. Also discussed was a Driving Innovation update, the plan pivoted since COVID-19, staff has taken that into account and made appropriate revisions to the plan. The full Board will hopefully see an updated draft of the plan within the next few weeks.

Director Arfa reported she met with Chairman Kwasneski and Rocky to discuss the different issues with service in the ADA community. She strives to be proactive making sure that everyone who needs the service can use it.

Director Guerin reported the Infrastructure Committee met on July 23 where he received information concerning the status of several capital projects. Staff also updated him on the Project Management Office which will bring on a consulting firm to keep all of the projects on time and on budget. Director Guerin thanked staff for all of their hard work in these unprecedented times.

Director Marcucci did not have a report; however, he commented that there are great benefits to meeting in person. He believes it is important that we all get together to work for our agency, and we work better in person.

Director McLeod stated he is pleased for the opportunity to join the Pace Board. Director McLeod has been the Mayor in Hoffman Estates for 20 years and has been on the Village Board since 1980. He worked closely with Pace and IDOT on the Barrington Road interchange and Park-n-Ride. He looks forward to expanding transportation opportunities to the people who live in the northwest suburbs.

Director Schielke commented that he recently attended several meetings in his capacity as the Chairman of the Chicago Metropolitan Agency for Planning and on the Executive Board of the Metropolitan Mayor's Caucus. He learned of significant concern as to financing from the state and federal government, specifically from the State of Illinois. Municipalities should watch closely and communicate strongly with those in the State legislature about municipalities' share of state income tax in the future. He is concerned that this is a fund that the state will take away.

Director Soto thanked Tim Dilsaver, Erik Llewellyn, and Rocky for their assistance with an inquiry about access to Avon Township's food pantry. Round Lake On Demand is the best option for residents without vehicles for transportation to their food pantry. Director Soto urged Pace to increase awareness of this fairly new service in that area. Director Soto is contacting other townships and food pantries to see if this has been an issue for them. Director Soto also urged the Directors to reach out to their municipalities hoping to help residents if similar issues occur in their regions.

Executive Director's Report

Rocky Donahue welcomed Director McLeod to the Board and gave his thanks to former Director, Al Larson, for his service. Rocky extended his sympathy to Director Schmitt's family.

Rocky thanked Pace employees for all they have endured and how they have responded these past 5 months.

Pace is working with schools on their return to school service. Many schools are unsure at this time if they are returning to in person learning, or implementing one or more weeks of virtual learning and then returning in person, etc. The reopening of schools is presenting a huge challenge for Pace; however, we are in constant communication with schools and planning transportation service for students.

The Pace Infrastructure, Planning, and ADA committees met since the last Board meeting. Rocky thanked Directors Guerin, Claar, and Wells who serve on the Infrastructure Committee and Directors Canning and Soto for their service on the Planning Committee. Rocky thanked Director Arfa for her guidance and leadership with our ADA committees.

Ridership has plateaued to approximately 50% of pre-COVID levels on fixed-route service. At the height of the pandemic, ridership was down approximately 70%. Year-to-date ADA Paratransit ridership is down approximately 45% of pre-COVID.

Sales tax year-to-date is down approximately 22% and farebox revenue is down approximately 60% from last year. We are making up the lost revenue by a combination of a reduction in expenses (about \$15 million) and using CARES funding from the federal government. To date we have accessed \$20.2 million in CARES funding and will "draw down" additional CARES funding monthly as needed to make up for lost revenue.

Preliminary meetings with the RTA concerning Pace's 2021 budget have begun and Rocky hopes to present a preliminary 2021 budget forecast to the Board at the September meeting.

Since the beginning of the pandemic in March, approximately 80% of our administrative employees were telecommuting. Today, approximately 80% are back to work on site. Approximately 150 of our administrative employees still telecommute—most are Headquarters employees in Arlington Heights. Rocky thanked employees again for contributing, providing, and delivering the essential services that so many in our region depend on.

While progress in Congress on additional COVID-19 relief measures for transit has stalled, we continue to lobby our Illinois delegation. Rocky thanked Doug Sullivan, Sue Rushing, and the Community Relations Representatives who continually reach out to the staff of our elected officials.

Senator Durbin notified us that we will be receiving an \$850,000 FTA grant to cover the cost of leasing garage space in East Dundee for our I-90 service.

Rocky, along with his colleagues at CTA and Metra, have been invited to address the RTA Board tomorrow about our COVID-19 response. Rocky has also recently discussed this on *Chicago Tonight* and Naperville's community television.

Rocky reported that our new website was recognized by the International Awards Associates with a 2020 Vega Digital Arcturus Award, and APTA has informed us that we won the APTA 2020 Innovation Award for our partnership with the Tollway on I-90. Rocky thanked staff who worked on these projects.

Approval of Consent Agenda

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

SBD #20-61 – Ordinance authorizing the award of a sole source contract to Laner Muchin, Ltd., for legal services for labor and employment matters, in an amount not to exceed \$1,200,000.00.

SBD #20-62 – Ordinance authorizing a change order to Contract Nos. 224298, 224299, 224301, 224849, 229400, and 229401 with Government Consulting Services of Illinois, LLC, Brent Hassert Consulting, LLC, Miguel A. Santiago Consulting, Inc., Liz Brown-Reeves Consulting, Inc., Rory Group, LLC, and CapitolHall Partners, LLC for state and local legislative services. This action increases the contract total from \$974,700.00 to \$1,184,700.00, an increase of \$210,000.00.

SBD #20-63 – Ordinance authorizing amending and restating Pace's Ethics Ordinance.

SBD #20-64 – Ordinance authorizing amending the 2020 Capital Budget (Capital Amendment #3). This amendment does not increase or decrease the 2020 Suburban Service Capital Program of \$178,513,501, but rather reallocates funds from other projects for project management consulting and COVID-19 related expenses.

Items Removed from Consent Agenda

No items were removed from the Consent Agenda.

Action Items**SBD #20-65 – Resolution** honoring Al Larson.

Director Schielke moved, and Director McLeod seconded a motion to approve the Resolution. The motion passed with a unanimous vote. Chairman Kwasneski, Director Marcucci, Director Schielke, and Director McLeod spoke about former Director Larson and wished him well.

SBD #20-66 – Resolution honoring John Schmitt.

Director Schielke moved, and Director Marcucci seconded a motion to approve the Resolution. The motion passed with a unanimous vote. Chairman Kwasneski and Director Schielke spoke about former Director Schmitt and expressed their sympathy to his family.

SBD #20-67 – Ordinance authorizing the award of a contract to Advertising Vehicles, Inc. dba Adsplosure for sale of advertising on Pace's buses, shelters, and website.

Director Marcucci inquired whether this company can live up to what they promise and what Pace's options are if they do not. Pace staff stated this company has been in business for quite some time and they have a number of public transit clients around the country. We expect them to live up to what they presented in their bid documentation and if they don't, they are in breach and we have options, including a letter of credit upon which to draw.

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

SBD #20-68 – Ordinance authorizing the award of a sole source contract to ElDorado National (California), Inc. for the purchase and installation of driver area barriers for Pace buses, in an amount not to exceed \$2,334,242.16.

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

SBD #20-69 – Ordinance authorizing the award of a sole source contract to Creative Bus Sales, Inc. for the purchase of rotating side barriers for Pace paratransit vehicles, in an amount not to exceed \$376,830.00.

Director Schielke 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, Schielke, Soto, and Chairman Kwasneski. All Directors voted Aye.

Issues/Discussions/Reports

No reports were given.

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 Marcucci moved, and Director Canning seconded the motion. The motion passed with the following roll call vote: Directors Arfa, Canning, Carr, Guerin, Hastings, Marcucci, McLeod, Schielke, Soto, and Chairman Kwasneski. All Directors voted Aye.

Reconvene

Chairman Kwasneski reconvened the Open Session of the Pace Board of Directors meeting at 10:48 a.m.

Directors physically present: Canning, Carr, Guerin, Marcucci, McLeod, Schielke, and Chairman Kwasneski.

Director Arfa, Hastings, and Soto attended the meeting virtually.

Directors Claar and Wells were absent.

SBD #20-70 – Resolution approving the minutes of the Closed Session meeting of July 15, 2020.

Director Canning moved, and Director Carr seconded a motion to approve the Resolution. The motion passed with a unanimous vote. Director McLeod abstained.

SBD #20-71 – Ordinance approving action in Soma, MacLennan, Herrera, Hernandez, and Harvey, et al. v. Pace & Bufkin, et al.; Cook County Case No. 17 L 012370 (consolidated), as discussed in Closed Session.

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

Adjournment

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

Director Schielke moved, and Director Canning seconded a motion to adjourn the Pace Board of Directors meeting. The motion passed with a unanimous vote. The meeting adjourned at 10:50 a.m.

The next regular meeting of the Pace Board of Directors will be held on Wednesday, September 16, 2020 at 9:30 a.m. at Pace Corporate Headquarters, 550 West Algonquin Road, Arlington Heights, Illinois.



Karen Kase
Secretary, Board of Directors