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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
June 21, 2023

The Board of Directors of Pace, the Suburban Bus Division of the Regional Transportation Authority, met in open session on Wednesday, June 21, 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, Carr, Guerin, Marcucci, McLeod, Schielke, Smith, Soto, and Chairman Kwasneski.

Directors absent: Wells.

Director Marcucci moved and Director Guerin seconded a motion to allow Director Hastings and Director Noak to attend via Zoom. The motion passed with a unanimous vote. Director Hastings and Director Noak joined the meeting via Zoom immediately following the vote.

SBD #23-40 – Resolution approving the open session meeting minutes of May 17, 2023.

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

Public Comment

Garland Armstrong, formerly of Des Plaines, described pick-up delays using paratransit service as a vacation visitor. Mr. Armstrong was also concerned about service reductions in Skokie and that the Schaumburg Dial-A-Ride does not operate on weekends, which prevents disabled residents of Schaumburg from attending an annual disability expo.

Director Wells joined the meeting at 9:37 a.m.

Richard A. Kwasneski, *Chairman*

Rachel Arfa Christopher S. Canning Terrance M. Carr David B. Guerin Kyle R. Hastings Thomas D. Marcucci
William D. McLeod John D. Noak Jeffery D. Schielke Erin Smith Linda Soto Terry R. Wells

Board of Directors

Melinda J. Metzger, *Executive Director*

Heather Armstrong, former member of Pace's Chicago ADA Advisory Committee, asked for better communication when paratransit clients are assigned taxis, particularly in DuPage County, because clients may not be aware of what type of vehicle they are getting. This past weekend, a taxi arrived for Ms. Armstrong's pickup, but it could not accommodate her power wheelchair.

Chairman's Report

Chairman Kwasneski reported that in late May, he, Melinda Metzger, and the chairmen and executive directors of the service boards went to Washington D.C. to meet with congress members who represent the RTA service area. They discussed the need for transit funding when Covid relief money runs out. Congress members understood the need, as transit agencies across the country are facing the same challenges. The service boards also had good conversations with one another about working collaboratively on projects and submitting for grants as a team.

Chairman Kwasneski reported on the CMAP Policy Committee meeting last week where the PART initiative was presented. The service boards described how they work cooperatively and suggested that a lot of the information CMAP has now is misunderstood or missing. CMAP agreed to meet with the service boards to get better info. Chairman Kwasneski voiced concerns that CMAP's final report will be based on presumptions and not facts. He asked questions about funding options and believes that stakeholders like IDOT or the State would want a portion of proposed tax increases on gas or services. To find a permanent solution for transit funding, he believes that we need a dedicated tax that is not shared with other parties. He asked CMAP to research referendums to increase taxes for transit, which have been done with high success.

Chairman Kwasneski thanked Director Noak and Director Schielke for asking questions about the PART process at the meeting. He added that the reason so many Pace board members have concerns is that they are not getting a lot of information and have no indication of what the final report will be like. He encouraged CMAP to be more inclusive in discussions and to circulate the report so the service boards can review it for accuracy.

Chairman Kwasneski congratulated Melinda on receiving the Transportation Research Forum's 2023 President's Award for her involvement in Pace's implementation of innovative services like bus on shoulder, Pulse rapid transit, TNCs, and Van Go. Melinda praised staff for their fantastic work and thanked the board for their support in bringing fresh ideas to the region.

Directors' Reports

Director Arfa congratulated Melinda on her award, saying she sees the innovation at Pace and has learned so much from Melinda. Director Arfa thanked Heather and Garland Armstrong for their disability advocacy. Director Arfa reported on attending the Access Living Gala with Pace staff Melinda Metzger, Lorri Newson, and Maurice Sanders. Lastly, Director Arfa reported on a collaboration between the Mayor's Office with Disabilities, Pace staff, and Chicago DOT to add signage at Chicago City Hall designating paratransit pick-up and drop-off locations. She said it will make it easier for drivers and riders and is an example of innovation done to help riders.

Director Canning congratulated Melinda and reported on attending the latest PART Steering Committee meeting. He shares the Chairman's concerns. Director Canning believes that what is being evaluated is misguided and that the solutions proposed may not be achievable. He believes the committee is looking to the past when it should be focused on the problems of the future.

Director Carr congratulated Melinda saying no one is more deserving of this award. As audit liaison, Director Carr reported that Baker Tilly completed a year-end audit of Pace's financial statements and a single audit of federal expenditures. They issued a clean opinion with no management letter. He said that doesn't happen often and shows Pace staff is doing a good job.

Director McLeod congratulated Melinda, saying she sets the tone for the agency.

Director Noak congratulated Melinda and thanked staff for the work they do every day. He encouraged the Board to watch the last PART meeting online. He said because PART does not meet over the summer and the next meeting is in September, now is the time to educate yourself and to make your concerns heard to various entities and appointing authorities.

Director Schielke congratulated Melinda and reported on the CMAP Policy Committee meeting, saying what is happening is one of the most interesting political adventures in the Chicago area in the last half-century and that it will be of interest to those studying public policy. He is impressed with how CMAP staff have handled underlying political motivations behind the PART project. He pointed out that those who wish to collapse the RTA and reinvent Metra, Pace, and CTA as one entity are not considering that other bordering counties (Kendall, DeKalb, and Boone for instance) want to become part of the RTA too. In the end, he believes there will be a fight about reallocating money to certain areas/services and that it will be a years-long battle.

Director Smith congratulated Melinda and the entire staff on the award, saying she is regularly impressed by Pace's progressive thinking about what needs to change to adapt to new realities.

Director Soto congratulated Melinda. She reported on the second annual membership mixer for the Lake County Transportation Alliance and thanked Pace staff Melinda Metzger, Doug Sullivan, and Ed Gallagher for attending. Director Soto reported that she attended the PART Steering Committee meeting on May 24th in which she gave public comment. She emphasized that the fiscal cliff should be the primary problem we are trying to solve. She thinks a dedicated transit tax, suggested by Chairman Kwasneski, is a good idea, and is concerned that some of the funding ideas being proposed shift funds away from county and state DOTs, and their vehicles and roadways. She said shifting money is not solving a problem, it is moving a problem. She encouraged Directors to follow meetings, to pay attention, and to make sure voices are heard.

Executive Director's Report

Melinda Metzger thanked the Board for their comments about the TRF award. She reported that Pace celebrated Juneteenth at several events with Pace partners. Pace has also been supporting

the LGBTQ+ community by running a wrapped Pride bus at parades throughout the region. Pace will run a wrapped bus in Chicago's disability pride parade on July 22nd. Melinda said she is proud of the diversity not only in our organization but also in the communities we serve.

Melinda reported on her trip to D.C. with the Chairman and the other service boards to meet with 10 members of Congress who represent the RTA service area. Federal Covid relief funds will carry Pace through 2026; Melinda pointed out that this is the first time that federal money has been given directly to operate service. Pace hopes transit agencies can continue to receive federal assistance for operations as elected officials discuss new funding mechanisms for transit.

Melinda invited Directors to an event on June 27th celebrating the launch of Pace Connect, which will make its first trip that evening. Pace Connect is a microtransit pilot that provides late-night first mile/last mile service between Harvey Transportation Center and surrounding communities, as well as the Rosemont Transit Center and the O'Hare cargo area. This is Pace's first attempt at serving third shift workers; service will operate between 11:30 p.m. and 5:30 a.m.

Melinda reported that Pace has partnered with CTA to use parking spots at the Rosemont Transit Center for two VanGo vans, which will allow riders to travel between Pace buses or the CTA Blue Line at Rosemont to workplaces in Itasca. This is another example of ongoing cooperation between the service boards to provide more flexible and cohesive service options for riders.

Melinda reported that after the Pace board meeting on July 19th, Pace will host a groundbreaking for an ADA paratransit facility in Schaumburg, adjoined to the Northwest Transportation Center. Melinda also reported that in August, Pace is launching Sunday service for Pulse Dempster.

Melinda reported that staff has been active throughout the region participating in events such as the Green Drives Conference and Expo, the Mayor's Office for People with Disabilities resource fair hosted by Director Arfa, and Transport Chicago. Melinda thanked community relations representatives for their efforts. Melinda reported on recruitment events at community colleges and that Pace continues to host Hire on the Spot events at Pace headquarters every Thursday.

Melinda reported on the budget and ridership. The YTD funding requirement through April is \$13.7 million favorable to budget for suburban service and \$4.3 million favorable to budget for ADA paratransit service due to the positive performance of both operating revenue and operating expenses. Ridership is up 8.3% over May 2022, and about 8,000 trips during the month of May were completed using TNCs. Pace is continuing to utilize those companies to fill service gaps.

Melinda thanked the Board for their comments about CMAP and appreciated those who attended CMAP meetings. Pace has invited CMAP to present at Pace's next board meeting.

Director Marcucci offered his assistance with reaching out to College of DuPage to hold a Pace recruitment event. Director Wells complimented the wrapped bus for Pride parades and the wrapped Juneteenth bus at every garage.

Items removed from the Consent Agenda

None.

Approval of Consent Agenda

SBD #23-41 – Ordinance authorizing Change Order No. 11 to Contract No. 217069 with Bloom Companies, LLC for additional professional architectural and engineering services for the South Campus Master Planning, Acceptance Facility, and Office Building project. This change order extends the contract for 9 months, and increases the contract total from \$2,900,522.88 to \$3,293,871.10, an increase of \$393,348.22.

SBD #23-42 – Ordinance authorizing the award of a sole source contract to Luminator Technology Group Global, LLC for the purchase and installation of new routers and antennas on 150 fixed route buses in an amount not to exceed \$557,400.00.

SBD #23-43 – Ordinance authorizing Change Order No. 6 to Contract No. 233878 with WEX, Inc. for third party administration (TPA) of health benefit plans. This change order extends the contract for 10 months, and increases the contract total from \$997,942.50 to \$1,158,890.50, an increase of \$160,948.00.

Director Schielke moved, and Director Smith 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, Noak, Schielke, Smith, Soto, Wells, and Chairman Kwasneski. All directors voted aye.

Action Items

SBD #23-44 – Ordinance accepting the 2022 Annual Financial Report, the 2022 Report on Federal Awards, and Reporting and Insights from 2022 Audit for Pace, the Suburban Bus Division of the RTA, presented by the accounting firm of Baker Tilly US, LLP.

Jason Coyle from audit firm Baker Tilly presented.

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, Noak, Schielke, Smith, Soto, Wells, and Chairman Kwasneski. All directors voted aye.

SBD #23-45 – Ordinance authorizing the Executive Director to sign a commercial real estate contract to transfer the real property located at 9 Osgood Street, Joliet, Illinois 60433 to the County of Will.

Frank Dufkis, Pace's Deputy General Counsel-Transactional, presented.

Director Noak moved, and Director Schielke 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 #23-46 – Ordinance authorizing the award of a contract to Alliant Insurance Services, Inc. for insurance brokerage services, including the payment of insurance premiums, in an amount not to exceed \$22,939,380.92.

Kristi Rekasius, Pace’s Insurance Liaison, presented. Director Canning asked who is ultimately selecting lines of insurance; Kristi clarified that Alliant brings the information to Pace and Pace makes the decisions. Director Smith inquired about Alliant’s compensation; Kristi clarified that Alliant will receive \$412,500 over a 5 year period under this fixed fee contract.

Director Schielke moved, and Director Smith 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 #23-47 – Ordinance authorizing Change Order No. 13 to Contract No. 224410 with Trapeze Software Group, Inc. for Paratransit scheduling and dispatch technology enhancements, customizations, and developments. This change order increases the contract total from \$19,725,379.03 to \$20,532,360.03, an increase of \$806,981.00.

Tony Santucci, Paratransit Operations Support, presented on enhancements to the automated phone system and the TripCheck web portal for paratransit and Dial-A-Ride scheduling.

- Chairman Kwasneski asked if riders must respond to text notifications about booking or cancelling; Melinda and Tony clarified that texts are informational, no need to respond.
- Director Marcucci confirmed that phone calls and texts notifications are automated.
- Director Arfa believes this information will help manage expectations about service, because a frustration she often hears from riders is that they have been waiting a long time and don’t know why. She recommended user testing with riders with disabilities.
- Chairman Kwasneski said CMAP does not know about a lot of Pace services and we need to do a better job communicating to the public the benefits Pace provides to the region and the technology we use to enhance coordination with CTA and Metra. He said the best metric for measuring the success of these enhancements would be high usage.
- Director Soto and Tony discussed how a passenger could see what type of vehicle they are getting. Director Arfa asked if a photo of the vehicle could be added.
- Director Smith reported that these enhancements were requested by McHenry County a couple years ago because there is a high reliance on non-fixed route services. She asked for a timeline; new features will debut individually throughout fall 2023.
- Director Canning asked about the Trapeze contract expiring in four months. A discussion ensued about Pace’s high reliance on a lot of Trapeze products requiring frequent upgrades and the need for Trapeze to deliver those products on time. Melinda said that Rebuild Illinois funds made upgrades possible, which Pace was not able to do in the past.

Director Schielke left the meeting at 10:54 a.m.

Director Schielke returned to the meeting at 10:55 a.m.

Director Soto 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, Smith, Soto, Wells, and Chairman Kwasneski. All directors voted aye.

Issues/Discussion/Reports

Chairman Kwasneski encouraged Directors to review the April 2023 budget reports and financial statements contained in their packets.

Adjournment

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

The meeting adjourned at 11:00 a.m.

Reconvene

Chairman Kwasneski reconvened the open session of the Pace Board of Directors meeting at 11:24 a.m.

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

Directors virtually or telephonically present: Hastings.

Directors absent: Noak.

SBD #23-48 – Resolution approving the closed session meeting minutes of May 17, 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 #23-49 – Ordinance approving that the closed session minutes of November 9, 2022, December 21, 2022, January 18, 2023, March 15, 2023, and April 19, 2023 are available for public inspection, and that the closed session minutes of January 14, 2015, February 11, 2015, March 11, 2015, May 13, 2015, June 10, 2015, September 18, 2019, September 15, 2021,

November 10, 2021, December 15, 2021, March 16, 2022, and August 17, 2022, February 15, 2023 are not available for public inspection.

Director Schielke moved, and Director Guerin 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, Smith, Soto, Wells, and Chairman Kwasneski. All directors voted aye.

SBD #23-50 – Ordinance authorizing the destruction of verbatim records of closed sessions for August 18, 2021, September 15, 2021, October 20, 2021, November 10, 2021, and December 15, 2021.

Director Schielke moved, and Director Guerin 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, Smith, Soto, Wells, and Chairman Kwasneski. All directors voted aye.

SBD #23-51 – Ordinance approving a Collective Bargaining Agreement between Pace Heritage Division and Teamsters, Local #179.

Director Schielke moved, and Director Guerin 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, Smith, Soto, 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 Schielke moved, and Director Guerin seconded a motion to adjourn the meeting. The motion passed with a unanimous vote. The meeting adjourned at 11:29 a.m.

The next regular meeting of the Pace Board of Directors will be held on Wednesday, July 19, 2023 at 9:30 a.m. at Pace Corporate Headquarters, 550 West Algonquin Road, Arlington Heights, Illinois.

Elissa Ledvort
Board Secretary, Board of Directors