

Pace Suburban Bus Service

Board of Directors



Board Meeting Minutes

December 2016



Suburban Bus Division of the Regional Transportation Authority
550 West Algonquin Road
Arlington Heights, Illinois
Open Session of the Board of Directors
December 14, 2016

The Board of Directors of Pace, the Suburban Bus Division of the Regional Transportation Authority, met in public session on Wednesday, December 14, 2016, at 4:30 P.M. at Pace corporate headquarters, 550 West Algonquin Road, Arlington Heights, Illinois, pursuant to notice.

Chairman Kwasneski led assembly in the Pledge of Allegiance.

Chairman Kwasneski called the meeting to order at 4:30 P.M.

Directors physically present: Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Stephens, Wells, Chairman Kwasneski

Directors Absent: Tamley

Chairman Kwasneski asked for a motion and a second to allow Directors Canning and Tamley to attend the meeting via audio conference.

Director Larson moved, and Director Claar seconded the motion to allow Directors Canning and Tamley to attend the meeting via teleconference.

Director Attending Meeting via Audio Conference were Canning and Tamley. Director Tamley never made the connection into the Board meeting, therefore is marked as "Absent".

SBD #16-103 – Resolution approving the minutes of the Open Session meeting of November 9, 2016.

Director Wells moved, and Director Hastings seconded a motion to approve the minutes of the Open Session meeting of November 9, 2016. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Stephens, Wells, Chairman Kwasneski all voted Aye. No Director voted Nay.

Public Comment

There was no public comment.

Report of Chairman

The Chairman reported on his Pace-related activities during the past month.

Directors' Reports

Directors Canning, Larson, Nowaczyk, Schielke, Shepley and Wells reported on their Pace-related activities during the past month.

Report of Executive Director

Mr. T. J. Ross, Executive Director reported on his Pace-related activities during the past month.

Reports from ADA Committee Chairs and Pace CAB Committee Chair

Ms. Marsha Trawinski, Chicago ADA Committee Chair gave a year-end report of the Committee's actions during 2016.

Mr. Richard Bascomb, Suburban ADA Committee Chair gave a year-end report of the Committee's actions during 2016.

Ms. Sheila Schultz, CAB Committee Chair gave a year-end report of the Committee's actions during 2016. Ms. Schultz also announced that she, and Sheila Swartz, have resigned their positions as the Pace CAB Committee Chair and Vice Chairman after serving in these positions for several years. Both Sheila Schultz, and Sheila Swartz, will continue to serve on the Pace CAB Board. Lucille Zucchero will be the new Chairman of CAB Committee, and Adam Kerman will be the Vice Chairman.

Director Soto joined the meeting at 4:40 P.M.

Action Items

SBD #16-104 – Ordinance authorizing the award of a contract to F.H. Paschen, S.N. Nielson & Associates, LLC. for the replacement of three (3) Transit Business Wash and Reclaim Systems, in an amount not to exceed \$1,196,700.00. (IFB 415912)

Director Schielke moved, and Director Marcucci seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay.

SBD #16-105 – Ordinance authorizing the award of a sole source contract to ADP, LLC. for Payroll Processing Services, in an amount not to exceed \$402,492.28. (RFP 416375)

Director Hastings moved, and Director Soto seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay.

SBD #16-106 - Ordinance authorizing the award of a contract to Baker Tilly Virchow Krause, LLP for Year-End Auditing Services (Years 2016-2020), in an amount not to exceed \$416,489.00. (RFP 416414)

Director Soto moved, and Director Hastings seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay.

SBD #16-107 - Ordinance authorizing the award of a contract to Builders Chicago Corporation to Inspections, Maintenance, Repairs for Overhead Doors at Twelve (12) Pace Facilities, in an amount not to exceed \$807,330.00. (IFB 416629)

Director Wells moved, and Director Shepley seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay.

SBD #16-108 – Ordinance authorizing a change order to Contract No. 220564 with Tom Tom North America, Inc., for Digital Spatial Dataset Maintenance. This action extends the contract term for two (2) years and increases the contract total from \$120,000.00 to \$240,000.00. (RFP 416750)

Director Claar moved, and Director Nowaczyk seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay.

SBD #16-109 – Ordinance authorizing the award of contracts to RMC, Inc., for HVAC Scheduled Inspections, Maintenance, and Repairs for fifteen (15) Pace Facilities in an amount not to exceed \$1,037,924.00. (IFB 416501)

Director Nowaczyk moved, and Director Stephens seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay.

SBD #16-110 – Ordinance authorizing the award of a Sole Source contract to Eldorado National California, Inc., for Rear Destination Display Signs, in an amount not to exceed \$540,500.00. (RFP 416455)

Director Marcucci moved, and Director Hastings seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay

SBD #16-111 – Ordinance authorizing the award of a contract to Underwriters Safety & Claims, for Third Party Administration of Workers' Compensation Claims, in an amount not to exceed \$383,900.00. (RFP 416640)

Director Shepley moved, and Director Larson seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells and Chairman Kwasneski all voted Aye. No Director voted Nay

The Chairman asked for a motion to adjourn into Closed Session. Director Schielke moved, and Director Larson seconded the motion. The motion was unanimously approved by the Directors at 5:29 P.M.

Director Canning left the meeting via telephone conference at 5:29 P.M.

RECONVENE

Chairman Kwasneski reconvened the Open Session of the Pace Board of Directors meeting at 5:42 P.M. on the following roll call vote: Directors Claar, Hastings, Larson, Marcucci, Nowaczyk, Schielke, Shepley, Soto, Stephens, Wells, and Chairman Kwasneski.

SBD #16-112 – Resolution approving the minutes of the November 9, 2016 Closed Session meeting.

Director Shepley moved and Director Nowaczyk seconded a motion to approve the Resolution. The minutes of the November 9, 2016 Closed Session were passed with a unanimous vote from the Board of Directors.

SBD #16-113 – Resolution approving release of the Closed Session Minutes of December 9, 2015, January 13, 2016, February 10, 2016, March 9, 2016, April 13, 2016, June 8, 2016, July 13, 2016, August 10, 2016, September 14, 2016 and October 12, 2016 for public inspection.

Director Shepley moved, and Director Wells seconded a motion to approve the minutes from the noted Closed Sessions. The motion was passed with a unanimous vote from the Board of Directors.

ADJOURNMENT

Director Schielke moved, and Director Shepley seconded a motion to adjourn the Pace Board of Directors meeting. The motion was passed with a unanimous vote from the Board of Directors. The meeting was adjourned at 5:43 P.M.

The next regular meeting of the Pace Board of Directors is scheduled for Wednesday, January 11, 2017 at 4:30 P.M. at Pace Corporate Headquarters, 550 West Algonquin Road, Arlington Heights, Illinois.

Susan Oehlwein, Secretary
Board of Directors