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www.pacebus.com

**Suburban Bus Division of the Regional Transportation Authority
550 West Algonquin Road
Arlington Heights, Illinois
Open Session of the Board of Directors
February 14, 2018**

The Board of Directors of Pace, the Suburban Bus Division of the Regional Transportation Authority, met in public session on Wednesday, February 14, at 4:30 p.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 4:30 p.m.

Directors physically present: Canning, Carr, Hastings, Larson, Marcucci, Schielke, Soto, Tamley, Wells, and Chairman Kwasneski. Director Larson arrived at 4:31 p.m. and Director Tamley arrived at 4:32 p.m.

Directors absent: Claar.

Directors attending by phone: Shepley and Stephens.

Chairman Kwasneski asked for a motion, and a second to allow Directors Shepley and Stephens to attend the meeting via audio conference.

Director Soto moved, and Director Schielke seconded the motion to allow Directors Shepley and Stephens to attend the meeting via teleconference. The motion passed with a unanimous vote, no Director voted Nay.

Directors Shepley and Stephens joined the meeting via audio conference immediately after the vote was taken.

SBD #18-09 – Resolution approving the minutes of the Open Session meeting of January 10, 2018.

Director Canning moved, and Director Soto seconded a motion to approve the minutes of the Open Session meeting of January 10, 2018. The motion passed with a unanimous vote, no Director voted Nay.

BOARD OF DIRECTORS

Richard A. Kwasneski, Chairman

Christopher S. Canning Terrance M. Carr Roger C. Claar Kyle R. Hastings Al Larson Thomas D. Marcucci
Jeffrey D. Schielke Aaron T. Shepley Linda Soto Bradley A. Stephens Karen Tamley Terry R. Wells

**Thomas J. Ross
Executive Director**

Public Comment

No public comments were brought before the Board.

Report of Chairman

Chairman Kwasneski and Rocky Donahue attended the governor's budget proposal in Springfield on February 13, 2018.

Pace received the Professional Business Development Award from the Joliet Chamber of Commerce on January 10, 2018. Chairman Kwasneski and Director Claar accepted the award on behalf of Pace. Rocky Donahue and Beth Gonzalez were in attendance. Chairman Kwasneski commended Beth Gonzalez for her participation and efforts.

A similar award was received from the Elgin Chamber of Commerce on January 25, 2018 for the I-90 Bus on Shoulder service. Director Schielke, T.J. Ross and Martin Sandoval were in attendance.

Chairman Kwasneski, Directors Carr and Soto attended a Pacesetter Awards ceremony to commend 18 Pace employees for their exceptional accomplishments and/or customer service in 2017. The ceremony was held February 14, 2018, immediately preceding the Board meeting.

Directors' Reports

Director Marcucci met with Pace Marketing Department staff and outside marketing firm Gatesman, regarding the Pace 2018 marketing plan. New technologies are bringing new avenues of marketing such as internet, apps, and text messaging.

Director Soto reported she attended a meeting with Mayor Sam Cunningham of Waukegan, Pace's Tim Dilsaver, and a Metra representative. Pace received positive comments regarding signage and shelter improvements.

Director Tamley reported she attended a Transit Agency Board Member Workshop sponsored by The Transit Center Workshop in Rhode Island. Director Tamley visited their downtown service connector and heard a report from their planning director.

Director Tamley, T.J. Ross, and Melinda Metzger attended an ADA Coordinating Meeting hosted by the RTA. Regional ADA issues were discussed.

Report of Executive Director

T.J. Ross reported on the Annual Report for 2017. Some highlights include an increase in ridership, ADA Paratransit ridership was steady, change in funding levels, Pace's budgeting process was improved to prepare for 2018, and 2017 budget goals were met. On-time performance has increased, posted bus stop signs added 22 routes, buses 14 years and older were retired and on bus passenger counters were improved. The number of preventable accidents dropped, liability claim payouts were significantly lower than budget, workers' comp was under budget, and days missed from work decreased. Camera systems on buses were replaced and new

systems added. IT continues efforts to upgrade systems. Pace's procurement process improvements were implemented. South garage mid-life project and CNG conversion were completed. Bus wash systems, lifts and generators were added at various garages. Milwaukee Pulse system construction began in 2017.

Service improvements include new real-time information systems, added I-55 service and Park-n-Ride service at I-25. TAP and ADA usage systems increased, and Wi-Fi continues to be added to buses. Pace responded to the need for employee service at Amazon. Other projects in the works are new Call-n-Rides, new bus stop shelters, Transit Signal Priority expansion, and a new park-n-ride in Plainfield. I-94 service goes into effect in April 2018, and Pace, in partnership with the Chicago Transit Authority (CTA), has initiated the North Shore Transit Service Coordination Plan and Market Analysis on the Dempster Pulse service. Planning began on the ARTR Pulse system for Halsted and central Harlem. The Tollway has involved Pace in the I-294 rebuild regarding flex-lanes.

Action Items

SBD #18-10 Ordinance authorizing approval of Board Member travel and business expenses for 2017 pursuant to Public Act 099-0604 Local Government Travel Expense Control Act.

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

SBD #18-11 Ordinance authorizing the award of a Sole Source Contract to Paymentech, LLC for Credit Card and ACH Processing Services for I-Store and Vanpool Billing.

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

SBD #18-12 – Ordinance authorizing the award of a contract to Worldwide Battery Company for Coach Batteries.

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

SBD #18-13 – Ordinance authorizing a change order to Contract Number 222564 with Jacobs Engineering Group, Inc. for Transit Signal Priority Program Integration Management Services and Design Engineering.

Director Schielke moved, and Director Larson seconded a motion to approve the Ordinance. The motion passed with the following roll call vote: Directors Canning, Carr, Hastings, Larson,

Marcucci, Schielke, Shepley, Soto, Stephens, Tamley, Wells, and Chairman Kwasneski. All Directors voted Aye. No Director voted Nay.

SBD #18-14 – Ordinance authorizing revision of Pace Regulations Governing Public Bidding.

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

SBD #18-15 – Ordinance authorizing the filing and execution of 2018 grant applications and agreements with Pace’s funding Agencies.

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

Issues/Discussions/Reports

Doug Sullivan presented Pace’s 2018 Marketing Plan. A Pace commercial regarding the new I-90 Flex Lane “Go from Traffic to Terrific” won a first-place award from APTA, the 2017 Ad Wheel Award for agencies of Pace’s size. New commercials are being created for 2018.

Pete Sisto, supervisor of passenger facilities maintenance, displayed a bus sign incorporating a texting code to receive real-time bus arrival at the posted stop. Usage of this system has been favorable by riders and continues to progress.

Marketing is promoting a new Paratransit education campaign. Call-n-Ride on-line booking will be promoted. Pace’s public image will be promoted via overhauling Pace’s website. Social media following has increased and will continue to be promoted. New bus wraps will be implemented. The marketing budget is flat for three years running.

Director Soto identified an area that needs improvement—marketing the difference between Call-n-Ride and Dial-a-Ride.

Melinda Metzger discussed Pace’s ADA Paratransit Compliance Review Final Report by the FTA. The FTA cited two deficiencies for Pace ADA Paratransit Service and one for RTA’s ADA Paratransit Certification Program. Overall this was a positive review, fewer deficiencies than Pace’s peers. Pace will coordinate with CTA and RTA to prepare a response and action plans.

Chairman Kwasneski asked for a motion to adjourn into Closed Session for the purpose of discussing closed session minutes (2-C-21), pending litigation (2-C-11), and employment matters (2-C-1). Director Schielke moved, and Director Larson seconded the motion. The motion passed with a unanimous vote from the Board of Directors at 5:42 p.m.

Reconvene

Chairman Kwasneski reconvened the Open Session of the Pace Board of Directors meeting at 6:29 p.m.

Directors physically present: Canning, Carr, Hastings, Larson, Marcucci, Schielke, Soto, Tamley, Wells, and Chairman Kwasneski.

Directors attending by phone: Shepley and Stephens.

Directors absent: Claar.

Action Items

SBD #18-16 – Resolution approving the minutes of the January 10, 2018 Board Meeting, Closed Session.

Director Schielke moved, and Director Larson seconded a motion to approve the minutes of the Closed Session meeting of January 10, 2018. The motion passed with a unanimous vote, no Director voted Nay.

SBD #18-17 – Ordinance authorizing settlement of Renee Faust v. Pace, Clifford Boone, and Mark Franklin; Case No. 2015 M6 004247 consolidated with Mark Franklin and Shaniya Hobbs-Clark v. Pace and Boone; Case No. 2015 M1 300092.


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

Adjournment

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

Director Schielke moved, and Director Larson seconded a motion to adjourn the Pace Board of Directors meeting. The motion passed with a unanimous vote from the Board of Directors. The meeting adjourned at 6:32 p.m.

The next regular meeting of the Pace Board of Directors will be held on Wednesday, March 14, 2018 at 4:30 p.m. at Pace Corporate Headquarters, 550 West Algonquin Road, Arlington Heights, Illinois.



Karen Kase
Acting Secretary, Board of Directors