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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  
December 11, 2024**

The Board of Directors of Pace, the Suburban Bus Division of the Regional Transportation Authority (“Pace”), met in open session on Wednesday, December 11, 2024 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, Hastings, Marcucci, McLeod, Schielke, Soto, Wells, and Chairman Kwasneski.

Director McLeod moved, and Director Schielke seconded a motion to allow Director Noak to attend via phone. The motion passed with a unanimous vote. Director Noak joined the meeting via phone immediately following the vote.

Directors absent: Smith.

**SBD #24-93 – Resolution** approving the open session meeting minutes of November 13, 2024.

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

**Public Comment**

None.

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*

**Chairman's Report**

Chairman Kwasneski wished everyone happy holidays and is hopeful for good news for Pace in 2025. He thanked Directors and staff for the time they spent on budget public hearings and budget presentations to county boards. He reported on presenting Pace's 2025 budget to the Will County Committee of the Whole with Melinda. Committee members asked a lot of questions, supported not consolidating the transit boards, and supported more funding for public transit.

Chairman Kwasneski reported that Pace staff will speak at an event highlighting improvements at the Homewood Metra Station, a major hub in that area.

Chairman Kwasneski reported that IDOT Secretary Omer Osman is retiring. He praised Secretary Osman for working together with Pace on many partnerships. Chairman Kwasneski pledged to work with the new incoming Secretary.

**Directors' Reports**

Director Arfa wished everyone a happy holiday and thanked Pace staff for their hard work, particularly those out in the field working in cold temperatures and on holidays.

Director Canning wished colleagues on the Pace board, Pace staff, operators, and riders a wonderful holiday season and a happy new year.

Director Marcucci reported on presenting Pace's 2025 budget to the DuPage County Board. He reported to them that the budget has no service cuts or fare increases. He also conveyed to them how important it is for Pace and DuPage County officials to get the word out about the ReVision systemwide restructuring effort, encouraging people to review the proposed network concepts and participate in the public survey. He also discussed with them the proposed consolidation of RTA, CTA, Metra, and Pace. The Board did not seem to be in favor of the consolidation.

Director McLeod wished everyone in the Pace family a happy holiday and peace on earth.

Director Schielke reported on presenting Pace's 2025 budget to the Kane County Board with the RTA and Metra. The Board did not support the proposed consolidation of the RTA, the CTA, Metra, and Pace. Director Schielke reported to them on the rapid growth in Kane County, particularly in Batavia (senior living), Pingree Grove, Hampshire, and towns in the northwestern part of the county bordering McHenry County near IL 47 and I-90. CMAP predicts this area will be one of the highest growing in the Chicago region in the coming decades. Hampshire has approved the construction of 2800 single family homes, which could double the size of that town. The use of Pace's Ride in Kane dial a ride service by senior living communities has also grown exponentially. He warned that anyone who wants to take apart the RTA and put it back together should be prepared to keep the Kane County Dial-a-Ride or face many unhappy people.

Director Soto praised Pace staff for continuing to raise the bar, doing more and more, and being better and better, every year. She is particularly proud of all the efforts on ReVision. She has enjoyed serving on the Planning Committee and thanked Director Canning for chairing that committee.

Directors Carr, Hastings, Noak, and Wells wished everyone a happy holiday season.

### **Executive Director's Report**

Melinda Metzger extended holiday wishes to the Board and passengers, especially thanking employees who drive and maintain buses in inclement weather and work with riders every day. Melinda said 2024 was a year of tremendous growth, progress, and challenges, and is grateful for the Board's support as we work together to deliver access and opportunity to our communities.

Melinda reported that Pace celebrated Rosa Parks day in December. Her courageous actions advancing civil rights motivate Pace to provide inclusive and accessible public transit for all.

Melinda reported that Pace accomplished the goals set for 2024 by making strategic investments in our service and infrastructure to enhance rider experience. The results have been evident in our steadily growing ridership. In 2024, Pace:

- Moved forward on Project Zero. Acquired a second electric fixed route bus and our first electric paratransit bus, installed charging stations at 10 Park-n-Rides as an amenity for passengers, finalized zero emission fleet transition plans, and actively pursued funding, receiving a \$30.9 million low no emissions for EV hybrid buses.
- Strengthened our infrastructure. Completed the Markham Facility for Customer Relations and Central Safety and Training, which has been so important for training and hiring. Pace integrated On Demand, Van Go, and ADA paratransit into the Transit App and implemented TSP along major corridors throughout the region.
- Enhanced regional connectivity with service enhancements that increase frequency and evening and weekend service. Launched innovative programs, like the Lansing Area On Demand and RAP while advancing key initiatives like ReVision.

Melinda reviewed Pace's ambitious plans for 2025:

- Break ground on North Division phase one, Pace's first fully electric facility. Continue the Harvey Multimodal Transportation Center and the Calumet City ADA Paratransit Transfer Facility. In 2025, Pace will complete the Northwest ADA Transfer Facility in Schaumburg and the Markham Acceptance Facility, which will be equipped to accommodate electric vehicles indoors.
- Continue to roll out service, expand On Demand offerings, coordinate fare integration with the CTA and Metra, advance Pulse 95<sup>th</sup> Street, Halsted, and Cermak, and explore alternative fuels, including a hydrogen vehicle pilot, to secure a sustainable future.
- Work with legislators on aggressively pursuing funding to support our system and reimagine service as Pace finalizes the ReVision plan.

Melinda thanked the Budget, Planning, and Community Relations staff and board members for their hard work on the budget public hearings and presentations to county boards.

Melinda reported that the ReVision executive summary was distributed to all county executives, to the 274 communities that Pace serves, and to every legislator in the 6-county RTA region. Pace held virtual hearings to solicit public input. A recording of the ReVision presentation was put on the ReVision website. Pace employees are engaging with communities at events and riding buses as transit ambassadors, encouraging riders to take the survey as to what kind of service they want to see. ReVision will develop a plan that Pace can give to legislators.

Melinda reported on upcoming transit hall towns sponsored by the legislature in response to the fiscal cliff. The next ones will take place in Carol Stream and Batavia for DuPage and Kane counties, respectively. Melinda will invite the Pace board to attend future meetings in their areas.

Melinda reported that many high demand routes in Cook, DuPage, and Lake County saw extended service hours and increased frequency on weekdays and weekends in December. Channel 7 covered the service expansions. Pace will continue to strengthen our transit network.

Melinda reported that she shared updates on Project Zero with the Chaddick Institute for Metropolitan Development at DePaul University with Metra, CTA and CDOT to discuss how we are moving our transit systems to alternative fuels and our current focus on electrification.

Melinda reported that Pace's ADA Committees met last month. Staff presented updates to the Transit App, Ventra on Paratransit, and the RAP. Melinda reported that the committees were instrumental in encouraging Pace to move forward on using TNCs to increase capacity. ADA paratransit complaints have decreased because people have more transit options.

Melinda reported that the monthly ridership report has been updated to break out figures for the RAP program. Pace carried 1.9 million systemwide riders in November 2024. The average weekday ridership was 85,731 which was 10.4% higher than the November 2023 average.

Melinda reported that APTA issued "Transit Wrapped 2024," Pace was in the top 5 for the Ridership Recovery category based on number of trips. Other agencies on this list have smaller service areas that are not spread out like Pace. Pace is a national leader in ridership recovery.

Melinda thanked Pace's HR, Marketing, Communications, Operations, and Community Relations teams for their hard work promoting job opportunities at Pace.

Chairman Kwasneski commented that elected officials at the state, county, and municipal levels are all unequivocally saying they want more service. He said the ReVision plan is a good working document for elected officials and riders to comment on proposed concepts, for Pace to figure out how to provide the service increases that people are asking for, and for the legislature to see Pace's expansion opportunities and a plan for what Pace can offer with more funding.

Chairman Kwasneski marveled at the ADA paratransit ridership figures, highlighting that about 250,000 ADA trips are provided with dedicated service and about 200,000 ADA trips are provided via TAP or RAP – nearly half of all ADA service. He praised the TAP and the RAP for giving people the flexibility to travel whenever they want to without needing to book a day in advance.

### **Items removed from the Consent Agenda**

None.

### **Approval of Consent Agenda**

**SBD #24-94 – Ordinance** authorizing an annual update to the Safety Plan in accordance with the Federal Transit Administration’s PTASP Regulation 49 CFR Part 673 and the Bipartisan Infrastructure Law.

**SBD #24-95 – Ordinance** adopting Pace’s Financial Approval Authorization Policy (FI-02), as amended.

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

### **Action Items**

**SBD #24-96 – Ordinance** amending the 2024 Operating and Capital Program Budget (Amendment #4).

Kris Skogsbakken, Manager of Capital Grants, presented on how the amendment adds \$18,342 in Section 5339 funds for the partial purchase of a paratransit vehicle and \$1,791,526 of reprogrammed Rebuild Illinois bond grant funds for River Division Electrification.

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

**SBD #24-97 – Ordinance** authorizing the award of a contract to Anchor Mechanical, Inc. for Job Order Contracting (JOC) Contractor in an amount not to exceed \$7,520,000.00.

Jane Swider, Chief Procurement Officer, presented. A discussion ensued:

- Chairman Kwasneski praised how JOC uses predetermined pricing to expedite projects while still giving the JOC subcontractors a competitive edge. He applauded Pace staff for their years of work developing the JOC program, saying we do not need a long bidding

process for basic maintenance items throughout the company.

- Chairman Kwasneski asked how JOC subcontractors become eligible to work with Anchor. Jane explained that Pace posts anticipated procurements on the Pace website; Pace's 2025 listings will have a section specifically for JOC projects that Pace will identify. Pace will also advertise JOC projects during DBE outreach. Subcontractors will work with Anchor directly and develop subcontractor agreements detailing their experience, insurance, bonding, etc.
- Chairman Kwasneski encouraged Pace to promote JOC opportunities, saying it is a great way to get smaller contractors or DBE contractors involved in Pace work.
- Director Canning asked if JOC would cover any PPMO projects. Jane explained that JOC is for small to mid-size construction projects only, typically no more than \$1 million. It is most beneficial for small projects already defined and listed in the catalog. Board and staff discussed examples of JOC projects vs. PPMO projects.
- Director Marcucci asked who assumes liability for problems. Jane explained that Anchor will assume liability for work performed.

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

**SBD #24-98 – Ordinance** authorizing Change Order No. 1 to Contract No. 234829 with Oracle America, Inc., a subsidiary of Oracle Corporation, for Oracle Market-Driven interim support service for Oracle Enterprise Business Suite (EBS) software. This change order extends the contract for one year, and increases the contract total from \$165,000.00 to \$270,000.00, an increase of \$105,000.00.

Scott Kinsella, Chief Information Officer, presented. Chairman Kwasneski asked for a presentation at a future board meeting on all the individual Oracle cloud migration projects to get a sense of the big picture. Scott added that these are business-driven projects led by individual Pace departments with IT participation and support. Projects are expected to be completed in 2026.

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

**SBD #24-99 – Ordinance** authorizing a change order to Contract No. 226204 with Gatesman, Inc. for advertising services. This change order increases the contract amount from \$20,659,515.25 to \$25,855,011.11, an increase of \$5,195,495.86.

Doug Sullivan, Manager of External Relations, presented. Director Wells inquired about the DBE goal. Director Canning pointed out the need to go out to bid again when the contract ends. Director Marcucci asked Doug to review the three grants being added to the contract with this

change order: a CMAP UWP grant, a CMAP CMAQ grant, and a federal 5310 grant. Similar grants have been previously added via change order over the course of this contract.

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

### **Issues/Discussion/Reports**

Chairman Kwasneski encouraged Directors to review the October 2024 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) and pending litigation (2-C-11). Director Schielke moved, and Director McLeod seconded the motion. The motion passed with a unanimous vote. All directors voted aye.

The meeting was adjourned at 10:26 a.m.

### **Reconvene**

Chairman Kwasneski reconvened the open session of the Pace Board of Directors meeting at 10:39 a.m.

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

Directors telephonically present: Noak

Directors absent: Smith

**SBD #24-100 – Resolution** approving the closed session meeting minutes of November 13, 2024.

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 #24-101 – Ordinance** approving that the closed session minutes of September 15, 2021, November 10, 2021, August 17, 2022, June 21, 2023, February 21, 2024, and April 17, 2024 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, March 16, 2022, October 18, 2023, March 20, 2024, June 26, 2024, September 18, 2024, October 16, 2024 are not

available for public inspection.

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

**SBD #24-102 – Ordinance** that the verbatim records of the closed session minutes for January 18, 2023, February 15, 2023, March 15, 2023, April 19, 2023, and May 17, 2023, which have previously been approved by the Pace Board of Directors and which have been held no less than 18 months after completion of the meeting recorded, be destroyed.

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

**SBD #24-103 – Ordinance** approving action on Miranda Malava vs. Pace, the Suburban Bus Division of the Regional Transportation Authority, Anna Wagner, Pesche's Flowers, Gonzalo Herrera, and Jennifer Sotomayor; Cook County Case No. 2023 L 00428.

Director Canning 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, 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 meeting. Director Soto moved, and Director Marcucci seconded a motion. The motion passed with a unanimous vote; all Directors voted aye. The meeting adjourned at 10:43 a.m.

The next regular meeting of the Pace Board of Directors will be held on Wednesday, January 15, 2025 at 9:30 a.m. at Pace Corporate Headquarters, 550 West Algonquin Road, Arlington Heights, Illinois.

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Elissa Ledvort  
Board Secretary, Board of Directors