

# *May 12, 2008 McHenry Pilot Meeting Agenda*

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## *I. MOU update*

*Follow-up from each agency on where they are at with the memorandum of understanding for participation in the Paratransit Council*

## *II. MDT purchase/installation*

*Given the August time frame, it is important to have the MDT's already ordered and discuss how they are to be installed and taught to drivers.*

## *III. Laidlaw Grayslake*

*The pilot program will take advantage of operations under contract between Pace and Laidlaw. It is important to know the status of the conversations between the two.*

## *IV. Contracts and contract modifications*

*The pilot program will include the City of Woodstock, the City of McHenry, and the Pioneer Center. Each has different contracts with Pace/Laidlaw to provide services. Any likely changes and other contract considerations will be discussed.*

## *V. Crystal Lake Metra connection for Dorr Township*

## *VI. Service name and public outreach approach*

*The Pilot Program is catchy enough but perhaps a "Access McHenry" label is better? Additionally, how and when do we want to work with the existing riders and public at large to inform them of the Pilot and service changes?*

# McHenry Coordinated Demand Response Service

## Meeting Summary

May 12, 2008

2:00pm

**Attendance:** Larry Deeter, TranSystems  
Frank Devita, McHenry Township  
T.J. Ross, Pace  
Chris Rose, Pace  
Peter Austin, McHenry County  
Jason Osborn, McHenry County  
Donna Schaefer, McHenry Township  
Jeff Kurth, Pioneer Center  
Melinda Metzger, Pace  
Doug Maxeiner, City of McHenry  
John Labaj, McHenry County

**Meeting Purpose:** Update status of the pilot since the previous meeting and establish next steps.

### I. Memorandum of Understanding

- McHenry Township has signed the MOU
- Pioneer Center will check into the status
- The County is determining if it needs to go to the Transportation Committee before going to County Board

### II. MDT Purchase/Installation

- Mobile Data Terminals have been ordered. Pace is funding the purchase of MDTs.
- Installation Scheduled for the week of July 18<sup>th</sup>.
- Pace will work with McHenry Township to arrange a time for installation in its vehicles.

### III. Laidlaw Grayslake

- Pace is working on setting up a new toll-free telephone number.
- An additional workstation will be installed at Grayslake.
- Pace plans to test 10-15 units with Trapeze before the implementation date to make sure there will be no problems.

### IV. Contracts and Contract Modifications

- Pace is still in the process of procurement
- Pace believes that \$60 per hour is a worst case scenario
- The new contract will go the July or August Board for approval

### V. Dorr Township connection to Crystal Lake Metra Station

- Bob Pierce has been appointed to the ITF.
- At the last ITF meeting, Bob stated that many of the requests he receives are for service to Crystal Lake Metra Station. The station is outside of the proposed service area.
- Donna and Jason will contact Bob since he wasn't at the meeting.
- Pace suggested that a vanpool shuttle may meet this travel need.

### VI. Service Name and Public Outreach Approach

- McRide was chosen as the name of the pilot project.
- Marketing materials need to be completed by June 30<sup>th</sup>
- McHenry Township is planning meetings to educate their current riders.

## **McHenry Coordinated Demand Response Service**

### **VII. Other Issues**

- Registration needs to be completed by July 15<sup>th</sup>. Registration has been different for each agency in DuPage and Kane. Pace will provide a template. Information typically collected includes: name, address, phone number, mobility device, companion and other service parameters.
- Pace requested that a technical group comprised of staff directly involved with operations be formed.
- Other agencies have requested to join the pilot. Pace recommend waiting until the six month evaluation before allowing additional agencies into the pilot.
- All local staff need to be trained by August 1<sup>st</sup>.