

# INTERAGENCY COMMITTEE ON TRANSIT COORDINATION

November 21, 2005  
1 to 4 p.m.  
Aeronautics Training Room  
222 East Plato Boulevard

## Meeting Notes

### Meeting Attendees:

Randy Halvorson, Committee Chair, Department of Transportation  
Robbie Sarles, RLS & Associates  
Dave Christianson, Metropolitan Council  
Lynda Boudreau, Department of Health  
Robert Johns, University of Minnesota  
Toni Baker, Board on Aging  
Tom Lencowski, Department of Education  
Ernie Venegas, Department of Employment & Economic Development  
Bob Fischer, Department of Education  
John Kowalczyk, Department of Human Services  
Donna Allan, Director, Department of Transportation  
Judy Ellison, Department of Transportation  
Noel Shughart, Department of Transportation  
Diane Contreras, Department of Transportation

The meeting opened with a welcome and introductions. Copies of the October 28<sup>th</sup> minutes, the final draft of the Committee's vision/mission statements, and the Committee's first annual report to the Governor were provided.

### Minnesota Coordination Study

Donna Allan, Department of Transportation, stated that over the years the Department has made progress in coordination with our public transit systems. Currently there are 65 transit systems in Greater Minnesota and 25 in the Metro Area. She noted that there are various levels of coordination throughout the state among individual transit systems and social service providers.

Robbie Sarles, RLS & Associates, Inc., provided an in-depth presentation on the Met Council/Mn/DOT Minnesota Coordination Action Plan: Towards a Coordination Framework For Minneapolis/St. Paul Metro Area.

An initiative of the Minnesota Coordination Action Plan is to establish a planning framework to educate public transit and human service transportation stakeholders at the local level. Improved coordination among all levels of providers and agencies that provide transportation services holds the potential to increase transportation availability, improve access to jobs, enhance service quality, eliminate duplicative efforts; and improve the cost effectiveness of transportation dollars.

The study identified three tasks to gather information to use to develop this plan and make recommendations. In Task 1 workshops were held with stakeholders in Greater Minnesota and the Metro Area to assess the progress of communities in developing a coordinated transportation network; provide “best practice” examples to help community transportation stakeholders implement transportation coordination; and to develop an action plan to move community transportation coordination forward in Greater Minnesota. Stakeholders included public transit providers, head start directors, hospitals, nursing homes, 5310 providers and others. Also, surveys were sent to transit providers and local elected officials to learn what stakeholders/agencies in their communities were doing regarding coordination. Task 2 looked at the best practices of the community and local level along with deliverables, and Task 3 outlined an Action Plan Implementation Strategy of steps Minnesota should undertake to foster increased transportation coordination statewide.

The report recommended that public transit systems be designated as the mobility manager in their service area (i.e. county, multi-county). The mobility manager would act as a service broker and become the single point of contact for scheduling and dispatching service to increase efficiency and quality of trips provided. This position would also be responsible for administrative services, safety oversight and monitoring, and act as a public transit umbrella.

A short discussion followed regarding the proposed Public Transit Mobility Manager position; where funding would come from to support this position; and how much other state’s best practices were used to compile this report. The draft report will be available for review by the end of December. Stakeholders and this Committee will have an opportunity to review the final draft report.

### **Committee Vision/Mission**

Donna Allan went through the revised vision/mission statements. The revisions were based on changes discussed at the Committee's last meeting. No additional changes were requested and the vision/mission statement was adopted as presented. At some point, the Committee may want to prioritize the statements and develop a timeline.

### **Coordination Forum**

Noel Shughart, Department of Transportation, reported that Mn/DOT received a small coordination grant from the Federal Transit Administration (FTA). Mn/DOT has partnered with the Center for Transportation Studies (CTS) to conduct a forum to share best practices with local stakeholders and to discuss options to further and improve coordination. This forum will be held in early February at the Earl Brown Center in St. Paul. More information on the forum will be available in January. Committee members will be invited to the forum.

### **Schedule and Activities**

Committee members suggested the following future agenda items and agency presentations: CTS/Hennepin County coordination project, DARTS maintenance program, the Safe, Accountable, Flexible, Efficient Transportation Equity Act, A Legacy for Users (SAFETEA-LU) legislation that provides \$52.6 billion in guaranteed funding for public transportation for 2005-2009, and presentations on CTS and Board on Aging coordination activities/programs.

### **2006 Meeting Schedule**

Committee members agreed to meet once a month for the next six months. Meeting dates are January 19, February 16, March 16, April 13, May 18 and June 15, 2006. Meetings will be held in Mn/DOT's Office of Aeronautics training room from 2 to 4 p.m.

The meeting adjourned with a wish to everyone for a safe and happy holiday season.

