

# REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC)

Location: Sourcewell (Fmr. NJPA) 202 12<sup>th</sup> St. NE, Staples  
MN 56479  
Date: Wednesday, July 18<sup>th</sup>, 2018  
Time: 10:00 a.m. – 12:00 p.m.

## Participants

Andy Stone  
Ricco Guzman  
Lori Schultz  
Don Hickman  
Anita Walker  
Katherine Mackedanz  
Nathan Burtram  
Pete Berscheit  
Tanya Leskey  
Randy Jahnke  
Bob Nelson  
Cheryal Hills  
Staci Headley  
Tad Erickson

## Meeting Summery

After welcoming the group to the meeting, staff led the group with self-introductions. Staff previewed the Agenda for the group before providing an overview of the Regional Transportation Coordination Council (RTCC). Staff also discussed some background on how the grant program originated and how Region Five came to apply for/be awarded the grant.

## Defining the Region

The group then turned their attention to the next agenda item which was “Defining the Region”. Staff, provided a handout that was recommended by MnDOT and was developed by the Minnesota Association of County Social Service Administrators (MACSSA). Staff informed the group that they would be asked to take formal action on defining the region at the next meeting.

## Membership and Legal Structure of RTCC

The next item on the agenda that the group discussed, was the definition of membership, clarifying the role of the RTCC, as well as describing the legal structure of the RTCC. Region Five staff described some variations of how the RTCC might be formed including, organizing the RTCC as an extension council of the Region Five Development Commission like the Transportation Advisory Council (TAC). Staff relayed to the group that MnDOT had indicated

approval of such a structure, given that Region Five Development Commission already has articles of incorporation and bylaws.

Staff also indicated that the RTCC could develop their own “Operational Guidelines” similar to the TAC’s that would outline the RTCC’s Mission, Membership, Time Commitment, Attendance, Location of Meetings, etc. Staff informed the group that they would also be asked to take formal action on determining the legal structure of the RTCC at the next meeting.

### **Timeline**

Before moving on to the next agenda item, staff took a moment to discuss the grant timeline and some of the required elements of the grant. Staff noted that each meeting would have certain objectives that tie directly to the grant requirements and timeline. For instance, the first meeting is to introduce the RTCC grant concept. But at the next meeting the RTCC would need to take action on:

1. Confirm definition of the Region
2. Structure of RTCC
3. Approval of Public Participation Plan
4. Determining the Parent organization

### **Alignment with LHTCP**

While discussing the grant timeline, Staff explained the public participation plan which would be described within the timeline document. Staff informed the group that they would be asked to approve the public participation plan at the next meeting as well.

Staff also introduced the idea of alignment between RTCC planning and the Local Human Transit Coordination Plan (LHTCP)

### **Next Steps**

Lastly, the group discussed the timeline and next steps. Staff indicated that a meeting summary would be sent out as well as an email summarizing each of the four items that the stakeholders would be asked to take action on at the next meeting.