

REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC)

Location: Sourcewell
202 12th Street NE, Staples MN 56479
Date: Wednesday, November 21st, 2018
Time: 10:00 a.m. – 12:00 p.m.

Participants

Ben Byker
Amie Gendron
Randy Jahnke
Erich Heppner
Pete Berscheit
Nathan Bertram
Sue Seimers
Rosemary Franzen

Tom Partington
Kathy Marshik
Amy Christensen
Anita Walker
Angela Anderson
Cheryal Hills
Matt Kallroos
Tad Erickson

Call to Order

- The meeting was called to order at 10:03 a.m.
- Welcome/Introductions
 - o Stakeholders took a few minutes to go around the table and introduce themselves.
- Preview of Agenda
 - o Erickson took a few minutes to preview the agenda and review the overall planning process/timeline

Administrative Update:

- September Progress Report
 - o Erickson noted that the September RTCC monthly progress report had been submitted and the meeting summary has been sent to all stakeholders.
- Website Update
 - o Erickson noted that all meeting summaries will be included on the MCOTA website once it is fully set up as well as all documents/ materials regarding R5RTCC to maximize public engagement.
 - o Erickson also noted that uploading should be occurring soon with how far we are into the project.
- Review Overall Timeline/Process
 - o Erickson referenced the timeline handout and pointed out the remaining stakeholder meetings, the public participation meetings, and the overall timeline/process.

Review DRAFT Operational Guidelines and Summary:

- Erickson briefly read through the operational guidelines while touching on main points throughout the document.
- The main points of the document included purpose, membership, time commitment, and attendance.

Discuss the December Public Participation Meeting

- Date, Time, Location:
 - o Kallroos stated that the first public meeting would occur December 4th from 6-8pm at Timbers Event Center in Staples, MN
- Purpose:
 - o Kallroos described the purpose of the meeting is to share details about the RTCC and gather feedback from the public and stakeholders to assist in planning and implementing strategies that meet the regional transit needs for Region Five.
- Promotion:
 - o Anderson noted that the meeting has been promoted via social media, radio, newspaper, and handouts. Anderson also passed around promotional materials for the stakeholders to handout
- Presenters:
 - o Erickson expressed the idea that both riders and transit providers are the target speakers for the meeting. Being able to get both perspectives will vastly improve the quality and outcome of the meeting.
- Interactive Portion:
 - o Erickson explained that the meeting will basically be split into 2 parts with the first half being presenters on stage and the last half being an interactive portion.
 - o The interactive portion will allow meeting attendees to voice their opinion by writing feedback on the DRAFT goals we have come up with in stakeholder meetings as well as voice their concern with any issues or challenges they have encountered while using transit.
- Pose Questions for Public:
 - o Erickson explained that the stakeholders should come up with a few questions they would like to pose to the public and as we went around the room their questions were jotted down for future use.
- Stakeholder Role:
 - o Erickson noted that the role of the stakeholders is to help spread the word with the vast amount of resources they have as well as help in getting information from the public both at the public meeting and leading up to each public meeting.

Review DRAFT Implementation Goals and Objectives (align with LHSTCP)

- Erickson noted that Region Five staff has developed a list of potential alignment with the Local Human Service Transit Coordination Plan.
- The list of goals that aligned with the LHSTCP was included in the stakeholders packets and Erickson opened the floor for stakeholders to speak on any changes they would like to make.
- Minor changes were made, and the goals have been updated since the feedback from the stakeholders.

Lunch/ Roundtable Organizational Update

- Lunch was provided by The Shante.
- As stakeholders ate lunch, Erickson instructed that the stakeholders go around the room and sharing something new in their organization, a recent challenge they faced, and a recent success.
- After going around the room and letting everyone share, Erickson noted that it was great to see stakeholders offer suggestions for stakeholder's challenges and that working this way will make the RTCC a success

Adjourn

- The meeting was adjourned at 12:00 p.m.