

REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC) MINUTES

Location: Sourcewell 202 12th St. NE,
Staples, MN 56479

Date: Thursday November 21st , 2019

Time: 10:00a.m. – 12:00p.m.



REGION FIVE
Development Commission

Attendees

Rachel Zetah
Randy Jahnke
Amy Christensen
Kayla Geister
Jan Lambert
Mike Wilson
Leigh Lake
Jay Vasek
Craig Nathan
Steve Barrows
Barb Becker

Jan Roers
Bill Stearns
Alex Weego
Jeff Woodford
David Anderson
Melanie Erickson
Theresa Eclov
Andy Stone
Matt Kallroos
Tad Erickson

Call to Order

- The meeting was called to order at 10:00 a.m.
- Welcome/Introductions
 - o Board Members took a few minutes to go around the table and introduce themselves.
- Preview of Agenda
 - o Kallroos took a few minutes to preview the agenda.

RTCC Background

- Phase 1
 - o Erickson and Kallroos reviewed what RTCC Phase 1 was to the board in order to get everyone caught up and on the same page. Things reviewed included the timeline, who the stakeholders were, and how Phase 1 planning impacts Phase 2 implementation.
- Phase 2
 - o Kallroos brought everyone up to speed on Phase 2 by explaining how we were awarded the grant, have a workplan to use throughout Phase 2 and why this RTCC board was created. Many board members were new to the RTCC idea so our main goal for the meeting was to make sure everyone knew what an RTCC was by the time the meeting was over.

Operational Guidelines

- Membership
 - o Kallroos explained that the board needs a chair and vice chair and those elections will be taking place at January's meeting. Kallroos also explained each term on the RTCC is 4 years.

- Time Commitment/ Attendance
 - o Kallroos also explained each term on the RTCC is 4 years and the board will meet quarterly. It was also noted that after 2 consecutive absences the board members seat will be vacated and filled by a new person within 60 days.

Review of Workplan

- Task List and Goals for Phase 2
 - o Kallroos presented the Phase 2 task list to the board and explained how each task needs to be completed or progressed towards during Phase 2. Kallroos also explained how each task has an estimated completion date and so far, we are on track.

Subcommittees

- o The board agreed to table this item until January's Board Meeting.

Update on Workplan Tasks

- o Kallroos walked the group through a handout that explained each step of the Phase 2 workplan and step by step tasks in order to complete the specific goals that were identified during Phase 1. Next steps were also provided.

Lunch

- Lunch was provided by The Shante.

Adjourn

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