Regional Transportation Coordination Council

Minutes

Tri-Valley Heartland Express

524 Barzan Ave. N Thief River Falls, MN 56701

April 18 December 6, 2019

Steering Committee Members Present:

Marcia Haglund, Marvin Gunderson, Jerry Jacobson, Sharon Bring, Glenda Phillipe, Lezlie Grubich, Rudy Finseth, Nancy Ellis, Ken Yutrzenka, Rick Trontvet, Rob Lovejoy, Mark Schmitke, Tammy Haugen, Cindy Pic, Teri Kouba, Glenda Phillipe, Chuck Flage, Kristie Nelson, Kent Ehrenstrom, and Danica Robson

Staff: Troy Schroeder, NWRDC, Connie Troska, AAA-NWRDC, Tom Gottfried, DHS, Sue Siemers, MnDOT

Welcome/Introductions:

Jacobson Schroeder welcomed everyone and called the meeting to order at 1PM. Role call, had everyone introduce themselves and who they represented—a quorum was present. Jacobson asked everyone to introduce themselves and who they represent Susan Siemers from the Office of Transit and Active Transportation joined via telephone. Schroeder provided a handout from the Minnesota Council on Transportation Access (MCOTA) that listed all the recipients of the initial planning grants. There are 5 RDC's awarded the contract along with 4 others that were awarded to other planning organizations. The MCOTA paper included a short description of what the RTCC mission statement.

Board Review/Election of Officers Approval of February Minutes:
Jacobson asked for approval of the February minutes as presented in packet. Ellis motioned, second by Bring. Motion approved

Tom Gottfried/DHS-MnDOT Coordination:

Gottfried introduced himself as the new coordinator for DHS working on the RTCC program. Gottfried took a mobility leave from MnDOT where he worked with transit. Gottfried discussed the RTCC development and how to address coordination efforts. He then discussed the DHS role in public transit and how a coordinated effort between MnDOT and DHS will produced the best results for the end transit user.

Carver and Scott Counties were mentioned as having an RTCC collaborative in place and that it took many years to get it to function smoothly. It was mentioned that the development of the RTCC will be a slow process that evolves over many years. Committee members commented on barriers to successful transit coordination such as liability with sharing equipment and who’s responsibility is a rider? The one call one click mobility manager position was discussed and it was pointed out that MCOTA is working on the technological aspect and doesn’t expect the RTCC’s to be coordinating rides in the first year of implementation.

Further discussion ensued with Siemers, Gottfried, and other committee members. The RDC would be hiring a staff person to operate as the mobility manager of the RTCC.

SWOT Analysis Recap, Connie Troska:

Troska discussed the results from the SWOT analysis the committee had done in a previous meeting and compiled how the items identified in the SWOT fit into and helped to develop the work plan for the implementation phase of the RTCC that will occur on July 1, 2019.

Review Discuss the Draft Implementation Plan/Work Plan:

MnDOT Comments:

Siemers included comments with the development of the RTCC with Gottfried’s discussion.

RTCC Bylaws Updates for Implementation Plan:
Committee members discussed changes to the bylaws and meeting quarterly on the 4th Thursday of July, October, January and April. The first year of the implementation plan meeting will take place in August in order to get new staff in place.

**Next Meeting Date:** June 6th, 11-1pm

**Adjournment:** The meeting was adjourned at 1:00pm. Next meeting scheduled for June 6.