Steering Committee Members Present:

Marcia Haglund, Marvin Gunderson, Glenda Phillipe, Lezlie Grubich, Rudy Finseth, Nancy Ellis, Ken Yutrzenka, Rick Trontvet, Rob Lovejoy, Mark Schmitke, Danica Robson

Staff: Troy Schroeder

Welcome/Introductions:

Schroeder welcomed everyone and had everyone introduce themselves and who they represented. 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:

Schroeder distributed the list of board members. There are 29 board members, 17 voting members. Schroeder mentioned that each county has a commissioner appointed to the board so when financial considerations are made that respective county will have a voice. Schroeder mentioned Pennington County was yet to appoint a representative and Red Lake County will
appoint a member after the January swearing in of new commissioners. Election of the Chair, vice chair, secretary, and treasurer will be discussed at the February meeting.

**Approval of the October Minutes:**

Schroeder asked for a motion to approve the October minutes. Phillipe motioned, second by Yutzenka. Motion approved unanimously.

**Public Meeting Discussion:**

Members of the RTCC advisory board that attended the Roseau public meeting discussed how the meeting went. Schroeder distributed a handout containing comments from the meeting and mentioned Roseau had discussed the importance of having each county represented. A business representative, a private driver representative, and a representative from medical services should be contacted to see if they have an interest. Schroeder mentioned contacting Digi-Key and waits response. Nelson had a suggestion in the medical field that Schroeder will contact. R&L STS provider and MTL provider will be contacted to see if they have an interest.

**MnDOT Comments/Recommendations:**

Siemers provided Schroeder a copy of the RTCC web pages that provided information about the regional initiatives. The following is the link to the website on coordinate MN Transit.  
http://www.coordinatemntransit.org/regional/rtccs/

**RTCC Bylaws Review:**

Schroeder distributed the draft RTCC bylaws and mentioned that the changes recommended by board members and MnDOT staff have been made. Staff will continue to update the bylaws and bring to the NWRDC for final approval after the February RTCC Board meeting.

**Next Public Meeting/Operational Implementation Plan:**

Lovejoy brought up the timing of contract and getting the implementation draft plan started we needed to get the public meetings completed so the board can use the data collected from those meetings to guide in the development of the implementation draft plan. Lovejoy recommended doing a SWOT analysis of those public meetings to help guide our direction into the next planning phase. Everyone agreed that getting the public meetings done sooner than having them spaced out made more sense. Board members discussed holding the meetings on January 17th in Ada, January 24th in Crookston, and January 31st in Karlstad. Public meetings will take place from 4:30-6:30pm.

. Tri-Valley will provide public transportation to these public meetings.
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Adjournment:

Schroeder adjourned the meeting at 1:10pm.

Next meeting scheduled for February 6th, 11am-1pm at Tri-Valley Bus in Thief River Falls.