Regional Transportation Coordination Council

Minutes

Tri-Valley Heartland Express

524 Barzan Ave. N Thief River Falls, MN 56701

February 20December 6, 2019

Steering Committee Members Present:

Marcia Haglund, Marvin Gunderson, Jerry Jacobson, Jim Duckstad, Glenda Phillipe, Lezlie Grubich, Rudy Finseth, Nancy Ellis, Ken Yutrzenka, Rick Trontvet, Rob Lovejoy, Mark Schmitke, Tammy Haugen, Cindy Pic, Cassie Heidi, Leon Olson, and Danica Robson

Staff: Troy Schroeder, NWRDC, Connie Troska, AAA-NWRDC

Welcome/Introductions:

Schroeder welcomed everyone and had everyone introduce themselves and who they represented. A quorum was present. 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 asked for nominations for chair? Olson nominated Jacobson to serve as chair. Schroeder asked for nominations 2 more times, hearing none, Schroeder asked for a
nomination for Vice Chair. Jacobson nominated Olson to serve as vice chair. Schroeder asked for nominations 2-more times, hearing none, Schroeder asked for nominations for Secretary. Olson nominated Pic to serve as secretary. Schroeder asked for nominations 2 more times, hearing none. Gunderson motion to nominate all 3 candidates, Heidi second the motion. Motion approved unanimously.

Committee members then discussed terms of the voting board members. The bylaws state the board will have alternating terms of 2 and 3 years.

Members elected to 2-year terms include:

Sharon Bring, Don Jensen, Lezlie Grubich, Kim Johnson, Marvin Gunderson, Cassie Heidi, Ken Yutrzenka, Rudy Finseth, and Rick Trontvet.

Members elected to 3-Year terms include:

Chuck Flage, Leon Olson, Jerry Jacobson, Glenda Phillipe, Brett Brandon, Cindy Pic, Nancy Ellis, and Brian Carlson.

Meeting Time: The board discussed the meeting time and recommended the first Thursday of every other month. 1-3PM

Approval of the December Minutes:

Schroeder asked for a motion to approve the December minutes. Yutrzenka motioned, second by Ellis. Motion approved unanimously.

RTCC bylaws:

Board members discussed the bylaws with changes to meeting date and time. The final bylaws will be presented to the NWRDC Board for approval.

SWOT Analysis:

Schroeder introduced Connie Troska from the Area Agency on Aging. Troska discussed her background and what the SWOT analysis will be able to identify. Troska used post it notes that were created from the 4 public open house meetings. The comments were grouped into categories that best fit a theme.

- The next page provides the analysis chart information.
MnDOT Comments/Recommendations:

The conflict with the first Thursday in April was April 11th was selected as the meeting date.

Adjournment: The meeting was adjourned at 1:05pm. Next meeting scheduled for April 11.
SWOT Analysis
RTCC

**Strengths** (Internal)
1. The hiring of a Mobility Manager/Travel Trainer
2. Education of transportation options
3. Allowing kids to ride buses

**Weakness** (Internal)
1. Lack of service times
2. Need for volunteer drivers (requirements, insurance, and type of car are limiting factors)
3. Driver requirements for bus drivers
4. How to pay for clinic rides (MA)

**Opportunities** (External)
1. Inventory and shareability of Assets
2. Sharing of transportation options
3. Coordinating rides from the school to the clinic (example: PT appts)
4. The best way to coordinate doctor appts. with rides
5. Attend farmer shows to recruit volunteers.
6. Develop an App to link rides to the public user.

**Threats** (Barriers) (External)
1. Insurance barriers
2. Lack of bus drivers
3. Regulations
4. System design
5. Lack of funding
6. 

**The Strategy**
A: Take a **Strengths** and pair it up with an **Opportunity**: (Top 3)
- Mobility Manager/Travel Trainer = Identify Inventory and Shareability Assets
- Allowing kids to ride buses = Coordinating rides from school to clinic
- Education on Transportation Options = Sharing of Transportation Options

B: Prioritize
1. Mobility Manager/Travel Trainer = Identify Inventory and Shareability Assets
2. Education on Transportation Options = Sharing of Transportation Options
3. Allowing kids to ride buses = Coordinating rides from school to clinic

C: Choose one are to focus:
1. Identify Inventory and Shareability Assets

D: Next Steps
1. Transportation Board identify organizations/individuals to come together in May 2019 to do a facilitated “Affinity Diagram” on Inventory and Shareability Assets.
2. Start with whom board members feel are the big players (those with a smaller investment will be added at a later date.)
3. At April 2019 meeting, discuss what makes a “big player” in Transportation.