Regional Transportation Coordination Council

Minutes

Pennington County Joint use Facility

250 125th Ave. NE Thief River Falls, MN 56701

October 24, 2018

Steering Committee Members Present:

Cassie Heidi, Marcia Haglund, Kent Ehrenstrom, Marvin Gunderson, Kim Johnson, Glenda Phillipe, Kristi Nelson, Cynthia Pic, Lezlie Grubich

Welcome/Introductions:

Schroeder welcomed everyone and introduced Susan Siemers from the Office of Transit and Active Transportation. Siemers discussed her role with Mn/DOT OTAT and discussed the statewide RTCC along with the importance of an RTCC Board that is able to make funding decisions in the future as the program develops.

Election of Officers:

Board members discussed the current makeup of the advisory board. Gunderson mentioned we should have representation from each of the counties. Preferably a county board member. Schroeder mentioned he's currently scheduled to meet with the remaining county boards and will revisit the boards that have chosen to have the county represented by someone outside of the county board commission. Pic motioned to table the discussion until the December meeting to ensure we have all the proper representation in place. Johnson second the motion. Motion approved unanimously.
Approval of the September Minutes:

Schroeder asked for a motion to approve the September minutes. Ehrenstrom motioned, second by Nelson. Motion approved unanimously.

RTCC Board Review:

Members of the RTCC advisory board 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.

What is the Role of the RTCC Board

Members discussed how the RTCC Board will function and operate. Siemers gave some information on how the board needed to have a formal structure that will have the ability to make motions on how to utilize funding.

There was discussion on having representation from each county. Schroeder will put together a list of potential candidates from each county and visit county boards to ask for them to make a recommendation to the NWRDC board for appointment to the RTCC Board.

Review and Adopt the RTCC Bylaws:

Schroeder distributed the draft RTCC bylaws and mentioned that Siemers had recommended a few additions in a previous meeting. Committee members made comments and corrections. Staff will make the corrections and forward to the board to review prior to the December meeting.

Discussion on the operational implementation plan:

Siemers discussed the phase 2 implementation planning components of closing transportation gaps and growth of transit services statewide as a goal of the RTCC’s. Topics will focus on the local coordination plans, volunteer services, and insurance barriers that limit or reduce transit services.
Discuss the November Public Meeting:

Board members discussed meeting dates and times. Siemers mentioned the public meetings need to occur when public transportation is available. Grubich mentioned she would discuss the meeting date and time with Paul Bunyan staff to see if they have a driver available. November 15th from 4:30-6:30pm was selected as the best meeting time. Members discussed ways to get the notice out and get people to attend.

Adjournment:

Gunderson motioned to adjourn, Haglund second the motion. Motion approved. Next meeting scheduled for December 6th. 11am-1pm at Tri-Valley Bus in Thief River Falls