Steering Committee Meeting #1

Date: November 1, 2018  Time: 10:00AM  Duration: 1.5 hours

Location: Three Rivers Community Action Meeting Room: 1414 North Star Drive, Zumbrota, MN 55992

Participants: Jennifer Prins, Three Rivers Community Action; Brian Carlson, SE MN Together; Jerry Gabriellatos, City of Albert Lea; Chris Giesen, Community and Economic Development Associates; Sandi Goslee, ROCOG; Kelly Harder, Dakota County Transportation Coordinating Collaborative; Joe Jacobson, Rochester City Lines; Anna Potter and Mary Karlsson, Kimley-Horn

Agenda

1. Welcome and Introductions
2. Review and Finalize Agenda
3. RTCC Overview
   a. What is an RTCC
   b. Example RTCCs
   c. SE MN RTCC Grant Application
4. RTCC Planning Outcomes
   a. Relationships
   b. Organizational framework and implementation plan
   c. Financial plan
5. RTCC Planning Process
   a. Schedule – how does this change?
   b. Partners – who will help drive this?
   c. Messages – what messages need to be conveyed and questions asked?
   d. Activities – what activities will gather the information?
   e. Timing – when do these activities happen?
6. Next Steps & Discussion
   a. Steering Committee – Schedule next meeting
   b. Southeast Minnesota Together Convening – Nov 15
   c. Locally focused engagement
   d. Regionally focused convening
Steering Committee Meeting #1

Date: November 1, 2018  Time: 10:00AM  Duration: 2 hours

Location: Three Rivers Community Action Meeting Room: 1414 North Star Drive, Zumbrota, MN 55992

Participants: Jennifer Prins, Three Rivers Community Action; Brian Carlson, SE MN Together; Jerry Gabriellatos, City of Albert Lea; Sandi Goslee, ROCOG; Joe Jacobson, Rochester City Lines; Anna Potter and Mary Karlsson, Kimley-Horn

Members not available: Chris Giesen, Community and Economic Development Associates; Kelly Harder, Dakota County Transportation Coordinating Collaborative

Notes

1. RTCC Overview
   a. This RTCC will be a local organization that has state support that delivers effective transportation coordination between transportation providers, service agents, and the private sector in SE Minnesota.
   b. Examples & Go-Bys
      i. Wisconsin and Washington County, MN have “Mobility Manager” entities
      ii. Dakota County has the Transportation Coordinating Collaborative. In that example, the fiscal agent is clear, so a formal governance structure is not necessary. The fiscal agent will need to be determined for the SE MN RTCC, which will inform governance structure.
      iii. SMART Link (https://scottcountymn.gov/516/SmartLink-Transit). This could be a 5+ year “reach” goal for the SE MN RTCC
   c. Purpose/Need/Partnerships Discussion:
      i. Validate the transportation gaps/needs identified in the 2017 Regional Transit Coordinating Plan. Prioritize needs.
      ii. Validate the partnerships and support identified in the grant application process
      iii. Will need to consider each stakeholder, their needs, their history with the grant application, their availability to help with this RTCC formation as partnerships are formed.

2. MnDOT RTCC Grant Recipient Meeting Debrief
   a. RTCC needs to be formed in the planning phase of the grant
      i. Follow-up question for MnDOT: does the organization need to be a new entity or can is be added scope to an existing entity?
      ii. Jennifer suggests that the RTCC have a limited scope at the beginning and grow in the future
   b. Counties can be in more than one RTCC (per MnDOT)
   c. Not all regions in Minnesota submitted applications to form a RTCC. Region 9/SW Minnesota did not submit last year but is planning on submitting in the next round.
3. RTCC Planning Process & Outcomes
   a. Partners – Kimley-Horn will send list of stakeholders to Steering Committee to get feedback on existing communications and what partners need to be added. Inventorying stakeholder is the first step.
   b. Messaging – Branding/marketing is important. Creating a clear message on all the topics (what this entity is, who could or will be involved, how they will be involved, and what need exist) will be a part of the public engagement process. RTCC should consider the use of a website to house all information in one place.
   c. Activities – Some activities will happen now as a part of public engagement to define the purpose, need, and scope of the RTCC; some activities will happen later to address those needs (in RTCC programming). Public Engagement activities will be local (to identify needs) and regional (to identify structure/funding).

4. Prep for SE MN Together Convening
   a. Items to get feedback from this group on relative to the RTCC:
      i. Need Identification: Do people in your community experience issues with traveling where and when they need? Or do businesses experience issues with customers or employees traveling to their facility? What kind of issues do they face (access, timeliness, cost, etc.)?
      ii. Current Practice: Has your community reached out to a transportation provider for help with coordinating transportation? What kinds of issues led to the request for help? Were the issues resolved?
      iii. Stakeholder Status: What kind of conversations has your community had about transportation coordination?
      iv. Ideas: Is your community doing transportation coordination that is working well? What are you doing?
      v. Mission Support: How do you anticipate that a regional transportation coordinating council could complement (or create challenges with) your work?

5. Next Steps & Discussion
   a. Steering Committee – Anna will schedule next meeting based on everyone’s availability for the end of November/early December
   b. Southeast Minnesota Together Convening – Nov 15
Agenda

• Welcome and Introductions
• RTCC Overview
• RTCC Planning Outcomes
• RTCC Planning Process
• Next Steps
  • Steering Committee – Schedule next meeting
  • Southeast Minnesota Together Convening – Nov 15
  • Locally focused engagement
  • Regionally focused convening
RTCC Overview
What is a Regional Transportation Coordinating Council?

• Ongoing, local organization with support from Minnesota Council on Transportation Access (MCOTA) including MnDOT and Minnesota Department of Human Services

• Delivering effective transportation coordination between transportation providers, service agents, and private sector in southeast Minnesota

• Benefit everyone, including transportation disadvantaged, e.g., people with disabilities, older adults, people with low incomes, and military veterans
Example RTCCs

• New initiative in Greater Minnesota
• Dakota County Transportation Coordinating Collaborative
  • Increase efficiencies
  • Provide enhanced mobility and accessibility to all residents, especially older adults and people with special transportation needs
  • Initial activities included client needs assessment and transportation asset inventory
  • Recent accomplishments include Travel Training program, Social Services Lyft pilot, Hastings Law Enforcement Center pilot transit service, GoDakota branding
  • No formal governance structure, focus on outcomes not organization
• Washington County Mobility Manager
Why did we apply to start a RTCC?

- MnDOT planning and implementation grant opportunities
- 2017 Regional Transit Coordination Plan
  - Identified “convene a regional coordination body” as a priority (since 2011)
- Partners
  - Southeast Minnesota Center for Independent Living (SEMCIL)
  - Southeast Minnesota Area Agency on Aging (SEMAAA)
  - Human Services Directors for Region 10
  - Rochester-Olmstead Council of Governments
  - Southeast Mn Togethers
  - SEMCAC
- Fill gaps, streamline access, provide more options for where and when to travel
SE MN RTCC Approach to Partnerships

• Prioritized needs – examples:
  • County expense for veteran travel to VA appointments
  • Equipment hampering transportation choices for people with disabilities
  • Employer/workforce priorities that benefit people with public assistance work requirements
  • Redundancy and bureaucracy, territorialism, and limitations of narrow focus on disadvantaged households

• Coordination on high-value issues
  • Right-sized coordination focused on issues that matter
  • Positioning for early successes

• Playing a meaningful role in decision-making
  • Mix of local and regional convenings
  • Leverage partnerships and networks
Service Area and Membership

Proposed Southeast RTCC region

We propose to include Freeborn County because of Albert Lea’s close connections to Austin and the I-35 corridor communities. If an applicant comes in proposing to include Freeborn with the rest of MACSSA region 9, we will defer to the preference of Freeborn participants.

Figure from Three Rivers RTCC Grant Proposal
RTCC Planning Phase
July 2018-June 2019
Schedule Overview

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<td>Task 1. Project Coordination and Documentation</td>
<td>Kick-Off Meeting</td>
<td>Weekly Progress Updates</td>
<td>Steering Committee Meetings</td>
<td>TRCA Board of Directors Presentation</td>
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<td>Task 2. Public Participation and Organizational Development</td>
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<td>RTCC Governing Board Solicitation</td>
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<td>Task 3. Operational Implementation Plan</td>
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*Draft project schedule. Subject to change pending coordination of availability with TRCA staff and Steering Committee

Discussion: What deliverable schedule changes are possible given the delayed start?
Key Engagement Questions

• Partners: Who will help drive this?
• Messages: What messages need to be conveyed and questions asked?
• Activities: What activities will gather the information?
• Timing: When do these activities occur?
Partners: Who will help drive this?

**Transportation Providers**
- Dial-a-Ride
- Fixed Route
- Human Services
- Private Companies
- Schools

**Transportation Customers**
- Organizations
- Individuals

**Government**
- Counties
- Cities
- Regional (e.g., ROCOG)

Discussion: Are these the correct types of stakeholder groupings? Who else needs to be added to the discussion?
What: Messages and Questions?

- Messages
  - What is the SE MN RTCC?
  - What outcomes will it deliver?
  - What unmet needs will it address?
  - Other?
What: Messages and Questions?

Local Focus Questions

• Needs and priorities for local and regional coordination?
• Participants for regional convening?

Regional Focus Questions

• Priorities for types and level of coordination based on local input (goals, vision, desired outcomes)
• Recommended structure that supports type and level of coordination identified (legal and operational)
• Additional structure to support target populations
• Steering Committee membership to advance public approval process in 2019
**2017 Regional Transit Coordination Plan for Southeast Minnesota**  
*(Local Human Services-Public Transit Coordination Plan)*

<table>
<thead>
<tr>
<th>Coordinate and Consolidate Transportation Services and Resources</th>
<th>Mobility Strategies</th>
<th>Communication, Training and Organizational Support</th>
<th>Other</th>
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<tbody>
<tr>
<td>• Share Resources</td>
<td>• Improve Convenience</td>
<td>• Create Regional Coordination Body</td>
<td>• Contract with Common Carrier</td>
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<td>• Coordinate Dispatch</td>
<td>• Maintain Volunteer Drivers</td>
<td>• Improve Awareness of Resources &amp; Programs</td>
<td>• Develop low-cost partnership with ridesharing or TNC</td>
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<td>• Address Barriers</td>
<td>• Enhance Accessibility</td>
<td>• Maintain Central Website</td>
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**Discussion:** Are there opportunities for the RTCC to leverage existing partnerships or strategies currently underway?
## How: Potential Engagement Activities*

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<tr>
<th>Activity</th>
<th>Lead</th>
<th>Participants</th>
<th>Examples from Grant Proposal</th>
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<tbody>
<tr>
<td>Website</td>
<td>MCOTA (host) KH (content)</td>
<td>All Stakeholders</td>
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<td>Contact Database</td>
<td>Steering Committee</td>
<td>Transit Providers Organizations</td>
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<td>Email Updates</td>
<td>KH (content)</td>
<td>All Stakeholders</td>
<td>(distribution list to be created)</td>
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<td>Meeting Notifications</td>
<td>KH</td>
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<td>Online Surveys (printed as needed)</td>
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<td>In-Person / Focus Group Meetings</td>
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<td>Transit Providers Organizations</td>
<td>• 11 County provider meetings</td>
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<td>• 6 rider meetings</td>
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<td>• 1 Region 10 Human Services Directors meeting</td>
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<td>Pop-Up Meetings</td>
<td>Steering Committee (host) KH (content)</td>
<td>Public / Transportation Users Organizations Other Stakeholders</td>
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*Grant application requires four (4) public meetings*
By Spring 2019

- Have commitments from stakeholders to:
  - Participate on the governing board
  - Fund the governing board

- Answer: what are the most pressing transportation coordination needs that need to be addressed in the next two years?
  - What are the most pressing transportation needs of this area? And what is the timeline for each of those issues to be addressed?
  - Those needs that can be resolved within 2 years are RTCC near-term priorities
When: Timing of Activities

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Discussion: What deliverable schedule changes are possible given the delayed start?
Next Steps & Discussion
SE MN Together- November 2018
Regional Convening

- Agenda
  - Kelly Harder – Lessons Learned from Dakota County Transportation Coordinating Collaborative
  - Mary Karlsson – SE MN RTCC Update
  - Interactive Discussion
  - Lunch & Administrative Items
  - Tom Fischer – Transit: Opportunities for Rural Community Design and Development
  - Interactive Discussion
SE MN Together- November 2018
Regional Convening

- 100+ people
- SE MN Together
- Journey to Growth Transit Committee
- Government – staff and Elected officials
- Non-profits
- Business (large and small)
- People focused on workforce, housing, child care, education, economic development
SE MN Together- November 2018
Regional Convening

- Agenda
  - Kelly Harder – Lessons Learned from Dakota County Transportation Coordinating Collaborative
  - Mary Karlsson – SE MN RTCC Update
  - Interactive Discussion
  - Lunch & Administrative Items
  - Tom Fischer – Transit: Opportunities for Rural Community Design and Development
    - Interactive Discussion

Discussion: What information do we relay to this group? What information do we glean from this group?
Next Meetings

• Steering Committee – Schedule next meeting
• Southeast Minnesota Together Convening – Nov 15
• Locally focused engagement
• Regionally focused convening