Steering Committee Meeting #3

Date: January 3, 2019  Time: 12:30PM  Duration: 1.5 hours

Location: Skype Conference Call. Phone Number1-866-691-4535, Conference ID# 53468128

Participants:
Jennifer Prins and Tracy Holguin, Three Rivers Community Action;
Brian Law, Rochester Public Transit
Jerry Gabrielatos, City of Albert Lea;
Joe Jacobson, Rochester City Lines;
Laurie Brownell, SEMAAA
Monica Mohan, City of Winona
Gary Hart, Cedar Valley Services
Sue Seimers and Jean Meyer, MnDOT;
Anna Potter, Rory Fancler, and Mary Karlsson, Kimley-Horn
Jim Wolter, SEMCAC
Adam Lorentza, City of La Crosse (La Crescent, MN Transit Provider)

Members not available:
Brian Carlson, SE MN Together
Chris Giesen, Community and Economic Development Associates;
Kelly Harder, Dakota County Transportation Coordinating Collaborative,
Melissa Cummins, SEMCIL
Sandi Goslee, ROCOG
Wayne Stenberg, SEMCAC

Notes

1. Kimley-Horn is acting as staff while this RTCC is being organized in the short term. Answering who will be the future staff, what tasks that future staff will be doing, and who comprises the decision-making/governing body will a part of this process. We anticipate that the governing board will be a mix of elected officials and other community leaders.

2. Establishment of the RTCC (i.e. incorporation of an entity that will run this program) is a primary purpose of the engagement. This will be included as Objective 4.4 in the Engagement Plan.

3. During this initial phase of organization development, a website sharing materials and with engagement updates will be hosted on Three Rivers Community Action website. Once a final entity is identified, the materials and messages will be transferred to the MCOTA website (which is hosted by MnDOT/CTS and will have parallel websites for every RTCC in the state).

4. The engagement process will include a series of workshops. Two workshop series, each consisting of four geographically distributed meetings, will be held. The public will be invited to all workshops, and certain stakeholders will be targeted for engagement depending on the topic and geographic location at hand.
For each series of workshops, Kimley-Horn will create all the materials and partner with Three Rivers to host the first workshop in each meeting series. Steering Committee members will lead and host the remaining three workshops in each series with support from Three Rivers to strengthen local connections with stakeholders to promote successful RTCC incorporation.

a. The first series of workshops will be held in February and will review the transportation conditions, benefits of a RTCC, goals and objectives, and generation of a draft work plan.

b. The second series of workshops will be held in March and will identify partnerships, confirm the draft work plan, and identify funding and operations.

c. Meetings will be planned for 4-6pm because this time is within the transit service schedules and has worked well for both office workers and those on less-traditional schedules.

d. The following logistics were discussed for each workshop series:

<table>
<thead>
<tr>
<th>Workshop Geography</th>
<th>Venue options</th>
<th>Local government lead</th>
<th>Local provider lead</th>
<th>Regional support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northfield</td>
<td>City Hall, public library</td>
<td></td>
<td></td>
<td>Jennifer Prins</td>
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<tr>
<td>Owatonna/Albert Lea</td>
<td>City Hall</td>
<td>Jerry Gabrielatos</td>
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<tr>
<td>Rochester</td>
<td>Public High Schools, Rochester Recreation Center</td>
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<td>Brian Law</td>
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<tr>
<td>Winona</td>
<td>City Council Chambers</td>
<td>Monica, Laurie?</td>
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<td></td>
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</tbody>
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5. There is currently not an obvious lead organization for implementation starting in July 2019. Identification of that agency or structure will need to be discussed during the engagement process.

6. Sue offered to send Jennifer the contact information of the other lead RTCC agencies in the state so that Jennifer can use those agencies as resources while bylaws are written and incorporated for the SE MN RTCC.