Steering Committee Meeting #4
Date: January 24, 2019
Time: 9:00 AM
Duration: 1.5 hours
Location: Skype Conference Call. Phone Number 1-866-691-4535, Conference ID# 3350239

Agenda
1. Welcome and Introductions
2. Review and Finalize Agenda
3. Engagement Activities
   a. Meeting Logistics -- Winona, Rochester, Owatonna/Albert Lea, and Northfield
      i. Dates
      ii. Locations
      iii. Personnel: Steering Committee Lead Engagement Plan
   b. Meeting Materials
      i. Agenda for first meeting
      ii. Presentation for first meeting
      iii. Marketing Materials for Public & Stakeholder Distribution
4. Website
5. Lead Organization for Implementation (starting July 2019)
6. Next Steps & Discussion
Steering Committee Meeting #4

Date: January 24, 2019          Time: 9:00 AM          Duration: 1.5 hours

Location: Skype Conference Call. Phone Number 1-866-691-4535, Conference ID# 3350239


Notes

1. Several meeting logistics were discussed. The following items will be incorporated into the upcoming meeting logistic plan:
   a. Bryan Law is leaving Rochester Public Transit (last day is February 13). Staff person to represent Rochester Public Transit on this RTCC committee is yet to be determined.
   b. Melissa Estey is no longer with SMART. She is now with MnDOT Office of Transit.
   c. The Rochester meeting location will be 125 Live.
   d. Kimley-Horn will coordinate with the local agencies to identify exactly who will be leading which meeting based on these staff changes and meeting room availabilities.

2. The presentation for the first round of public meetings was shared. Several content revisions were made. The following discussion topics will be asked through the meeting: what are the existing conditions/deficiencies in the system, what current coordination efforts exist that can be capitalized/improved upon, what is the appropriate partnership and geography for the RTCC, and what workplan and staffing are available to make this RTCC a success? Kimley-Horn will update the presentation and send to the meeting leaders.

3. Promotion of Workshops: Kimley-Horn shared a draft one-pager and website content. The website and other promotional materials will be updated by Kimley-Horn based on Steering Committee feedback. Kimley-Horn will write a press release. Kimley-Horn will send an updated stakeholder list and email for Three Rivers to distribute. Other Steering Committee members are encouraged to also send the email out to their contacts to promote the meetings further.

4. Lead Organization for Implementation (starting July 2019)
   a. MnDOT noted that in other regions, the RTCC is lead by the Regional Development Organization (RDO). Typically the RDO or the Municipal Planning Organization (MPO) is the grant recipient and then then the lead agency upon implementation. That structure is not applicable in the SE MN case, as Three Rivers (who is not the RDO or the MPO) is the grant recipient. The Steering Committee will need to decide who is the appropriate lead agency moving forward.
   b. Background on MPO and RDO here:
      http://www.dot.state.mn.us/planning/program/mpordcatp.html
5. **Next Steps & Discussion:** At our next Steering Committee meeting, we will debrief the community meetings and start to formulate the operational plan. Please come ready to discuss the outcomes of your meeting!
What is an RTCC?
A Regional Transportation Coordinating Council (RTCC) is a local organization focused on delivering effective transportation. With support from Minnesota Council on Transportation Access (MCOTA), Minnesota Department of Transportation (MnDOT), and Minnesota Department of Human Services, an RTCC is established to improve transit access and coordination for people of all ages and abilities.

What will an RTCC do?
An RTCC will work to address the challenges of the current transit system. The RTCC will oversee coordination between transportation providers, service agents, and the private sector in order to fill transportation gaps, streamline access to transportation, and increase options of where and when to travel.

How do we establish an RTCC?
Three Rivers Community Action, Inc. obtained MnDOT grant funding for the current Phase I Planning process. The goal of this initial phase is to 1) engage stakeholders; 2) establish the geographic boundary for the RTCC; develop the RTCC structure and council membership; and 3) prepare an operational implementation plan. The initial planning process is expected to be complete by June 30, 2019.

What is the proposed boundary of the SE MN RTCC?
The SE MN RTCC would provide transit coordination services for the 11-county region which includes: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmstead, Rice, Steele, Wabasha, Winona.

Who should participate in the SE MN RTCC?
All stakeholders interested in improving transportation services in Southeast Minnesota should participate. Through this planning process, RTCC membership will be defined. The goal is to include representatives from county departments of social services, transportation providers, human services agencies, veteran service organizations, senior service organizations, workforce development, and private organizations.

How do I get involved?
Please share your perspective on local transit needs and concerns. Support from local agencies and organizations is encouraged. To share your feedback and participate in the RTCC, please contact Jennifer Prins with Three Rivers Community Action, Inc.

jprins@threeriverscap.org
(507) 322-3850

For more information on the SE MN RTCC planning process, visit https://threeriverscap.org/transportation/hiawathaland-transit/regional-transportation-council-grant
Introductions

• [insert meeting leaders]
Meeting Overview

• Introductions
• Existing Conditions
• Future Coordination
• Southeast Minnesota Regional Transportation Coordinating Council (SE MN RTCC)
• Planning Process
EXISTING CONDITIONS
Transit Coordination Need

• 70+ different transportation providers
  • Agency-sponsored, private for-hire, shuttle, specialized, taxi, public transit, paratransit, ridesharing, volunteer driver

• Service inconsistency and gaps
  • Geographic boundary, population, operating hours, capacity, dispatch system, driver training, structure, mission

• Redundancies (equipment, dispatch)

• Difficult to navigate for customers

• Cost
Existing Coordination Issues

- County expense for veteran travel to VA appointments
- Equipment limiting transportation choice for people with disabilities
- Employer / workforce priorities that benefit people with public assistance work requirements
Discussion

• Do community members / employers experience issues with existing transportation service?
• Have you identified inefficiencies in the existing transportation system?
• Have you reached out to a transportation provider to address existing issues?
  • What kinds of issues led to the request for help?
  • Were the issues resolved?
FUTURE COORDINATION
Regional Transportation Coordinating Council (RTCC)

- Ongoing, local organization
  - Support from Minnesota Council on Transportation Access (MCOTA), MnDOT, and Minnesota Department of Human Services
- Deliver effective transportation coordination
  - Transportation providers, service agents, and private sector
- Inclusive approach
  - Transportation disadvantaged (e.g., people with disabilities, older adults, people with low incomes, and veterans)
RTCC Goals

• Identify solutions to address service gaps, redundancies, and inefficiencies
• Define opportunities to decrease costs for riders and providers
• Develop regional policies and procedures
• Coordinate grant and funding opportunities
RTCC Responsibilities

• Conduct meetings with administrative body composed of representatives
• Collaborate toward solutions
• Make formal recommendations to MnDOT
• Set regional policies and protocols
Discussion

• What current transportation coordination activities are underway within your agency / organization?
  • Who is leading existing transportation coordination activities?
• How could an RTCC complement or support existing activities?
• What coordination challenges do you anticipate with an RTCC?
### Coordinate and Consolidate Transportation Services and Resources
- Share Resources
- Coordinate Dispatch
- Address Barriers

### Mobility Strategies
- Improve Convenience
- Maintain Volunteer Drivers
- Enhance Accessibility

### Communication, Training and Organizational Support
- Create Regional Coordination Body
- Improve Awareness of Resources & Programs
- Maintain Central Website

### Other
- Contract with Common Carrier
- Develop low-cost partnership with ridesharing or TNC
SE MN RTCC: Goals

- Enhance access to transportation service
  - Fill gaps
  - Streamline scheduling
  - Increase options for where and when to travel
- Improve use of resources
  - Scheduling
  - Training
  - Facilities and equipment
SE MN RTCC: Proposed Region

- Dodge
- Fillmore
- Freeborn
- Goodhue
- Houston
- Mower
- Olmstead
- Rice
- Steele
- Wabasha
- Winona

Figure from Three Rivers RTCC Grant Proposal
SE MN RTCC: Partners

- MnDOT
- DHS
- MCOTA
- Three Rivers Community Action
- SE MN Area Agency on Aging
- SE MN Center for Independent Living
- SEMCAC
- Rochester-Olmstead COG
- SE MN Together
- Human Services Directors, Region 10
SE MN RTCC: Funding

- Grant funding for planning / implementation (not service)
  - MnDOT (80%-85%)
  - Local match (20%-15%)
- Stakeholders and partners will provide local match
- Budget to be developed with initial planning phase
  - Total budget will depend on work program (e.g., volunteer programs, travel training, vehicle sharing, call center)
Discussion

• Are there existing partnerships that may align with the goals for the SE MN RTCC?
• Who should lead the SE MN RTCC?
• Which agencies / organizations should participate in the SE MN RTCC?
• What transportation coordination activities should SE MN RTCC prioritize?
RTCC PLANNING PROCESS
RTCC Start-Up Process

- Phase 1
  - Organizational planning and development
  - Completion June 30, 2019 (MnDOT grant)
- Phase 2
  - Organizational implementation
  - Start delivering improvements
  - After Phase 1 (e.g., July 1, 2019+)
SE MN RTCC: Phase 1 – Plan

• Identify geographic region served
• Define goals and objectives
• Develop strategies to address the 2017 Regional Transit Coordination Plan for Southeast Minnesota
• Identify membership, organizational structure, bylaws
• Prepare organizational resources for implementation
• Propose annual budget and funding
  • 15-20% local match
• Draft work plan 2019-2020
SE MN RTCC: Goals for Initial Phase

Goal 1. Introduce the SE RTCC to a wide range of stakeholders and solicit input on key transportation issues and opportunities within the 11-county region.

Goal 2. Connect with potential partners, supporters, and funders.

Goal 3. Facilitate a transparent and inclusive planning process.

Goal 4. Establish the SE RTCC and create a framework for ongoing engagement through implementation.
Discussion

• Should additional goals be identified for the initial planning process?
• How can we effectively engage stakeholders and partners?
• How do we move forward to establish the SE MN RTCC?
  • Who should be involved in this effort?
  • What funding sources are available for local match?
  • Who can provide staff support?
  • Who should be the decision-makers / what is the vision for the governing board composition?
Stay Involved!

• Share your perspective on local transit needs and concerns
• Provide support from local agencies and organizations
• Partner with SE MN RTCC

Share Your Thoughts
• Jennifer Prins, Three Rivers Community Action
  jprins@threeriverscap.org, 507.322.3850
• Mary Karlsson, Kimley-Horn
  mary.karlsson@kimley-horn.com, 651.643.0496