Steering Committee Meeting #6

Date: March 28, 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. Lead Organization for Implementation (starting July 2019) – Action Item - Brian Carlson
   a. Options?
      i. Community and Economic Development Associates (CEDA)
      ii. Southeastern Minnesota Center for Independent Living
      iii. Southeastern Minnesota Area Agency on Aging
      iv. Southern Minnesota Initiative Foundation
      v. Southeast Service Cooperative
      vi. Olmsted County
4. Phase 2: Implementation Grant – Status Update (due 4/12) – Sandi Goslee
5. Engagement Activities – Kimley-Horn
   a. March meetings
      i. Stakeholder input
      ii. Other input
   b. Workplan prioritization survey results
      i. Survey open until 4/3?
   c. Website
      i. https://www.threeriverscap.org/transportation/hiawathaland-transit/regional-transportation-council-grant
6. Rough DRAFT Implementation Plan – See attached
7. Next Steps & Discussion
Steering Committee Meeting #6

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Notes

1. Lead Organization for Implementation – Olmsted County has been participating in transit coordination discussions for years, they have stepped forward as willing and able to be the lead agency of the RTCC. The County’s mission fits with that of the RTCC Steering Committee, and the County feels they have some awareness of what the region needs so long as the rest of the region continues to be engaged partners in the SE MN RTCC. The Steering Committee unanimously supported Olmsted County as the long-term lead/administrative agency for SE MN RTCC. Next steps: Olmsted County staff need to get a resolution from the Olmsted Board of Commissioners to apply for the MnDOT Phase 2 Grant.

2. Phase 2 Implementation Grant
   a. MnDOT needs a letter from Three Rivers Community Action, Inc. recommending Olmsted County transition into the role of lead organization. Three Rivers, with the support of the Steering Committee, will coordinate putting the letter together.
   b. MnDOT also needs resolutions of support from collaborating counties.
   c. Grant application is due 4/12, which is a tough timeline to meet given this change in SE MN RTCC leadership. Due to the 1985 dissolution of the SE MN regional development organization, the process to identify the long-term administrative agency for SE MN RTCC has taken longer. Additionally, Olmsted County did not want to move forward on actions regarding the RTCC implementation grant application until the Steering Committee had weighed in on the proposed role for Olmsted County. MnDOT has authorized extending the grant application deadline to 4/30/19, which will still be challenging with the Notice of Affidavit of Publication that requires public notice at least 30 days before applying. The Steering Committee acknowledged the timing challenges, and committed to keeping the process moving forward as quickly as possible.
   d. Grant term for implementation is one year, July 1st – June 30th, with an annual application process and the goal of having one consistent, long-term administrative agency for each RTCC.

3. Engagement Activities
   a. March Meeting Feedback: Summary available in March Workshop Feedback.pdf posted on the project website. Additional comments not included in that presentation:
      i. Rochester: Important to engage health plans and providers in the RTCC process
ii. Albert Lea/Owatonna: Conversation around how transportation providers should interact across the region. How can the RTCC bridge provider gaps, facilitate travel outside existing service areas, and meet health service and educational needs? Riverland Community college as example of need for regional access. Solutions should focus user tools on accessibility.

iii. Northfield: Importance of appropriately sized and targeted strategies for sub-regional coordination. Concerned about focusing too much on connecting to Rochester – different locations have different needs. There may be opportunities for strong, task-oriented committees to broaden engagement beyond the RTCC Board.
   1. Olmsted County similarly does not want to focus exclusively on connections to Rochester. Olmsted County is committed to being intentional in RTCC focus on service and coordination for the whole 11-county region.

iv. Winona: Many similar themes as the earlier meetings. In addition, mission statement is currently too limiting and should include visitors as important user segment. The board should be kept to a manageable size and leverage committees to get broader involvement, plus it should include customers. Are there best practices from other regional planning efforts that we can tap into, ie Dakota County RTCC efforts? Need for connections within and between communities.

b. Workplan Prioritization Survey Results: Summary available in March Workshop Feedback.pdf posted on the project website.
   i. Survey open until 4/3. Steering Committee agreed to make another push to their networks to spur additional participation.

c. Website
   i. https://www.threeriverscap.org/transportation/hiawatha/land−transit/regional−transportation−council−grant

4. Rough Draft Implementation Plan – reminder that the feedback gathered from workshops and online survey are shaping workplan priorities.
   a. Confirmed 11 county service area.
   b. Mission Statement: Will make it more forward looking, and acknowledged that we need to balance content of the mission statement with the goals & objectives sections. Specifically, interest in including “sustainable mobility,” “technology,” and “innovation”.
   c. Goals & Objectives: Combine Goals 1 and 3, including more diversity and equity in Goal 1, and reorienting Goal 3 to focus more on community and economic development (including technology and innovation as mentioned previously.)
   d. Organizational Structure: Discussion around DRAFT graphic, and the placement of the administrative agency (called “lead agency” in slides and draft document) versus the RTCC Board. Moving the administrative agency to be the foundation, or switching the placement of the Board and administrative agency would be more fitting. Kimley-Horn to work with this further.
Additionally, “Management Committee” changed to “Executive Committee” to better reflect the leadership responsibilities that this group would hold.

e. Should there be a general membership category? Steering committee members drew on other board experience, thinking about annual meetings for general membership or including more riders/customers as general membership.

f. Board composition: “must have” categories that will have a guaranteed seat on the board include counties, cities, service agencies, transit providers, health care providers/plans, education, tourism, customers, transportation disadvantaged (including veterans), and workforce representatives. Ideal size 10-12 people, possibly up to 14 members and not more. Board members need to participate regularly.

g. Priorities for Work Plan: the four general categories identified to-date are correct and the activities listed are the right kinds of activities. The work plan priorities will be finalized during the April Steering Committee meeting.

h. Staffing and resources: Concern that one full time employee would not be enough staff to develop a Transportation Management Coordination Center (TMCC). Need to account for all the hours that have gone into this RTCC planning effort and ask for staffing and resources accordingly. Based on experience elsewhere, MnDOT thinks TMCC efforts will be a significant time commitment. Steering committee agreed this effort will likely require 2 FTE; MnDOT followed up after the meeting and recommended 3 FTEs. MnDOT emphasized that they will need to see progress in each of the work plan priority areas during the annual grant period, and clarified that each priority does not need to be completed within the annual grant period.

5. Next Steps:
   a. Olmsted County to move forward with internal processes to get approval for submitting grant, solicit letters of support
   b. Finalize draft Implementation Plan, including bylaws
   c. 4/25 Steering Committee meeting
STEERING COMMITTEE MEETING #6

March 28, 2019
Skype Conference Call
Phone Number: (919) 238-4499; Conference ID#: 14482562
Agenda

• Welcome and Introductions
• Lead Organization for Implementation
• Phase 2 Implementation Grant – due 4/12
• Engagement Activities
  • March meetings
  • Workplan prioritization survey results
  • Website
• Rough Draft Implementation Plan
• Next Steps & Discussion
Lead Implementing Organization

- List of potential lead organizations
  - Community and Economic Development Associates (CEDA)
  - Southeastern Minnesota Center for Independent Living
  - Southeastern Minnesota Area Agency on Aging
  - Southern Minnesota Initiative Foundation
  - Southeast Service Cooperative
  - Olmsted County
Phase 2 Implementation Grant

**Items Discussed 2/28**

- Due 4/12
  - Notice of Affidavit of Publication due before 3/13
  - Must submit via MnDOT BlackCat system
- MnDOT providing 100% funding for first year
- Need to identify statewide emphasis area (pick two)
  - Transportation Management Coordination Center
  - Volunteer driver program committee
  - Vehicle sharing – time sharing or ride sharing
- Need to identify local coordination strategies (pick two or more)
- Grant application -- lead agency and executed resolution, budget, letters of support, etc.
Phase 2 Implementing Grant

- Grant application -- lead agency, budget, letters of support, etc.
- Project selection
  - RTCC organizational structure
  - Statewide emphasis area selection
  - 2017 Local Human Service Transit Coordination Plan Projects
  - Proposed estimated budget
  - Work plan
  - Local stakeholder support
MARCH 2019 WORKSHOP FEEDBACK

RTCC
REGIONAL TRANSPORTATION COORDINATING COUNCIL
SOUTHEAST MINNESOTA
Meeting Overviews

Wednesday, March 13, 4-6pm
Rochester, 125 Live (125 Elton Hills Dr NW)

Monday, March 18, 4-6pm
Albert Lea, Albert Lea City Hall (221 E Clark St)

Tuesday, March 19, 4-6pm
Northfield, Northfield Public Library (210 Washington St)

Wednesday, March 27, 4-6pm
Winona, Winona City Hall – Third Floor (207 Lafayette St)
Meeting Discussions

- Introductions
- February meeting input
- Implementation framework
- Priorities for workplan
- Next steps
Attendees

- Steering Committee
  - Sandi Goslee – Rochester Olmsted Planning Department
  - Chris Petree – Rochester Public Works
  - Laurie Brownell – SEMAA
  - Jim Wolter - SEMCAC
- Kimley-Horn
- 7 Attendees
Takeaways

Need to be forward thinking
• Add sustainability and technology to mission statement
• First draft too limiting – tech is changing all the time
• Need to include potential for economic development/more benefits than just moving people

Board membership
• 8-10 is too small for 11 county service area
• Need riders/customers involved

Action items to prioritize
• Unified source of info on coverage/service areas
Takeaways (Cont’d)

Work Plan

• What other modes exist? Best practices from elsewhere?
• Where are the activity centers in the region?
  • Education, healthcare, jobs
  • Are there travel deserts? (Need maps – where are people moving from/to?)
• Dispatch center with algorithm (Lyft/Uber-esk)
  • Place buses where there are lots of people, vans where there are fewer – could work if incentive is there, even help with competition?
• Give providers a guarantee
• Give customers a discount
Takeaways (Cont’d)

Issues

• Liability insurance
• Competition in the private sector (protecting markets)
• Lack of volunteer drivers
• Customer service lacking
• Long wait times (groceries thaw!)
• Transit between towns

Opportunities

• How to leverage existing experiences?
• Can we bring services to people, rather than people to services?
• Design Center pilot
  • Use school buses during mid-day hours?
  • Thinking too siloed, need to reach private companies and see transportation as economic development opportunity
• Use HandiVan as a source of info
• Use mapping tech to see where current routes go
• Accessible AVs?
• Hotel vans model – all in one fleet
Attendees

• Steering Committee
  • Brian Carlson – SEH
  • Garry Hart – Cedar Valley Services / SMART
  • Jerry Gabrielatos – City of Albert Lea

• 1 Attendee
Attendees

• Steering Committee
  • Jennifer Prins – Three Rivers Community Action
  • Tracy Holguin – Three Rivers / Hiawatha Land Transit
  • Dave Bennett – Northfield Public Works

• 5 Attendees
Takeaways

Goals & Objectives

• Innovation is key – across all goals, esp. communication
  • Especially important for youth and people with multiple jobs
• Solutions/collaboration should start from user perspective

Board Membership

• Need riders/system users involved
• Needs to be a clearly independent body
• Solicitation process needs to be broad and inclusive to get support from whole region
Takeaways (Cont’d)

Work Plan

• Support for statewide emphasis areas 1 and 3 (TMCC, Public Transit Vehicle Sharing)
  • Concern about funds being administered at regional level, thought money should be directed locally
  • Support for rail considerations
  • Concerns about TMCC handling volume of 11 county systems

• Local plan priorities – should focus on riders for whom transit is necessity not a choice
  • Support for strategies under “coordinate/consolidate transportation services and resources” (esp. addressing barriers)
  • Support for low-cost partnership with ridesharing programs
Attendees

- Steering Committee
  - Monica Hennessy Mohan – City of Winona
  - Jim Wolter – Rolling Hills Transit / SEMCAC
  - Chris Giesen – Community and Economic Development Associates
WORKPLAN PRIORITIZATION
SURVEY RESULTS
Results

• 5 Responses as of morning of 3/26

• Statewide Emphasis Areas
  1. Transportation Management Coordination Center (4/5 support)
  2. Volunteer Driver Program (2/5 support)
     Public Transportation Vehicle Sharing (2/5 support)
Local Priorities: Coordination

Very Important

- Transportation accessibility – ADA improvements
- More affordable rides
- Centralized dispatch coordination

Would be Nice

- Pool resources among regional transit agencies
- Bus loan program
- Ride sharing programs – community members
Local Priorities: Mobility

Very Important

• Transportation within small cities
• Volunteer driver training and incentives
• Improve geographic reach of system(s)

Would be Nice

• Regional training coordinator
Local Priorities: Communication and Support

• Less favorable responses than other two priority areas

• Important (to few respondents)
  • Online resource for transit providers
  • Provider education meetings
  • Public transit education for the public
  • Training and education for regional non-transit professionals
Local Priorities: Other

Would be Nice

• Low-cost ridesharing partnership
• Bus buddy program
Additional Feedback

- Accessibility as priority – aging community member worried about progressing disease and losing independence
- After dark services esp. important to elderly/vision impaired
- Consider fare-free bus service
- Need more flexible system to support trip-chaining
Service Area

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

Figure from Three Rivers RTCC Grant Proposal
Mission Statement

To coordinate and enhance transportation services to improve mobility for residents and employees in southeast Minnesota.

Workshop feedback:

• Include “sustainable mobility,” “technology,” “innovation,” “…to enhance community and economic development?”
Goals & Objectives

- Goal 1. Increase the **accessibility** of transportation for residents and employees within the 11-county region.
  - Objective 1. Identify opportunities to fill gaps in existing transportation services.
  - Objective 2. Define transportation solutions for users of all ages and abilities.
  - Objective 3. Enhance options for where and when to travel.

Workshop feedback: Include bringing services to people rather than just people to services?
Goals & Objectives (cont.)

• Goal 2. Identify opportunities to improve the efficiency of existing transportation service and associated resources.
  • Objective 1. Coordinate training across transportation providers.
  • Objective 2. Inventory facilities and equipment to identify options for shared resources.
  • Objective 3. Streamline scheduling across service providers.
Goals & Objectives (cont.)

• Goal 3. Develop a transportation network which provides diverse and equitable options for across the 11-county region.
  • Objective 1. Identify opportunities to fill gaps in existing transportation services.
  • Objective 2. Define solutions to address needs for transportation disadvantaged, including people with disabilities, older adults, people with low incomes, and military veterans.
  • Objective 3. Partner with employers to identify transportation options for employees, including shift employees.

Workshop feedback: Include students? Combine with Goal 1, use this goal to emphasize innovation, community and economic development?
Goals & Objectives (cont.)

• Goal 4. Identify opportunities for consistent communications for users of all ages and abilities.
  • Objective 1. Provide opportunities for meaningful input from RTCC members, transportation users, and other stakeholders.
  • Objective 2. Facilitate communications between transportation providers, service agents, and private sector.
  • Objective 3. Promote various communication methods to connect with a diverse audience.
Lead Organization

- List of potential lead organizations
  - Community and Economic Development Associates (CEDA)
  - Southeastern Minnesota Center for Independent Living
  - Southeastern Minnesota Area Agency on Aging
  - Southern Minnesota Initiative Foundation
  - Southeast Service Cooperative
  - Olmsted County
Organizational Structure

Lead Agency

SE MN RTCC Board

Management Committee?

Committee: Work Plan Priority 1

Committee: Work Plan Priority 2

SE MN RTCC Staff
SE MN RTCC Board Membership

- County human services
- Other human services agencies
  - Three Rivers, SEMCAC
- Transportation, human services, and health advocates
  - Southeastern Minnesota Area Agency on Aging
  - Southeastern Minnesota Center for Independent Living
- Municipalities, counties, regional agencies
- Transportation providers – public and private
- Veteran service organizations
- Hospitals and healthcare facilities
- Health plan providers
- Educational institutions
- Workforce development
- Private sector

Workshop feedback: include riders, need more than 8-10 members for 11-county service area?
Priorities for Work Plan

- Coordination and administration
  - Regular RTCC Board meetings, including Steering Committee as needed during start-up process
  - MnDOT and MnDHS coordination
  - Funding partners and agreements, including MnDOT
  - Workshop feedback: Include local community engagement

- Workshop feedback: include new category for local priorities/emphasis areas
  - More community and stakeholder engagement
  - Research on RTCC best practices in MN and beyond
  - Partner with UMN Design Center pilot project?
2017 Local Coordination Plan
Strategies (pick two or more)

• Coordinate/consolidate transportation resources
  • Transportation accessibility – ADA improvements
  • More affordable rides
  • Centralized dispatch coordination

• Mobility strategies
  • Transportation within small cities
  • Volunteer driver training and incentives
  • Improve geographic reach of system(s)
Priorities for Work Plan

- Statewide Emphasis Area (pick two)
  - Transportation Management Coordination Center
  - Vehicle sharing – time sharing or ride sharing
  - Volunteer driver program committee
Staffing and Resources

- Staffing: Recommending one full-time equivalent (FTE)
- Resources
  - Strategic partnerships
Budget and Funding

• SE MN RTCC operational costs only

• Line items:
  • Personnel Services
    • Administrative, Management, and Supervisory
    • General Office Support
    • Fringe Benefits

• Direct Costs
  • Public outreach
  • Office supplies
  • Leases and rentals
  • Legal, auditing, and other professional fees
  • Mileage reimbursement for staff travel
Potential Topics for Bylaws

- Name: Southeast Minnesota Regional Transportation Coordinating Council
- Purpose, Authority, and Duties
- Membership of Governing Board
  - Composition and Selection
  - Terms
  - Resignation: Vacancies
  - Attendance
- Officers of the Board
  - Designation
  - Duties and responsibilities
- Meetings
  - Open meetings
  - Regular meetings
  - Cancellation
  - Special meetings
- Quorum
- Public participation
- Order of business
- Conduct of business
- Committees of the Board
  - Committee names
  - Committee member selection and tenure
  - Committee chairs
  - Committee meetings
- Staff and Work Program
- Amendment of Bylaws
- Other?
STEERING COMMITTEE
NEXT STEPS
Points from 2/28 Steering Committee Presentation

March 2019
- Notice intent to submit grant application
- Notice and host workshops
- Review DRAFT Implementation Plan, including budget
- Prepare grant application and solicit/provide letters of support
- 3/28 Steering Committee meeting

April 2019
- Finalize Implementation Plan, including bylaws
- 4/25 Steering Committee meeting

May and June 2019
- Transition lead organization
- Assemble governing board
- Presentation to lead organization governing board
- 5/23 and 6/27 Steering Committee meetings