Steering Committee Meeting #7

Date: April 25, 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. Administrative Agency (starting July 2019) and Phase 2 Implementation Grant – Status Update – Sandi Goslee
4. Engagement Activities – Kimley-Horn
   a. Workplan prioritization survey results
      i. Survey open until 4/3
   b. Website
      i. https://www.threeriverscap.org/transportation/hiawathaland-transit/regional-transportation-council-grant
5. DRAFT Implementation Plan, Organizational Structure, and Bylaws – See attached
6. Next Steps & Discussion
Steering Committee Meeting #7

Date: April 25, 2019  Time: 9:00 AM  Duration: 2 hours
Location: Skype Conference Call. Phone Number1-866-691-4535, Conference ID# 3350239

Notes

1. Status update on the Administrative Agency (starting July 2019) and Phase 2 Implementation Grant from Sandi Goslee:
   a. Olmsted County staff have had productive conversations with MnDOT and Three Rivers Community Action staff leadership to keep the Phase 2 grant process moving forward. After positive (informal) feedback from Olmsted County commissioners, the Board is ready for a vote to proceed on Phase 2 grant activities.
   b. Olmsted County is on board with being the Administrative Agency, however they want to remain in the back seat when it comes to leadership of the SE MN RTCC Board.
   c. Establishing relationships between the counties will be the largest effort of Phase 2 and will likely building on existing relationships between county engineers and social services staff in the 11-county area.

2. Workplan Priorities
   a. Statewide Emphasis Areas: broad support for Transportation Management Coordination Center (TMCC) throughout public workshops and the online survey. Second choice evenly split between Volunteer Driver Program Coordination and Public Transportation Vehicle Sharing. Committee voiced a preference for the Volunteer Driver coordination, so that will be the second emphasis area.
   i. The state is taking the lead on a one call/one click resource (first meeting to start coordinating in late May), so RTCC can’t request funding for a website. Their program will likely take a few years to develop and will start with public providers.
   ii. Note that for strategies 3 and 4, the first year may focus on creating standards for goals like “affordable” and developing strategies to then implement in following years.
   b. Local Strategies: Coordination. (From 2017 Regional Transit Coordination Plan Projects.) No change to the examples listed in the Implementation Plan draft.
      i. Improving intra-city transit will not be included in the workplan – instead, covered by local transit agencies 5-year planning process.
ii. Strategy to “Improve Geographic Locations” will be included in workplan. It was noted that this goal was supported by the recent Northfield unmet needs survey conducted as part of their 5-year planning process.

3. DRAFT Implementation Plan
   a. Budget details being developed by Olmsted County and Kimley-Horn with direction from MnDOT for Steering Committee review during May 20 meeting.
   b. “Administrative Agency” proposed as the organizational title rather than Lead Agency, and supported by Steering Committee. It more appropriately encompasses the role Olmsted County will be playing, rather than Lead Agency or Fiscal Agent.
   c. Service area map: there is broad support to include cities/towns with population as low as 1,000. Cities over 2,500 are covered in the Greater MN Transit Plan, this map would show RTCC filling that gap for smaller towns and communities.
   d. Mission statement: support for the new version acknowledging more than just underserved populations and the holistic benefits/potential of improved transit access.
   e. Goals 1, 2, & 4 no comments
   f. Goal 3: Discussion of whether there should be a land use component? It was noted that land use is included in mobility management scope. General consensus that while land use issues are not a priority now for the SE MN RTCC/ is out of context for near term work, land use is very important part of the larger accessibility discussion. Add a fourth objective saying something like, ‘Participate in land use and transportation conversations within the region.’ (with potential for wordsmithing.)

4. DRAFT Organizational Structure
   a. Broad support for Option 1, with the Board hiring RTCC staff, which may help generate buy-in from general membership. Staff will be supervised by and on the payroll of the administrative agency (which we are working to make Olmsted Co).
      i. Add County, City, and Ad Hoc committees

5. DRAFT Bylaws
   a. Article I: Name:
      i. Ok as proposed. MnDOT says name must include ‘Regional Transportation Coordinating Council’
   b. Article III: Membership
      i. Continue drafting plan with 15-person board to start (MnDOT will be exofficio, non-voting Board member)
      ii. Still need to identify appointing authorities/process ... this topic needs more work
      iii. Board Chair & Vice Chair do not need to be from governmental entities – leave these positions with enough flexibility to allow for good leader to lead
      iv. No term limits to start, but note in Bylaws this may be something the Board considers in the future
   c. Article IV: Administration
i. SE MN RTCC staff, consultants, and contractors will be hired by the Board; supervised by & on payroll (if applicable) of the administrative agency

d. Article V: Officers of the Board
   i. No term limits for Chair and Vice Chair to start and bylaws should acknowledge this may be added in the future
   ii. Vice Chair becomes Chair when Chair leaves position

e. Article VI: Meetings
   i. Quarterly and as needed more frequently at a time, date, and location acceptable to the Board. They should be in-person to facilitate better relationship building, especially at the RTCC’s inception
   ii. Allow for conference call option, add language to Bylaws similar to language re: conference calls in State’s Open Meeting statute
   iii. No need to establish Robert’s Rules of Order – can add that later if necessary/desired

f. Article VII: Committees
   i. In the early phases of the RTCC there is no need to reserve seats on the Executive Committee for representatives from any particular agency/type of organization. While board is growing, leave these requirements open for any Board member to be eligible
   ii. Add County Committee and City Committee to allow for broader participation by those areas than one or two members on the Board
   iii. Allow for Ad Hoc committees to develop beyond work plan priorities
   iv. Allow for conference call option for committee meetings

g. Article VIII: Reimbursement
   i. Revise to say something like (wording that follows is not what we will use), “Only ask for meeting travel expense reimbursement if no other organization will reimburse your travel expenses.” Goal is to recognize the resources used by Board members representing transit customers or organizations/agencies too small to have a budget for reimbursing travel expenses.

6. Next Steps & Discussion
   a. Committee comments on the Draft Implementation Plan and Bylaws are due to Kimley-Horn by Tuesday 4/30.
   b. May 23rd the Steering Committee will review final comments on the Implementation Plan and Bylaws (materials will be emailed to committee members ahead of time).
   c. June – Steering Committee will approve the Implementation Plan and Bylaws early in the month to allow Three Rivers enough time to submit materials to MnDOT by 6/30.
Southeast Minnesota Regional Transportation Coordinating Council Implementation Plan
DRAFT for Discussion – April 22, 2019

INTRODUCTION
Partners in Southeast Minnesota worked together to develop this plan for implementing a Regional Transportation Coordinating Council in Southeast Minnesota (SE MN RTCC). The SE MN RTCC will serve as an entity focused on developing and implementing inter-jurisdictional solutions that address the following issues:

- Regional accessibility effects on quality of life and community and economic development
- Public transportation barriers
- Geographic and temporal public transportation service gaps
- Public transportation service inefficiencies and redundancies
- Public transportation costs for riders and providers
- Regional policies and procedures for public transportation
- Grant and funding opportunities for regional public transportation

This plan was developed through efforts provided by representatives from Three Rivers Community Action (administrative agency for the planning phase), Southeast Minnesota Area Agency on Aging, Southeast Minnesota Center for Independent Living, the cities of Albert Lea, Winona, Northfield, and Rochester, Olmsted County, Hiawathaland Transit, Rolling Hills Transit Service (Semcac), Southern Minnesota Area Rural Transit (SMART), La Crosse Municipal Transit Utility, Rochester Public Transit, members of SEMN Together (CEDA, Inc., SEH, Inc., and Rochester City Lines), policymakers and the general public through participation in monthly Steering Committee meetings or participation in eight community meetings held throughout the 11-county area in February and March 2019. The effort to develop this Implementation Plan was supported by a Minnesota Department of Transportation (MnDOT) 2018-2019 Regional Transportation Coordinating Councils Organizational Planning Grant.

ADMINISTRATIVE AGENCY
Olmsted County will serve as the administrative agency for the SE MN RTCC. Olmsted County has extensive experience in receiving, administering, and accounting for state and federal grant monies, and will:

- Receive all state grant monies and any required local match on behalf of the SE MN RTCC; and
- Account for and report the expenditure of SE MN RTCC funds to the SE MN RTCC Board and all applicable regulatory or oversight agencies, including the State of Minnesota; and
- Monitor the expenditure of SE MN RTCC monies to ensure compliance with all applicable laws and regulations; and
- Keep all SE MN RTCC funds in one or more separate account(s) and at no time shall allow the intermingling of SE MN RTCC funds with Olmsted County funds; and

Commented [KM1]: Note to Reviewers – “Administrative Agency” is the title used by the Mankato Area Planning Organization in reference to the City of Mankato’s role supporting the MAPO. ‘Fiscal sponsor’ and ‘Fiscal agent’ both have legal definitions for non-profits that do not apply to the SE MN RTCC situation.

Previous draft used phrase “Lead Agency”

Commented [KM2]: Note to Reviewers – Highlighted text indicates text that needs to be confirmed.
Organizational Structure – 3/28

Lead Agency

SE MN RTCC Board

Management Committee?

Committee: Work Plan
Priority 1

Committee: Work Plan
Priority 2

SE MN RTCC Staff
Organizational Structure Option 1

- Administrative Agency
- SE MN RTCC Board
- Executive Committee
- General Membership
- Committee: Work Plan Priority 1
- Committee: Work Plan Priority 2
- SE MN RTCC Staff
Organizational Structure Option 2

- SE MN RTCC Board
  - Executive Committee
  - General Membership
  - Committee: Work Plan Priority 1
  - Committee: Work Plan Priority 2
- Administrative Agency
  - SE MN RTCC Staff
  - Governing Board
Monitor the expenditure of SE MN RTCC funds for legal and regulatory compliance purposes, but shall not direct nor prohibit the lawful expenditure of SE MN RTCC funds.

Olmsted County will also provide office space, furnishings, equipment, computers, and administrative support. The point of contact within Olmsted County for the SE MN RTCC is:

FIRSTNAME LASTNAME, TITLE
Olmsted County
2122 Campus Drive SE, Suite 100
Rochester, MN 55904
INSERT PHONE NUMBER
INSERT EMAIL ADDRESS

SERVICE AREA, MEMBERSHIP, AND ORGANIZATIONAL STRUCTURE
The geographic area for the SE MN RTCC encompasses 11 counties as illustrated in Figure 1.

Figure 1: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona.
Membership for the SE MN RTCC will reflect a range of organizations with interests in regional transportation and community development issues, including representatives from the following:

- County departments of social services
- Workforce Development
- Transportation service providers and funders – public, private, and volunteer
- Non-profit human services agencies (e.g., Southeastern Minnesota Area Agency on Aging, Southeastern Minnesota Center for Independent Living)
- Transportation and human services advocates
- Veteran’s service organizations
- Minnesota Continuum of Care Coordinators
- Healthcare providers
- Colleges and Universities
- Transportation and human services customers

Figure 2 illustrates the organizational structure for the SE MN RTCC. A Board will be established to lead the SE MN RTCC beginning in July 2019. The Board will meet on a regular basis to provide leadership and decision-making for the organization. The Board will establish an annual work plan for RTCC activities; establish and manage the

Commented [KM4]: Note to Reviewers – KHA is revising the map to show all cities with a population of more than 5,000.
budget; identify and secure funding agreements; establish committee membership; and see that all RTCC work supports the mission, goals, and objectives defined on the pages that follow. The Board will also be responsible for monitoring and reporting implementation progress to all membership and funding partners.

Figure 2 Southeast Minnesota Regional Transportation Coordinating Council Organizational Structure

Anyone interested in participating in the SE MN RTCC will be welcome to join the general membership. Opportunities to join to the general membership will be rolling with no formal application period. Staff and the Board will invite volunteers to participate in the fourth and first quarters of each year.

To support effective and ongoing implementation, the Board will establish a committee for each major action item defined in the annual work plan. The Board will select committee members from the Board and SE MN RTCC general membership. At least two Board members will participate on each committee. The Board will establish committees that bring meaningful and diverse perspectives and expertise to the committee’s area of focus, including representation from the various transportation sectors (e.g., human service, public transportation, private transportation, veteran’s service, higher education, healthcare, etc.). At a minimum, the Board will establish an Executive Committee focused on the administrative aspects of the board, including budget, funding, and execution of any contracts or other legal agreements.

This organizational structure will provide the framework for an inclusive and functional organization. Additional details on the organizational structure are available in Appendix A Bylaws of the Southeast Minnesota Regional Transportation Coordinating Council Board.

MISSION, GOALS, AND OBJECTIVES

The following mission statement will guide the SE MN RTCC:

The Southeast Minnesota Transportation Coordinating Council will innovate in regional transportation services coordination to provide sustainable mobility options that enhance quality of life and community and economic development for all people in the region.

As part of the initial planning phase, the SE MN RTCC Steering Committee identified the following goals and objectives for the operational implementation phase. The Board and committees will use these goals and objectives to guide their work and decisions for the SE MN RTCC.

- Goal 1. Increase the accessibility of transportation by providing diverse and equitable options for residents, employees, students, and visitors 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, including transportation disadvantaged (e.g., people with disabilities, older adults, people with low incomes, and military veterans).
Objective 3. Enhance options for where and when to travel, including shift schedules.
Objective 4. Partner with service providers to identify transportation options which bridge the gap between people and services (e.g., human services, health plan providers, veteran services, etc.).

- **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.

- **Goal 3.** Define innovative solutions to enhance transportation service, customer experience, and community development throughout the 11-county region.
  - 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.

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

**WORK PLAN**

Based on input received throughout the RTCC planning process and through development of the 2017 Regional Transit Coordination Plan for Southeast Minnesota (MnDOT, also called Local Human Services-Public Transit Coordination Plan), the following specific action items make up the SE MN RTCC Work Plan. The work plan describes anticipated activities, timing, and sequencing.

**Administration and Coordination**

The administrative agency will be responsible for daily administration and coordination efforts for the SE MN RTCC, including the following:

- **Steering Committee Meetings** – Prior to establishment of the Board, the steering committee will continue to meet on a monthly basis. The administrative agency will coordinate steering committee meetings, including development of meeting dates/times, agendas, and follow-up action items.
- **Board Meetings** – The administrative agency will coordinate monthly Board meetings, including development of meeting dates/times, agendas, and follow-up action items. Board meetings will focus on the following topics:

  - **Objective 1.** Maintain industry awareness of changing technology solutions and new innovations.
  - **Objective 2.** Partner with local organizations and the private sector to explore and evaluate technology solutions.
  - **Objective 3.** Facilitate engagement with transportation providers, residents, employees, and students to solicit innovation ideas.

Commented [KM7]: Note to Reviewers – New Goal and Objectives per March Steering Committee direction.

Comment from Rochester public meeting – should we mention bringing services to people (e.g., grocery stores in small towns) instead of assuming we’re bringing people to services? Can this be considered part of the “innovation”? Or is this concept beyond the scope of the SE MN RTCC?

Commented [KM8]: Note to Kimley-Horn – after finalizing work plan activities, confirm these are described for the initial 2-year operating period (July 2019-June 2021)
Funding partnerships for future implementation
Budget development and monitoring
Work plan implementation progress, including strategic partnerships and funding sources
Membership communications

Summary meeting minutes for each Board meeting will be made available to the public via the SE MN RTCC website.

- Local Community Engagement – The administrative agency will work with Board and committee members to organize listening sessions throughout the 11-county region to continue to increase awareness about the SE MN RTCC and become more familiar with concerns throughout the region.
- MnDOT Coordination – The administrative agency will lead coordination efforts with MnDOT, including collaboration on statewide initiatives and application and management of grant funding (as applicable). The administrative agency will provide monthly updates to the steering committee and Board regarding MnDOT coordination efforts and priorities.
- Funding Partners – The steering committee and Board will lead communications with members and strategic partners to identify future funding solutions for the SE MN RTCC. As needed, the steering committee or Board may direct establishment of a committee to lead funding coordination efforts.

Locally-Identified Regional Emphasis Areas

During the initial two-year implementation period, the SE MN RTCC will identify and prioritize locally-identified regional issue areas to work on. Examples include:

- Mapping activity centers in the region
- Building on the Southeast Minnesota Travel Study results or develop similar
- Generating recommendations for SE MN based on RTCC best practices in Minnesota and beyond, including building on existing coordination models (e.g., Rochester hotel vans are all one fleet)
- Better integrating innovations in technology (e.g., connected/automated vehicles)
- Coordinating with the University of Minnesota Design Center proposal on its 21st Century Transportation pilot project in a SE MN Community of less than 5,000
- Work with DHS to explore restructuring their payment system to incent transportation providers and customers to participate
- Explore giving transportation providers guaranteed compensation to join a coordinated service
- Explore providing reduced cost rides to customers to encourage them to try public transportation service

Local Coordination Strategies

Which two (or more) 2017 LHSPTC initiatives to pursue? (pending survey)

During the initial two-year implementation period, the SE MN RTCC will initiate work on the following strategies identified in the 2017 Local Human Service Transit Coordination Plan prepared for Region 10 and prioritized with input from the SE MN RTCC planning Steering Committee and the public.
- Coordinate Purchases – Allow joint purchasing between transit providers.
- Establish a Bus Loan Program – Purchase buses or vans for region-wide use when vehicles are down or need maintenance.
- Improve Service Productivity and Cost Effectiveness – Provide rides to other agencies at a cost per ride.
- Offer More Affordable Rides – Improve coordination between transportation service providers and consider alternate transportation options to reduce rider costs (e.g., county carpool).
- Purchase Hybrid Vehicles – Pool resources for a fleet of hybrid vehicles for the volunteer driver program. Eliminating demand for personal vehicles may encourage additional volunteer drivers and reduce burden to existing volunteer drivers.
- Optimize Resources – Pool resources among transit agencies in southeast Minnesota to provide for necessary facilities, equipment, and communications.
- Establish Ridesharing Programs – Expand transportation options through development of regionwide ridesharing program with an emphasis on smaller communities where transportation options may be limited.
- Coordinate Dispatch – Create a centralized system for volunteer drivers and potential riders, providing regionwide coordination information.
- Enhance Accessibility – Inventory existing facilities and equipment and develop a prioritization plan for enhancing the accessibility of transit across the 11-county region.

Statewide Emphasis Area

During the initial two-year implementation period, the SE MN RTCC will initiate work on the following statewide emphasis areas to support the work of Minnesota Council on Transportation Access (MCOTA) and strengthen transportation coordination across Minnesota.

- Transportation Management Coordination Center (TMCC) - The SE MN RTCC will focus on developing a TMCC for the 11-county region. The TMCC would provide a single point of information about available transportation services, available to customers via a single phone number or web address.
- Volunteer Driver Program Committee (“RTCCs will be required to organize and provide direction on statewide Volunteer Driver Program Guidelines for a seamless network of volunteer drivers.” Phase 2 Grant application p.4) Volunteer driver programs provide low-cost transportation for people that do not have other transportation options. The SE MN RTCC will focus on supporting the region’s existing volunteer driver programs. In addition, the RTCC will contribute to the development of Volunteer Driver Program Guidelines for Minnesota.
- Public Transportation Vehicle Sharing – operating same vehicle at different times (time sharing) or using vehicle to transport client of another program/organization (ride sharing)

STAFFING AND RESOURCES

In order to provide guidance, coordination, and oversight for the SE MN RTCC, it is anticipated that Olmsted County, the administrative agency, would provide three (3) full-time equivalent (FTE) employees and/or

Commented [KM9]: Note to Reviewers – text is examples from March presentation & survey. Still working to update based on March input. Rochester public meeting input – support for providing single information resource about providers and coverage areas.
contractors to support the SE MN RTCC. The SE MN RTCC staff will be responsible for overseeing all the items in the work plan and the staff duties identified in the Bylaws (Appendix A). These tasks and duties include:

- Steering committee meeting schedule, venue, minutes, and action item coordination
- Board meeting schedule, venue, minutes, and action item coordination
- Committee meeting schedules, venues, minutes, and action item coordination
- Membership communication (e.g., newsletter)
- SE MN RTCC website updates
- Financial reporting
- Work plan progress reporting
- Funding partner communications and agreement management

As the administrative agency, Olmsted County will be responsible for hiring and employing the SE MN RTCC Coordinator, who will be under the supervision of the Olmsted County Planning Director. The administrative agency will also be responsible for the hiring, employing, and supervising any additional SE MN RTCC staff, consultants, and contractors consistent with their personnel and procurement policies. All costs associated with administering the SE MN RTCC will be paid through Olmsted County’s payroll and accounting system and reimbursed by SE MN RTCC funds.

In addition to Olmsted County and SE MN RTCC staff, strategic partnerships will continue to be important for the SE MN RTCC. These strategic partnerships will provide for a network of advocates, potential funding sources for any required local match to grant funding, and technical resources to support effective implementation of the SE MN RTCC. Through the SE MN RTCC planning phase, partners and resources were identified across the 11-county region to expand the network of SE MN RTCC partners. These partners and resources will continue to be engaged during implementation:

- Minnesota Department of Transportation
- Minnesota Council on Transportation Access (MCOTA)
- Minnesota Department of Human Services
- Counties and County Human Services Directors, Region 10
- Municipalities – Albert Lea, Northfield, Rochester, Winona, and others
- Rochester-Olmsted Council of Governments
- Transportation providers – public, private, and volunteer
- Three Rivers Community Action, Inc.
- SEMCAC, Inc.
- Southeast Minnesota Center for Independent Living (SEMCIL)
- Southeast Minnesota Area Agency on Aging (SEMAAA)
- SEMN Together
- Community and Economic Development Associates, Inc. (CEDA)
As the SE MN RTCC moves into implementation, specific roles and responsibilities for the partners listed above will be further defined.

In addition to the partners listed above, the planning process identified the need for regional public transportation coordination with representatives from Southeast Minnesota League of Municipalities, post-secondary education, community corrections, healthcare providers, health plan providers, veteran services providers, employers, businesses, customers, and potential funding partners (e.g., Southern Minnesota Initiative Foundation).

**BUDGET AND FUNDING**

Table X outlines the initial two-year budget for the SE MN RTCC. The budget includes staffing, office rent and administrative support by the APO, marketing and communications expenses, and technology investments for a one-call/one-click web portal creation. Costs for each FTE position were developed based on average Olmsted County employee salaries and benefits and previous program support contracts.

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<th>Description</th>
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<th>State Fiscal Year 2021 Budget (July 1, 2020-June 30, 2021)</th>
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Commented [KM10]: Note to Reviewers – We are working with Olmsted County to develop this budget information.
### Direct Cost

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<th>Legal, auditing, and other professional services</th>
<th>Marketing and Stakeholder and Public Engagement</th>
<th>Website &amp; IT Support (Transportation Management Coordination Center)</th>
<th>Mileage reimbursement for SE MN RTCC staff or public member travel</th>
<th>Annual Total</th>
<th>Two-Year Total</th>
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**STEPS TO SE MN RTCC OPERATIONS**

Olmsted County, SE MN RTCC stakeholders, and the Steering Committee have identified necessary next steps for the SE MN RTCC to begin operating. The Steering Committee recommends that the SE MN RTCC move into implementation following this process:

1. Complete all necessary approvals for [Olmsted County](#) to become the administrative agency for the SE MN RTCC
2. Complete a grant application with MnDOT for Implementation of the SE MN RTCC
3. Develop staffing structure, position descriptions, and identify SE MN RTCC staff and/or contractors
4. Maintain existing and identify additional stakeholders and partners to participate in the SE MN RTCC Board and General Membership
5. Develop an engagement plan to introduce the SE MN RTCC to more stakeholders and learn more about their unique challenges
Appendix A

Bylaws of the Southeast Minnesota Regional Transportation Coordinating Council Board
ARTICLE I: NAME

The name of this board shall be the Southeast Minnesota Regional Transportation Coordinating Council (herein after called the “SE MN RTCC” or the “Board”).

ARTICLE II: PURPOSE AND AUTHORITY

The purpose of the Board is to lead regional transportation coordinating efforts beginning in July 2019 for southeast Minnesota, consisting of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona counties. The Board will focus on selected transportation issues that transcend jurisdictional boundaries for the betterment of the entire 11-county area. The Board will work to identify and implement transportation strategies that improve quality of life for all residents, employees, and visitors, including veterans, people with disabilities, older adults, and people with low incomes.

The Board will meet on a regular basis to provide leadership and decision-making for ongoing operations of the SE MN RTCC. The Board will develop the annual RTCC work plan; review and manage the budget; and see that all RTCC work advances the mission, goals, and objectives defined in the SE MN RTCC Implementation Plan. The Board will also be responsible for monitoring and reporting implementation progress to all membership and funding partners.

ARTICLE III: MEMBERSHIP

A. Composition and Selection. Membership of the Board must consist of 14 representatives from entities within the 11-county service area and have the following structure:

1. one person appointed by [ ] to represent counties appointed in odd numbered years;
2. two persons appointed by [ ] to represent non-profit health and human service agencies with one appointed in odd numbered years and one appointed in even numbered years;
3. two persons appointed by [ ] to represent public transit providers with one appointed in odd numbered years and one appointed in even numbered years;
4. one person appointed by [ ] to represent cities appointed in even numbered years;
5. one person appointed by [ ] to represent health care providers or plans appointed in odd numbered years;
6. one person appointed by [ ] to represent higher education appointed in even numbered years;
7. one person appointed by [ ] to represent tourism appointed in odd numbered years;
8. two persons appointed by [ ] to represent public transportation customers with one appointed in odd numbered years and one appointed in even numbered years;
9. two persons appointed by [ ] to represent transportation disadvantaged populations with one appointed in odd numbered years and one appointed in even numbered years;

Commented [KM1]: Note to Reviewers – Highlighted text indicates it needs to be confirmed.

Commented [KM2]: Note to Reviewers – See Article III, Sec D for meeting frequency. Does meeting frequency need to be included here too?

Commented [KM3]: Note to Reviewers – Please help identify appropriate appointing authorities. Or should these be elected by the General Membership Committee?

Commented [KM4R3]: Comment from Sandi Goslee – Regarding appropriate appointing authority, perhaps an 11-county joint powers board? If yes, the creation of the JPB should be included as well.

Commented [GS5]: Note to Reviewers – Ben Griffith comment, “Not all local governments to be represented?” Sandi Goslee comment, “They may have issues if they are participating in funding but no direct participation.”

Commented [KM6R5]: Does it change anything if all counties and cities are automatically part of the General Membership Committee?
BYLAWS of the Southeast Minnesota Regional Transportation Coordinating Council Board

DRAFT for Discussion – April 22, 2019

(10) one person appointed by [ ] to represent workforce interests appointed in even numbered years;
(11) one representative from the Minnesota Department of Transportation appointed in odd numbered years; and
(12) one member of the administrative agency governing board, appointed by the administrative agency governing board in even numbered years.

Each member will be entitled to one vote. Each appointing board or agency may appoint an alternate member for each member it appoints. An alternate may act on behalf of the member only in that member’s absence. All Board members and alternates must reside or be employed within the 11-county service area.

B. Terms. Board members will serve two-year terms. Half of the board will be appointed in odd numbered years, half will be appointed in even number years, commencing on July 1st of each year.

The Board Chair will serve a two-year term, commencing on July 1st following the date of appointment as Board Chair.

C. Resignation and Vacancies. In the event a member or alternate wishes to resign, that individual will communicate their intention to the Board Chair in writing and the resignation will take effect on the Board Chair’s receipt of notification, unless a different date is posted in the notice. When a vacancy occurs, the Board Chair will immediately notify the appointing authority if relevant and such agencies/persons will, as soon as possible thereafter, nominate and appoint a new member or alternate, having the necessary characteristics as prescribed herein to fill the vacancy for the unexpired term of the resigned member or alternate.

D. Attendance. Attendance is an essential component of Board participation. Should a Board member miss attending half or more regular meetings in a six-month period without reasonable excuse for such absences, that member will be considered to have resigned from the Board. The Board Chair will notify the appointing agency, and that agency must reappoint a member to the Board. The same attendance criteria as stipulated above will also apply to regularly scheduled standing committee meetings.

ARTICLE IV: ADMINISTRATION

The administrative agency shall be Olmsted County. The administrative agency shall be responsible for carrying out duties pertinent to the functions of the Board, including prepare materials pertinent to policy and procedure questions confronting the Board, distribute and preserve agendas, minutes, and supporting information for all meetings of the Board, countersign

Commented [KM7]: Note to Reviewers – This area needs work. Questions for consideration:
• Should the same non-profit agencies hold a spot on the board, and biennially appoint their representative?
• How should the City, County, and Public Transit Provider representatives cycle through to offer diversity in representation (e.g., small population city/county/transit provider vs larger population city/county/transit provider)?

Commented [GS8]: Note to Reviewers – Ben Griffith comment, “Governmental entities only since non‐profits can come and go?”

Commented [DE9]: Note to Kimley-Horn – Make sure this is consistent with SE MN RTCC appointment process, once process is finalized.
all documents as necessary to be executed, publish open meeting requirements, keep and preserve all resolutions, transactions, findings and determinations of the Board, and general program coordination. The administrative agency shall accept and keep all funds, deposits, records of all payments, transactions, disbursements, and receipts of the SE MN RTCC in a dedicated account, following all local, state, and federal requirements for administering those funds. The administrative agency shall prepare and coordinate all communications of the Board and maintain such files and records as necessary to performance of the Board. The administrative agency shall be responsible for hiring the SE MN RTCC Coordinator, who shall be an employee of the administrative agency and under the supervision of the Olmsted County Planning Director. The administrative agency shall also be responsible for the hiring, employment, and supervision of any additional SE MN RTCC staff, consultants, and contractors consistent with the administrative agency’s hiring and contract procurement policies.

ARTICLE V: OFFICERS OF THE BOARD

A. Designation. Officers of the Board shall be the Board Chair, Vice Chair, and Secretary. The Board Chair and Vice Chair will be elected by the Board at its first meeting and serve until June 30, 2020. In successive years the Vice Chair will assume the role of Board Chair and the Board will vote on a new Vice Chair at a meeting in the second quarter of the calendar year. The Secretary will be the SE MN RTCC Coordinator.

B. Duties and Responsibilities.

1. Board Chair: The Board Chair will lead meetings, setting the agenda based on priorities expressed by the Board at prior meetings, as well as those raised by program staff or the administrative agency. The Chair shall have general responsibility for the affairs of the Board including signatory authority on all contracts, documents, and other official instruments of the Board. The Board Chair will also serve as Chair of the Executive Committee.

2. Vice Chair: The Board Vice Chair will serve in place of the Board Chair if (s)he is absent from any meetings of the general Board or Executive Committee. In case of the resignation or death of the Chair, the Vice-Chair shall assume the role of Board Chair for the remainder of the term. The Vice-Chair shall have signatory authority on all contracts, documents and other official instruments of the Board.

3. Secretary: The SE MN RTCC Coordinator will serve as the Secretary and will be responsible for the general supervision, management and administration of the business and affairs of the Organization. (S)he will have the care and custody of all funds of the SE MN RTCC and will deposit the same in the name of the SE MN RTCC in such bank or banks as the administrative agency may select. (S)he will have signatory authority for the disbursement of all monies under the direction of the SE
MN RTCC and shall countersign all such disbursements. (S)he shall keep all official records and financial accounts of the SE MN RTCC.

ARTICLE VI: MEETINGS

A. Regular Meetings. Regular meetings of the Board will be held each month on the fourth Thursday of the month at a location acceptable to a majority of the Board. Members of the Board will be sent electronic notification of the specific date, time, location, and tentative meeting agenda, together with a link to the appropriate material pertaining to the agenda items posted on the SE MN RTCC website at least five business days prior to the meeting.

B. Open Meetings. All meetings of the Board will be open to the public. Interested persons are encouraged to attend. The public will be notified of Board meetings through the SE MN RTCC web site. The Board Chair may, subject to challenge by a majority of the Board members, permit or close public discussion on any agenda item. The public is encouraged to provide public comments on business items at committee meetings. The Board may decide to go into Executive Session for matters of personnel or contractual issues in accordance to MN Statute 13D, Open Meeting Laws.

C. Cancellation. Regular meetings of the Board may be cancelled by a majority vote of the members or by the Board Chair without objection by a majority of the members. Notice of the cancellation of a meeting will be given at least three business days in advance of the previously scheduled meeting. Notice of cancellation for weather, lack of quorum, or other similar, unanticipated situations will be made as soon as practical.

D. Special Meetings

1. Call. Special meetings of the Board may be called by a majority of the members or a majority of the Executive Committee by electronic vote, or by the Board Chair.

2. Notice, Waiver of Notice. Members will be notified of special meetings by email within 24 hours of the calling of a special meeting and at least five business days prior to the meeting. Members of the Board will be sent electronic notification of the specific date, time, location, and tentative agenda, together with a link to the appropriate material pertaining to the agenda items posted on the SE MN RTCC website. The public will be notified of Board meetings through the SE MN RTCC web site.

3. Agenda. Business at special meetings will be limited to the subjects stated in the calls for them.
E. Quorum. More than 50 percent of the currently appointed Board or committee membership will constitute a quorum for the conduct of business at any meetings of the Board or its committee(s).

F. Conduct of Business.
   1. Agenda. In consultation with the Board Chair, the administrative agency will prepare an agenda for meetings. The Board has the option of deleting any item from the agenda or deferring an item on the agenda to a subsequent Board meeting. Deleting or deferring agenda items is subject to a majority vote of Board members present.

   2. Voting. Decisions will be made through consensus whenever possible. If a vote is needed, a motion may be passed by the majority of the Board in attendance, providing a quorum has been reached.

   3. Minutes. Minutes of Board and committee meetings reflecting the agenda and the actions of the meeting will be prepared and maintained on the SE MN RTCC web site.

ARTICLE VII: COMMITTEES

A. Executive Committee. The Board will establish an Executive Committee to advise the Board on progress with the stated mission and goals. The committee will be composed of 7 Board members, as follows:
   1) the Board Chair
   2) the Vice Chair
   3) one member representing transit providers
   4) one member representing transportation disadvantaged populations
   5) one member representing cities
   6) one member representing counties
   7) one member representing public transportation customers

   The Board Chair will serve as the Chair of the Executive Committee. Committee chairs, the SE MN RTCC Coordinator, and Olmsted County Planning Director will serve as ex-officio, non-voting members of the Executive Committee.

B. Executive Committee Selection and Tenure. Executive Committee membership will be established annually. Board members will express interest to the Board Chair, who will nominate five members to the Executive Committee. The full Board membership will vote to confirm the Executive Committee.
C. **Executive Committee Meetings.** The Executive Committee will meet at least every two months beginning in July on a day and location selected by the Chair. The Executive Committee may bring Action Items to the full Board for consideration.

D. **General Membership Committee.** The General Membership Committee will be a standing committee that consists of the Board and any person interested in participating in the SE MN RTCC. Opportunities to join to the General Membership Committee will be rolling with no formal application period. The Board and SE MN RTCC staff will extend an open invitation for volunteers to participate in the General Membership Committee in the fourth and first quarters of each year. The General Membership Committee meeting will be held annually in the first quarter of the year.

E. **Work Plan Action Item Committee(s).** The Board will establish an advisory committee for each major action item defined in the annual work plan. Each Work Plan Action Item Committee will be convened for a specific objective and dissolved after achievement of the objective. The Board will select committee members from the Board and General Membership Committee. At least two Board members will participate on each Work Plan Action Item Committee. The number of members on a Work Plan Action Item Committee, their affiliation, and their terms will be defined by majority vote of the Board on a case-by-case basis. Membership and composition of any Work Plan Action Item Committee will be reviewed annually by the Board Chair after the appointment of new members in accordance with the SE MN RTCC bylaws.

F. **Diversity of Appointments.** The Board will establish committees that bring meaningful and diverse perspectives and expertise to the committee’s area of focus, including representation from the various transportation sectors (e.g., human service, public transportation, private transportation, veteran’s service, higher education, healthcare, etc.). The Board also encourages the **Board member appointing authorities** to consider diversity when making Board appointments. Diversity includes, and is not limited to, the inclusion of protected classes and geographic balance.

**ARTICLE VIII: REIMBURSEMENT**

Board members shall serve without compensation but shall be reimbursed for travel expenses incurred in performance of their duties in accordance with adopted Sponsoring Agency procedure. Government employees, full-time elected officials, and other professionals who are employed in occupations related to the duties and responsibilities of the Board shall not be eligible to receive reimbursements.
ARTICLE IX: AMENDMENT

These bylaws will be reviewed at least every three years to account for changes to the SE MN RTCC. These bylaws may be amended by a two-thirds vote of the Board members present, provided that written notice setting forth in detail the content of the proposed amendment(s) has been given to the Board members at least ten business days prior to the meeting and a quorum is present. The amended bylaws must note the version number and date of approval.