Steering Committee Meeting #8

Date: May 23, 2019  Time: 9:00 AM  Duration: 1.5 hours
Location: Skype Conference Call. Phone Number 1-833-779-7795, Conference ID# 44853730

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. Website
      i. https://www.threeriverscap.org/transportation/hiawathaland-transit/regional-transportation-council-grant
5. Final DRAFT Implementation Plan, Organizational Structure, and Bylaws – See attached
   a. Implementation Plan
      i. Updated Service Area Map
      ii. Updated Organizational Structure, including question re: “cities and townships”
      iii. New Goal 3, Objective 4
      iv. Updated Local Coordination Strategies
      v. New Timing and Sequencing
      vi. Updated Staffing and Resources, including consistency with Budget and Funding (Table 2)
      vii. Updated Budget and Funding
   b. Bylaws
      i. Updated Article III: Membership & questions
      ii. Updated Article IV: Administration & question
      iii. Updated Article VI: Meetings & questions
      iv. Updated Article VII: Committees & questions
      v. Updated Article VIII: Reimbursement
      vi. Updated Article IX: Amendment
6. Next Steps & Discussion
Steering Committee Meeting #8

Date: May 23, 2019
Time: 9:00 AM
Duration: 2 hours

Location: Skype Conference Call. Phone Number 1-833-779-7795, Conference ID# 44853730


Notes

1. Administrative Agency
   a. Sandi Goslee: confirmation from leadership, when implementation plan is complete they are ready for County Board approval process in order for Olmsted County to be considered the Administrative Agency. Enthusiasm from County Board Members and staff.

2. Engagement Activities
   a. April / May – Support Olmsted County discussions regarding Administrative Agency role
   b. Websites available
      i. www.threeriverscap.org/transportation/hiawathaland-transit/regional-transportation-council-grant
         1. Move materials from Three Rivers website to State website before June 30
      ii. www.coordinatemntransit.org/regional/rtccs/

3. Implementation Plan & Organizational Structure
   a. Revisions since April 25th meeting (track changes version transmitted to Steering Committee in advance of call)
      i. Updated service area map
         1. Initial: cities > 5,000 people
         2. Revised: cities > 2,000 people
         3. Final Draft: all incorporated areas within 11-county region
            a. Discussion about inclusive approach; map is the appropriate tool to communicate opportunity for all parties to be involved
      ii. Organizational structure
         1. End of March: Administrative Agency over the Board
         2. April
            a. Option 1: Board leads effort with support from Administrative Agency and RTCC staff and inclusive of committees
            b. Option 2: Combined Administrative Agency and RTCC staff
         3. Final Draft: Builds on Option 1, adds County Committee, City Committee, and Ad Hoc (as needed)
a. Discussion about approach to make as inclusive as possible.
b. Change “City Committee” to “Municipal Committee” in order to include townships.

iii. Updated Goal 3
1. Add Objective 4 “Actively participate in regional conversations about coordinating land use and transportation”

iv. Updated Work Plan
1. Add from 2017 Regional Transit Coordination Plan (aka Local Human Service Transit Coordination Plan)
   a. Strategies to coordinate and consolidate transportation services and resources
      i. Transportation accessibility
      ii. More affordable rides, especially for people with low incomes
      iii. Improve service productivity and cost effectiveness
   b. Strategies to improve mobility
      i. Improve geographic locations
   c. Communications, training, and organizational support strategies
      i. Community and training, support and educate regional professionals
2. Work Plan Timing and Sequencing
   a. Priorities
      i. 2019Q3 & Q4 – Revise to read, “Planning Steering Committee meeting” and “Assemble board”
      ii. Form committees to address statewide emphasis areas
      iii. Prioritize and form committees to advance locally-identified and local coordination strategies
         1. Discussion about likely gap in timeline re: official Administrative Agency – how continue with Board Meetings in remainder of 2019 without an Administrative Agency to organize? Olmsted County Board will consider role as Administrative Agency as soon as implementation plan is finalized and accepted by the Steering Committee (anticipate this summer, late July).
         2. Also discussed delay between Olmsted County grant application and MnDOT review/approval. Grant application anticipated late July and so grant will likely not be in place until late Fall. County will
proceed prior to formal grant agreement; much of RTCC work informs other work being done.

3. In order to maintain momentum, need a plan to continue conversations after Phase I is completed.
   a. Remove board meetings for 2019 Q3 and Q4, replace with planning Steering Committee meetings
   b. Shift board meeting schedule to start in 2020 Q1.
   c. Brian Carlsson volunteered to take the lead on organizing Steering Committee engagement (e.g., conference call, email, etc.) in 2019 Q3 and Q4.

3. Staffing Resources, Budget, and Funding Update
   a. SE MN RTCC Board will hire all staff, consultants, and/or contractors
   b. Administrative Agency responsible for supervising SE MN RTCC staff, and holding contracts with consultants and contractors
   c. FTEs and Budget
      i. Discussion of three (3) FTEs based on County personnel and benefits review and potential partners.
      ii. Need to clarify budget to communicate three (3) FTEs total, including potential consultant support. Important to have permanent staff in place to effectively build the relationships necessary for a successful RTCC. Olmsted County has staff available initially if they are acceptable to the SE MN RTCC Board. Olmsted County also invites other partners to consider providing staff to the SE MN RTCC; as stated previously, Olmsted County does not want to be seen as the lead agency for this effort, and this applies to staffing as well as Board and committee participation.
      iii. Brian Carlson, Sandi Goslee, Brian Law, and Ben Griffith will finalize the details of the budget, including how to show personnel and direct costs (e.g., program management consultant) for Steering Committee acceptance at the June 13 meeting. Group suggests that a Program Support Consultant would be helpful in the first year of implementation.
      iv. MnDOT noted that Implementation Grant requests to-date have been under $500,000 per region and acknowledges that
all other RTCCs to date include fewer numbers of counties and cities

4. Draft Bylaws (track changes provided to Steering Committee in advance of call)
   a. Membership: 19 representatives, added 1 privately-owned transit provider and 2 general public
      i. Discussed whether there should be more than 1 municipal and 1 county representative on the Board and role of municipal and county committees
         1. Focus on a structure which has a manageable Board size with committees to capture inclusive discussions
         2. Important to remember MnDOT grant requires involvement from a minimum of four (4) contiguous counties
      ii. Group noted that Bylaws are draft and will likely be refined by the Board before final adoption. Kimely-Horn will add a note into the Bylaws noting City and County representation on the Board has been a topic of many conversations. Group also noted that annual bylaw review will provide an opportunity to modify approach as membership evolves.
   b. Appointing Authorities: discussion of representative appointment responsibilities; how will Board initially be appointed, and how will representatives be appointed after initial phase
      i. Joint Powers Board is not preferred
      ii. Revise bylaws to reflect Executive Committee will appoint initial Board representatives, and process will be reviewed at a later date
   c. MnDOT will be ex-officio, non-voting member
   d. Board may establish term limits in the future
   e. Administration: Administrative Agency is responsible supervising RTCC staff
      i. In bylaws, remove “employed by Administrative Agency”. Potential for partner agreement to clearly define roles, responsibilities, and reporting (supervision) for RTCC staff employed outside the Administrative Agency (e.g., staff employed by a different County or other agency)
      ii. No need to specify Administrative Agency will be responsible for auditing and reporting – bylaws indicate required to adhere to all local, state, and federal requirements
   f. Officers of the Board
i. Secretary -- Note under the administrative component of the Implementation Plan’s work plan stating something like, “As the SE MN RTCC matures, if the Board moves to eliminate the use of an administrative agency for operations, then an accounting services provider will need to be utilized to manage funds dedicated to the RTCC operations. Signatory authority can remain with senior SE MN RTCC staff as noted in the Bylaws.”

g. Meetings
i. Added meetings by phone or other electronic means, consistent with Open Meetings Act
   1. Keep text: If someone requests for a conference call, “the entity may require the person making a connection to pay for the documented marginal costs that the entity incurs as a result of the additional connection.”

ii. Section G. Conduct of Business
   1. Add per MN Open Meetings law as a reminder to any private sector Board members who may not be as aware of the Open Meetings law: “Requested additions to the agenda, brought to the Board at the time of the meeting, may be included on an informational basis but cannot be presented and acted upon during the same meeting.”
   2. Revise Section G.1, last sentence to read, “Adding, deleting, and deferring items is subject to a majority vote of Board members present.”

h. Article VII. Committees
i. Added County Committee, Municipal Committee (formerly referred to as City Committee), and Ad Hoc Committee

ii. Executive Committee – Add one (1) privately-owned transit provider and one (1) member from the general public
   1. Discussion about need for inclusive approach. From delivery of service perspective also important to include public and private service providers.

i. Article VIII. Reimbursement
i. Modified reimbursement text “Board and committee members shall only seek reimbursement for travel expenses
from the SE MN RTCC when reimbursement is not available from their sponsoring organization.”

j. Article IX. Amendment
i. Clarified bylaws may be amended at any time in addition to annual review.

Next Steps

- Grant application later this summer
- April 2019: SE MN RTCC did not participate in the April 2019 quarterly meeting for Greater MN RTCC Quarterly Meeting. Agenda included:
  o Disability awareness training
  o Discussion of second solicitation for Phase I planning grant
  o Discussion of Phase II implementation grant
  o Round Robin discussion by Greater MN RTCCs
- May / June:
  o Finalize stakeholder and public engagement plan, including outcomes from each meeting for complete documentation of Phase I planning effort
  o Finalize draft bylaws for Steering Committee review before June 13th meeting and acceptance at the June 13th meeting
  o Provide a presentation to Administrative Agency governing board – clarify if this is Three Rivers and/or Olmsted County
    ▪ Presentation for Three Rivers; Kimley-Horn to coordinate with Jennifer
    ▪ Olmsted County has not yet assumed responsibility; and therefore, not the focus of the presentation at this time
  o June 13th final Steering Committee meeting
  o Reminder MnDOT conducting Mobility State of Industry Workshop on May 29
    ▪ Olmsted County staff planning to attend
  o Delivery of all final documents to Three Rivers (and Olmsted County) for Three Rivers submittal to MnDOT week of 6/24
Agenda

• Welcome and Introductions
• Review and Finalize Agenda
• Administrative Agency (starting July 2019) and Phase 2 Implementation Grant – Status Update – Sandi Goslee
• Engagement Activities – Kimley-Horn
  • Website
    • https://www.threeriverscap.org/transportation/hiawathaland-transit/regional-transportation-council-grant
    • http://www.coordinatemntransit.org/regional/rtccs/
• Final DRAFT Implementation Plan, Organizational Structure, and Bylaws – Included with agenda
• Next Steps & Discussion
FINAL DRAFT
IMPLEMENTATION PLAN AND
ORGANIZATIONAL STRUCTURE
Overview of Implementation Plan
Revisions since 4/25

i. Updated Service Area Map

ii. Updated Organizational Structure, including question re: “cities and townships”

iii. New Goal 3, Objective 4

iv. Updated Local Coordination Strategies

v. New Timing and Sequencing

vi. Updated Staffing and Resources, including consistency with Budget and Funding (Table 2)

vii. Updated Budget and Funding
Draft Implementation Plan – Updated Service Area Map

Cities with population >5,000

Cities with population >2,000

All Incorporated Areas
Draft Implementation Plan - Organizational Structure

Lead Agency

SE MN RTCC Board

Management Committee?

Committee: Work Plan Priority 1

Committee: Work Plan Priority 2

SE MN RTCC Staff
Draft Implementation Plan - 4/25
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
Draft Implementation Plan

Updated Organizational Structure

Option 1a

Administrative Agency

SE MN RTCC Board

Executive Committee

General Membership

County Committee

City Committee

Committee: Work Plan Priority 1, 2, etc.

Committee: Ad Hoc As Needed

SE MN RTCC Staff

Should City Committee be revised to ‘City and Township’?
Draft Implementation Plan – *Updated* Goal 3 & Objectives

- **Goal 3.** Define *innovative solutions* to enhance transportation service, customer experience, and community development throughout the 11-county region.
  - 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.
  - Objective 4. Actively participate in regional conversations about coordinating land use and transportation.

*Added Objective 4 to address land use*
Draft Implementation Plan – Updated Work Plan

• 2017 Regional Transit Coordination Plan (aka Local Human Service Transit Coordination Plan)
  • Strategies to Coordinate and Consolidate Transportation Services and Resources
    • Transportation Accessibility (physical & information)
    • More Affordable Rides, especially for people with low incomes
    • Improve Service Productivity and Cost Effectiveness
  • Strategies to Improve Mobility
    • Improve Geographic Locations
  • Communications, Training, and Organizational Support Strategies
    • Community and Training, Support and Educate Regional Professionals
Draft Implementation Plan – New Work Plan Timing and Sequencing

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<th>2020Q1</th>
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**Priorities:**
1. Assemble Board, Executive Committee, County, City, and General Membership committees
2. Board forms committees to address the statewide emphasis areas
3. Board and General Membership prioritize and form committees to advance locally-identified and local coordination strategies described in the work plan
Draft Implementation Plan – Updated Staffing and Resources

• Revised to state SE MN RTCC will hire all staff, consultants, and/or contractors
  • Administrative Agency responsible for employing and supervising SE MN RTCC staff, and holding contracts with consultants and contractors

• Text states three full-time equivalents (FTEs)
  • Table 2 in Budget and Funding identifies 3.3 FTEs plus Program Support Consultant
  • Reconcile text and Table 2
## Draft Implementation Plan – Draft Budget and Funding

### Category State Fiscal Year 2020 Budget (July 1, 2019-June 30, 2020) State Fiscal Year 2021 Budget (July 1, 2020-June 30, 2021)

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Draft Implementation Plan – Discussion

• Other?
FINAL DRAFT BYLAWS
Overview of Bylaw Revisions since 4/25

i. Updated Article III: Membership & questions
ii. Updated Article IV: Administration & questions
iii. Updated Article VI: Meetings & questions
iv. Updated Article VII: Committees & questions
v. Updated Article VIII: Reimbursement
vi. Updated Article IX: Amendment

Notes:
• Highlighted text indicates to be confirmed
• All edits to 4/22 version shown in “Track Changes”
Draft Bylaws – Discussion

• Article I: Name
  • No changes

• Article II: Purpose and Authority
  • No changes

• Article III: Membership
  • 19 members, added one (1) privately-owned transit provider and two (2) general public
  • Appointing authority(ies)?
  • Noted MnDOT will be ex-officio, non-voting member
  • Noted Board may establish term limits in future
  • Other comments?
Draft Bylaws – Discussion

• Article IV: Administration
  • Need to stipulate audits and reporting?
  • Revised to state SE MN RTCC will hire all staff, consultants, and/or contractors
    • Administrative Agency responsible for employing and supervising SE MN RTCC staff, and holding contracts with consultants and contractors
    • Administrative Agency responsible for employing and supervising – revise to reflect if reimbursing agencies provide staff?

• Article V: Officers of the Board
  • No changes
  • Other comments?
Draft Bylaws – Discussion

• Article VI: Meetings
  • Section A. Regular meetings -- revised to quarterly on schedule with date, time, conference call, and location acceptable to majority of the Board
  • Section C. Meetings by Telephone or Other Electronic Means
    • Added consistent with Minnesota Open Meeting Law
    • Include this text, “The entity may require the person making a connection to pay for documented marginal costs that the entity incurs as a result of the additional connection.”
  • Section G. Conduct of Business
    • Add text stating “Requested additions to the agenda, brought to the Board at the time of the meeting, may be included on an informational basis but cannot be presented and acted upon during the same meeting.”
    • Revise Section G.1, last sentence to read, “Adding, deleting, and deferring items is subject to a majority vote of Board members present.”?
Draft Bylaws – Discussion

- Article VII: Committees
  - Executive Committee – add privately-owned transit provider and general public? How many of each?
  - Added conference call option
  - Added County Committee, City Committee, and Ad Hoc Committee(s)
    - Should City Committee be revised to ‘City and Township’?
• **Article VIII: Reimbursement**
  - Revised to state Board and committee members are eligible for travel expense reimbursement
  - Clarified, “Board and committee members shall only seek reimbursement for travel expenses from the SE MN RTCC when reimbursement is not available from their sponsoring organization.”

• **Article IX: Amendment**
  - Noted bylaws may be amended at any time
STEERING COMMITTEE
NEXT STEPS
SE MN RTCC – Status Check-In

- **March 2019**
  - Notice intent to submit grant application (*scheduled*)
  - Notice and host workshops
  - Prepare DRAFT Implementation Plan
  - Prepare grant application and solicit/provide letters of support (*scheduled*)
  - 3/28 Steering Committee meeting

- **April 2019**
  - Transition lead organization
  - Update DRAFT Implementation Plan, including bylaws
  - 4/23 Greater MN RTCC Quarterly Meeting (St. Paul)
  - 4/25 Steering Committee meeting

- **May and June 2019**
  - Finalize Stakeholder and Public Engagement Plan, including activities and outcomes
  - Finalize Implementation Plan, including bylaws
  - Assemble governing board
  - Presentation to lead organization governing board (Three Rivers or Olmsted Co?)
  - 5/23 and 6/13 Steering Committee meetings
  - 5/29 MnDOT Minnesota Mobility State of Industry Workshop (St. Cloud)
  - Deliver all final documents to Three Rivers (& Olmsted County) for submittal to MnDOT week of 6/24

  ✓ = Task complete
  ❑ = Task will be completed
Southeast Minnesota Regional Transportation Coordinating Council Implementation Plan

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 -- Highlighted text indicates text that needs to be confirmed.
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: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and
Winona.

Commented [KM2]: Note to Mary – after finalizing Bylaws, confirm this list and Bylaws are consistent.
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...
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 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 counties, cities, and each major action item defined in the annual work plan, and may establish additional Ad Hoc committees as needed. 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.

Commented [KM4]: Note to Reviewers – Updated with “Organizational Structure 1” and modified to include County, City, and Ad Hoc committees per 4/25 steering Committee direction

Commented [KM5]: Note to Reviewers – Does this need to be revised to read, “cities and townships”?
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. 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.
  - Objective 4. Actively participate in regional conversations about coordinating land use and transportation.

- **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:
  - 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.
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

During the initial two-year implementation period, the SE MN RTCC will initiate work on the following strategies identified in the 2017 Regional Transit Coordination Plan for Southeast Minnesota (also known as the Local Human Service Transit Coordination Plan) prepared for and adopted by the Region 10/MnDOT District 6 Area Transportation Partnership in May 2017, and with additional prioritization provided based on input from the SE MN RTCC planning Steering Committee, stakeholders, and the public.

<table>
<thead>
<tr>
<th>Strategies to Coordinate and Consolidate Transportation Services and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation Accessibility</strong> – Work on improving physical and information accessibility for all forms of transit in the 11-county area</td>
</tr>
<tr>
<td><strong>More Affordable Rides</strong> – Improve coordination between transportation service providers and consider alternate transportation options to reduce rider costs (e.g., county carpools), especially for people with low incomes</td>
</tr>
<tr>
<td><strong>Improve Service Productivity and Cost Effectiveness</strong> – Provide rides to other agencies as a cost per ride</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strategies to Improve Mobility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Improve Geographic Locations</strong> – Increase bus routes and transportation [within and between communities in the 11-county area]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication, Training, and Organizational Support Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community and Training, Support and Educate Regional Professionals</strong> – Educate agencies, healthcare service providers, and human service professionals on the spectrum of transportation providers, what services they provide, and to whom; Enhance communication between transportation providers; Incorporate human service agencies in transportation coordination efforts</td>
</tr>
</tbody>
</table>
Statewide Emphasis Areas

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 transportation services available to customers via a single phone number and web address.

- **Volunteer Driver Program Committee** – The SE MN RTCC will generate input for and help develop direction on statewide Volunteer Driver Program Guidelines to help establish a seamless network of volunteer drivers across Minnesota. The SE MN RTCC will also focus on supporting and expanding the region’s existing volunteer driver programs. Volunteer driver programs provide low-cost transportation for people that do not have other transportation options.

Timing and Sequencing

As shown in Figure 3, the SE MN RTCC will focus first on assembling the Board, Executive Committee, and recruiting participants for the County, City, and General Membership committees. After forming the foundation for the SE MN RTCC, the Board will form committees to address the statewide emphasis areas. At its first General Membership meeting in the first quarter of 2020 (2020Q1), the Board will work with the General Membership to prioritize and form committees to advance the locally-identified and local coordination items described in the work plan. We anticipate that efforts for each of the four groups of activities will begin by first quarter 2020 (2020Q1) and will extend into second quarter 2021 (2021Q2) and beyond.

*Commented [KMB]: Note to Reviewers – New text and timeline in this section*
STAFFING AND RESOURCES

In order to provide guidance, coordination, and oversight for the SE MN RTCC, it is anticipated that the SE MN RTCC will hire Olmsted County, the administrative agency, would provide three (3) full-time equivalent (FTE) employees, consultants, and/or contractors to support the SE MN RTCC. These 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 SE MN RTCC Board will be responsible for hiring all SE MN RTCC staff, consultants, and contractors. The Administrative Agency will also be responsible for the hiring, employing, and supervising the SE MN RTCC Coordinator and any additional SE MN RTCC staff, and holding contracts with any consultants and contractors, consistent with their Administrative Agency personnel and procurement policies. All costs associated with administering the SE MN RTCC will be paid through the Administrative Agency’s Olmsted County’s payroll and accounting system and reimbursed by SE MN RTCC funds.

In addition to Olmsted County, the Administrative Agency 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.

Commented [KM9]: Note to Reviewers – Revised as noted per 4/25 Steering Committee meeting discussion

Commented [KM10]: Note to Reviewers – This text does not match the information in Table 2 below (it includes 3.3 FTEs plus additional budget for program support consultant). Need to make this paragraph’s text and Table 2 consistent.

Commented [KM11]: Note to Reviewers – During 4/25 Steering Committee meeting, members noted that SE MN RTCC staff ‘may be reimbursing agencies if they provide staff’. Please clarify how this text should change to reflect this comment.
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 1 outlines the initial two‐year budget for the SE MN RTCC. The budget includes staffing, office rent and
administrative support provided by the Administrative Agency, and marketing and communications expenses.
Costs for each FTE position were developed based on average Olmsted County employee salaries and benefits and
previous program support contracts.

Table 1 Southeast Minnesota RTCC Two‐Year Budget

Commented [KM12]: Note to Reviewers – The dollar amounts in this section are new and were developed in
coordination with Olmsted County.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Share of Time (if applicable)</th>
<th>State Fiscal Year 2020 Budget (July 1, 2019-June 30, 2020)</th>
<th>State Fiscal Year 2021 Budget (July 1, 2020-June 30, 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Olmsted County Planning Director</td>
<td>5%</td>
<td>$6,212</td>
<td>$6,523</td>
</tr>
<tr>
<td>Personnel</td>
<td>Olmsted County Accounting</td>
<td>5%</td>
<td>$6,129</td>
<td>$6,435</td>
</tr>
<tr>
<td>Personnel</td>
<td>SE MN RTCC FTE1</td>
<td>100%</td>
<td>$62,278</td>
<td>$65,392</td>
</tr>
<tr>
<td>Personnel</td>
<td>SE MN RTCC FTE2</td>
<td>100%</td>
<td>$65,569</td>
<td>$68,848</td>
</tr>
<tr>
<td>Personnel</td>
<td>SE MN RTCC FTE3</td>
<td>100%</td>
<td>$75,733</td>
<td>$79,520</td>
</tr>
<tr>
<td>Personnel</td>
<td>Administrative Assistant</td>
<td>20%</td>
<td>$17,641</td>
<td>$18,523</td>
</tr>
<tr>
<td>Personnel</td>
<td>Benefits for all above (IFCA/Medicare, Unemployment Compensation, Workers Compensation, Retirement, Health Insurance, and Short-term Disability)</td>
<td></td>
<td>$97,039</td>
<td>$101,890</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>Office Rent</td>
<td></td>
<td>$6,487</td>
<td>$6,811</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>Office Supplies</td>
<td></td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>Computer Costs</td>
<td></td>
<td>$20,355</td>
<td>$21,372</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>Legal/Auditing</td>
<td></td>
<td>$16,000</td>
<td>$16,800</td>
</tr>
</tbody>
</table>

1 For budgeting purposes, assumed FTE1 as Olmsted County C41 Planner.
2 For budgeting purposes, assumed FTE2 as Olmsted County C42 Senior Planner.
3 For budgeting purposes, assumed FTE3 as Olmsted County C43 Principal Planner.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Share of Time (if applicable)</th>
<th>State Fiscal Year 2020 Budget (July 1, 2019–June 30, 2020)</th>
<th>State Fiscal Year 2021 Budget (July 1, 2020–June 30, 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Cost</strong></td>
<td>Program Support Consultant</td>
<td></td>
<td>$150,000</td>
<td>$150,000</td>
</tr>
<tr>
<td><strong>Direct Cost</strong></td>
<td>Marketing and Stakeholder and Public Engagement</td>
<td></td>
<td>$100,000</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Direct Cost</strong></td>
<td>Website &amp; IT Support (Transportation Coordination Center)</td>
<td></td>
<td>$100,000</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>Direct Cost</strong></td>
<td>Mileage reimbursement for SE MN RTCC staff or public member travel</td>
<td></td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td><strong>Annual Total</strong></td>
<td></td>
<td></td>
<td>$629,443</td>
<td>$598,115</td>
</tr>
<tr>
<td><strong>Two-Year Total</strong></td>
<td></td>
<td></td>
<td>$1,227,558</td>
<td></td>
</tr>
</tbody>
</table>

**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

**Commented [KM13]:** Note to Reviewers – Removed per MnDOT direction during 4/25 Steering Committee meeting
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 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 privately-owned transit providers appointed in even numbered years;
   (5) one person appointed by to represent cities appointed in even-odd numbered years;
   (6) one person appointed by to represent health care providers or plans appointed in odd-even numbered years;
   (7) one person appointed by to represent higher education appointed in even-odd numbered years;
   (8) one person appointed by to represent tourism appointed in odd-even numbered years;

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

Commented [KM2]: Note to Reviewers – Please help identify appropriate appointing authorities.

Commented [KM3R2]: 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 [KM4]: Note to Reviewers – All edits made to the April 22 version in response to 4/24 Steering Committee direction are shown in “Track Changes”.
BYLAWS of the Southeast Minnesota Regional Transportation Coordinating Council
Board
DRAFT for Discussion – April 22May 20, 2019

(8)(9) two persons appointed by [ ] to represent public transportation customers with one
appointed in odd numbered years and one appointed in even numbered years;
(9)(10) two persons appointed by [ ] to represent transportation disadvantaged populations
with one appointed in odd numbered years and one appointed in even numbered years;
(11) one person appointed by [ ] to represent workforce interests appointed in even-odd
numbered years;
(10)(12) two persons appointed by [ ] to represent the general public with one appointed in
odd numbered years and one appointed in even numbered years;
(11)(13) one representative from the Minnesota Department of Transportation appointed in
odd-even numbered years; and
(12)(14) one member of the Administrative Agency governing board, appointed by the
Administrative Agency governing board in even-odd numbered years.

Each member will be entitled to one vote, except MnDOT which will serve as an ex-officio,
non-voting member of the Board. 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.

The Board may establish term limits by a two-thirds vote of the Board members present,
provided that written notice setting forth in detail the content of the term limit(s) has been
given to the Board members at least ten business days prior to the meeting and a quorum is
present.

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

Page 2 of 9
reasonable excuse for such absences, that member will be considered to have resigned from the Board. The Board Chair will notify the appointing authority agency, and that authority 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 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 SE MN RTCC Board will be responsible for hiring all SE MN RTCC staff, consultants, and contractors. The Administrative Agency will be responsible for employing and supervising the SE MN RTCC Coordinator and any additional SE MN RTCC staff, and holding contracts with any consultants and contractors, consistent with the Administrative Agency personnel and procurement policies. 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.
BYLAWS of the Southeast Minnesota Regional Transportation Coordinating Council
Board

DRAFT for Discussion – April 22-May 20, 2019

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 quarterly or more frequently on a schedule with date, time, conference call details and 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, conference call details, 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 website. 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. Meetings by Telephone or Other Electronic Means. The Board or its Committees may conduct meetings by telephone or other electronic means so long as the following conditions are met:

1. All members of the entity participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;
2. Members of the public present at the regular meeting location of the entity can hear all discussion and all votes of members of the entity and participate in testimony;
3. At least one member of the Board or Committee is physically present at the regular meeting location; and
4. All votes are conducted by roll call, so each member’s vote on each issue can be identified and recorded.

Each member of the entity participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

If telephone or another electronic means is used to conduct a meeting, the entity, to the extent practical, shall allow a person to monitor the meeting electronically from a remote location. The entity may require the person making a connection to pay for documented marginal costs that the entity incurs as a result of the additional connection.

If telephone or another electronic means is used to conduct a regular or special meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and that the entity may require the person making a connection to pay for documented marginal costs that the entity incurs as a result of the additional connection. The timing and method of providing notice is governed by section VI.B and related sections.

D. 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.E. 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.F. 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.G. 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

Commented [KM10]: Note to Reviewers – Do we want to amend this list to include general public members and/or privately-owned transit providers?
The Board Chair will serve as the Chair of the Executive Committee. Committee chairs, the SE MN RTCC Coordinator, and the Olmsted County Administrative Agency 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. The Executive Committee may conduct meetings by telephone or other electronic means consistent with section VI.C.

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 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 calendar year. The General Membership Committee meeting will be held annually in the first quarter of the calendar year.

E. County Committee. The County Committee will be a standing committee that consists of one representative from each county in the 11-county area. The Board and SE MN RTCC staff will invite Counties to appoint their representative in the first quarter of each calendar year.

F. City Committee. The City Committee will be a standing committee that consists of one representative from each city in the 11-county area. The Board and SE MN RTCC staff will invite Cities to appoint their representative in the first quarter of each calendar year.

E.G. 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.
H. Ad Hoc Committee(s). The Board may from time to time establish ad hoc committee(s) composed of Board members and non-Board members for such purposes and terms as deemed necessary or useful to assist the Board in accomplishing its purposes, duties, and responsibilities. The nature of regional transportation coordination issues is such that it may be necessary to involve representatives from organizations, agencies or governmental units inside or outside the 11-county region in the Board’s discussion of transportation coordination issues, including issues that are broader than the 11-county area. The Board may seek participation from representatives inside or outside of the region as ex-officio members of an ad hoc committee. The number of members, 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 ad hoc committee(s) shall be reviewed annually by the Board Chair after the appointment of new members in accordance with these bylaws.

E.1 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 and committee members shall serve without compensation but shall be eligible for reimbursement reimbursed for travel expenses incurred in performance of their duties in accordance with adopted Sponsoring Administrative Agency procedure. Board and committee members shall only seek reimbursement for travel expenses from the SE MN RTCC when reimbursement is not available from their sponsoring organization. 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 at any time 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.