Southeast Minnesota Regional Transportation Coordinating Council Implementation Plan
June 21, 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

Kimley-Horn
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 provide office space, furnishings, equipment, and computers for FTEs that are Olmsted County staff; if employees from other agencies are serving as SE MN RTCC staff, that agency would provide these items. Olmsted County would provide all administrative support. The point of contact within Olmsted County for the SE MN RTCC is:

Ben Griffith, Planning Director
Olmsted County
2122 Campus Drive SE, Suite 100
Rochester, MN 55904
507.328.7100
Griffith.Ben@co.olmsted.mn.us

**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.
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 after Phase 2 grant monies are received from MnDOT (anticipated by late 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.
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 counties, cities/townships, 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.

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 (http://www.coordinatemntransit.org/regional/rtccs/southeast/index.html).
- **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

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.

### Strategies to Coordinate and Consolidate Transportation Services and Resources

- **Transportation Accessibility** – Work on improving physical and information accessibility for all forms of transit in the 11-county area
- **More Affordable Rides** – 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
- **Improve Service Productivity and Cost Effectiveness** – Provide rides to other agencies as a cost per ride

### Strategies to Improve Mobility

- **Improve Geographic Locations** – Increase bus routes and transportation [within and between communities in the 11-county area]
Communication, Training, and Organizational Support Strategies

- **Community and Training, Support and Educate Regional Professionals** – 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

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, Municipal, 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.

### SE MN RTCC Activity

<table>
<thead>
<tr>
<th>Year</th>
<th>2019Q3</th>
<th>2019Q4</th>
<th>2020Q1</th>
<th>2020Q2</th>
<th>2020Q3</th>
<th>2020Q4</th>
<th>2021Q1</th>
<th>2021Q2</th>
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<tbody>
<tr>
<td><strong>Administration and Coordination</strong></td>
<td>Planning Steering Committee meeting</td>
<td>Planning Steering Committee meeting</td>
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<td></td>
<td>General membership meeting</td>
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<td><strong>Locally-Identified Regional Emphasis Areas</strong></td>
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<td><strong>Local Coordination Strategies</strong></td>
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<td><strong>Statewide Emphasis Areas</strong></td>
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Figure 3 Southeast Minnesota Work Plan Timeline and Sequencing

**STAFFING AND RESOURCES**

In order to provide guidance, coordination, and oversight for the SE MN RTCC in its first two years of operation, it is anticipated that the SE MN RTCC Board will select up to 4.5 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

The SE MN RTCC Board will be responsible for hiring all SE MN RTCC staff, consultants, and contractors. The positions contributing to up to 4.5 FTEs consist of the positions described below, including their roles. SE MN RTCC staff may be existing staff with Olmsted County or other partner agencies, or temporary grant-funded staff. It should be noted that one FTE is not intended to imply that one person will fulfill the duties described for each position, and that SE MN RTCC staff may office in multiple locations:

1. **SE MN RTCC Coordinator** – This personnel position will be one (1) FTE and will be responsible for the day-to-day administration of the SE MN RTCC. This position will be responsible for the general supervision, management and administration of the business and affairs of the Organization. (S)he will support the Board in its care and custody of all funds of the SE MN RTCC and will deposit the funds on behalf of the SE MN RTCC in the bank(s) identified by the Administrative Agency. (S)he will have signatory authority for the disbursement of all monies under the direction of the SE MN RTCC and will countersign all such disbursements. (S)he will keep all official records and financial accounts of the SE MN RTCC, including contracting authority.

Ideal candidates will have experience in a non-profit agency or government with an emphasis on customer service and working with individuals with varying demographic and socioeconomic backgrounds. The SE MN RTCC Coordinator will attend all SE MN RTCC Board and Executive Committee meetings and will be responsible for arranging and producing materials for the meetings. At each Board meeting, the SE MN RTCC Coordinator will provide a progress report on the activities identified in the SE MN RTCC initial two-year work plan. The SE MN RTCC Coordinator will further work with the SE MN RTCC Board to develop priorities for coordination and collaboration with regional stakeholders.

The SE MN RTCC Coordinator will be required to actively seek and apply for grants from federal, state, non-profit, business, and philanthropic organizations, as well as from local community investors. The SE MN RTCC Coordinator should have grant writing and administration experience.

The SE MN RTCC Coordinator will be subject to administrative requirements of the Administrative Agency, such as following its procurement process and other administrative processes. The SE MN RTCC Coordinator will most likely be selected initially on a two-year commitment.
2. **SE MN RTCC Program Support 1 and 2** – These personnel positions will be two (2) FTEs and will be responsible for supporting the SE MN RTCC Coordinator and the SE MN RTCC General Membership, County, Municipal, Work Plan priority, and Ad Hoc committees.

Ideal candidates will have experience in a non-profit agency or government with an emphasis on customer service and working with individuals with varying demographic and socioeconomic backgrounds, including public transportation providers and customers. The SE MN RTCC Program Support staff will attend all SE MN RTCC General Membership, County, Municipal, Work Plan priority, and Ad Hoc committee meetings and will be responsible for arranging and producing materials for the meetings. At each Committee meeting, the SE MN RTCC Program Support staff will provide a progress report on the activities identified in the SE MN RTCC initial two-year work plan. The SE MN RTCC Program Support staff will further work with the SE MN RTCC Coordinator to develop priorities for coordination and collaboration with regional stakeholders.

The SE MN RTCC Program Support staff will support the SE MN RTCC Coordinator in actively seeking and applying for grants from federal, state, non-profit, business, and philanthropic organizations, as well as from local community investors. The SE MN RTCC Program Support staff should have grant writing and administration experience, or an aptitude for developing these skills quickly.

The SE MN RTCC Program Support staff will be subject to administrative requirements of the Administrative Agency, such as following its procurement process and other administrative processes. The SE MN RTCC Program Support staff will most likely be selected initially on a two-year commitment.

3. **Administrative Agency Support** – These personnel positions will be up to 0.5 FTEs and will be responsible for the following:

- **Planning Director** – Initial estimates are for an average of 0.05 FTE per year to help identify, select, and supervise all SE MN RTCC staff, ensuring compliance with all Administrative Agency requirements. Effort from the Planning Director may be higher during initial SE MN RTCC start-up and become less as staff are selected, become comfortable in their roles, and the organization matures.

- **Accounting** – Initial estimates are for an average of 0.05 FTE per year to help establish accounts and accounting practices for the SE MN RTCC. Effort from the Accounting staff may be higher during initial SE MN RTCC start-up and become less as SE MN RTCC staff become familiar and comfortable with accounting procedures and practices.

- **Administrative Assistant** – Initial estimates are for an average of 0.2 FTE per year to provide administrative support such as helping to process invoices and submit reports required by funding partners. Effort from Administrative Assistants may be higher during initial SE MN RTCC start-up as SE MN RTCC staff are selected and become comfortable in their roles.

As the SE MN RTCC matures and if the Board moves to eliminate the use of an Administrative Agency for operations, then supervisory and administrative assistant services will become a responsibility of SE MN
RTCC staff and the SE MN RTCC Board will be required to secure independent accounting, legal, and auditing services to help manage funds, contracts, and other fiscal and legal aspects of SE MN RTCC operations.

4. **Program Support Consultant** – This direct cost will be up to one (1) FTE and will be responsible for supporting the SE MN RTCC Coordinator and Program Support staff as they are selected and become comfortable in their roles. Effort for the Program Support Consultant may be higher during initial start-up and become less as SE MN RTCC become familiar and comfortable with their roles, and the organization matures. Example work plan items may include the following at the direction of SE MN RTCC staff and the Board:

   a. Developing brand identity for SE MN RTCC
   b. Developing electronic templates for agenda, meeting summary, letterhead, invoices, presentation materials, and other SE MN RTCC documents and materials
   c. Developing draft annual work plans and budgets
   d. Developing and maintaining stakeholder contact information database
   e. Updating SE MN RTCC Implementation Plan
   f. Developing draft updates to Bylaws
   g. Updating and implementing SE MN RTCC Stakeholder and Public Engagement Plan
   h. Developing draft agendas and meeting materials until such time that SE MN RTCC staff are comfortable assuming the responsibility for production of all meeting materials
   i. Organizing and hosting stakeholder coordination efforts and events in the 11-county area, including General Membership recruiting efforts and events
   j. Drafting content and materials to respond to Board and funding partner reporting requirements
   k. Drafting ongoing funding strategy and financial plan, including strategies for securing any future required local match funding
   l. Updating SE MN RTCC information and materials on MCOTA web site

The Administrative Agency will be responsible for 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. All costs associated with administering the SE MN RTCC will be paid through the Administrative Agency’s payroll and accounting system and reimbursed by SE MN RTCC funds.

In addition to 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, 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:
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 (continued on next page)

<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>
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<tbody>
<tr>
<td>Personnel</td>
<td>Olmsted County Planning Director</td>
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<td>Personnel</td>
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<td>Personnel</td>
<td>Benefits for all above (IFCA/Medicare, Unemployment Compensation, Workers Compensation, Retirement, Health Insurance, and Short-term Disability)</td>
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<td>$97,039</td>
<td>$101,890</td>
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</table>

1 For budgeting purposes, assumed FTE1 as Olmsted County C41 Planner. It should be noted that one FTE is not intended to imply that one person will fulfill the duties described for each position

2 For budgeting purposes, assumed FTE2 as Olmsted County C42 Senior Planner. It should be noted that one FTE is not intended to imply that one person will fulfill the duties described for each position

3 For budgeting purposes, assumed FTE3 as Olmsted County C43 Principal Planner. It should be noted that one FTE is not intended to imply that one person will fulfill the duties described for each position
<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>
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<tbody>
<tr>
<td>Direct Cost</td>
<td>Office Expenses (Rent, Supplies, Computer Costs, Legal/Auditing)</td>
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<td>$43,500</td>
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<tr>
<td>Direct Cost</td>
<td>Program Support Consultant</td>
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<td>Direct Cost</td>
<td>Marketing and Stakeholder and Public Engagement</td>
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<td>$100,000</td>
<td>$75,000</td>
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<tr>
<td>Direct Cost</td>
<td>Mileage reimbursement for SE MN RTCC staff or member travel per Bylaws Article VIII</td>
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<td>Annual Total</td>
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<td>Two-Year Total</td>
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</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, consultants, 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 the unique transportation challenges in each community
Appendix A

Bylaws of the Southeast Minnesota Regional Transportation Coordinating Council Board
BYLAWS of the Southeast Minnesota Regional Transportation Coordinating Council Board  
DRAFT for Board Review – June 21, 2019

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 INSERT MONTH INSERT YEAR 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 19 representatives from entities within the 11-county service area and have the following structure:
   (1) one person appointed to represent counties appointed in odd numbered years;
   (2) two persons appointed 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 to represent public transit providers with one appointed in odd numbered years and one appointed in even numbered years;
   (4) one person appointed to represent privately-owned transit providers appointed in even numbered years;
   (5) one person appointed to represent cities or townships appointed in odd numbered years;
   (6) one person appointed to represent health care providers or plans appointed in even numbered years;
   (7) one person appointed to represent higher education appointed in odd numbered years;
   (8) one person appointed to represent tourism appointed in even numbered years;
   (9) two persons appointed to represent public transportation customers with one appointed in odd numbered years and one appointed in even numbered years;

Commented [KM1]: Note to Reviewers and SE MN RTCC Executive Board - There was extensive discussion during SE MN RTCC Planning Steering Committee meetings regarding whether or not one County representative is enough, or if this number should increase. The Planning Steering Committee proposed this number of representatives mindful of organizing and facilitating a functioning Board, and acknowledges that appropriate County representation is essential to the success of the SE MN RTCC. The Planning Steering Committee included the County Committee in the Bylaws to ensure inclusive participating and decision-making.

Commented [KM2]: Note to Reviewers and SE MN RTCC Executive Board - There was extensive discussion during SE MN RTCC Planning Steering Committee meetings regarding whether or not one Municipal representative is enough, or if this number should increase. The Planning Steering Committee proposed this number of representatives mindful of organizing and facilitating a functioning Board, and acknowledges that appropriate municipal representation is essential to the success of the SE MN RTCC. The Planning Steering Committee included the Municipal Committee in the Bylaws to ensure inclusive participating and decision-making.
(10) two persons appointed to represent transportation disadvantaged populations with one
appointed in odd numbered years and one appointed in even numbered years;
(11) one person appointed to represent workforce interests appointed in odd numbered years;
(12) two persons appointed to represent the general public with one appointed in odd
numbered years and one appointed in even numbered years;
(13) one representative from the Minnesota Department of Transportation appointed in even
numbered years; and
(14) one member of the Administrative Agency governing board, appointed by the
Administrative Agency governing board in odd numbered years.

During the SE MN RTCC start-up phase, the Executive Board will recruit and appoint
members for each category to the Board. Following start-up, these Bylaws may be amended
consistent with Article IX: Amendment to identify other appointing authorities.

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 reasonable excuse for such absences, that member will be considered to have resigned from the Board. The Board Chair will notify the appointing authority, and that authority must reappoint a different person to become a member of 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 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.

ARTICLE V: OFFICERS OF THE BOARD

A. Designation. Officers of the Board shall be the Board Chair, Vice Chair, and Secretary. The Board Chair, Vice Chair, and Secretary will be elected from Board membership by the Board members 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.

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 Secretary 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 be responsible for overseeing the preservation of 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 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 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. 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.

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 website.

3. Agenda. Business at special meetings will be limited to the subjects stated in the calls for them.
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).

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. Requested additions to the agenda, brought to the Board at the time of the meeting, may be included on the agenda as an informational item but cannot be presented and acted upon during the same meeting. Adding, 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 or townships
   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 the 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. **Municipal Committee.** The Municipal Committee will be a standing committee that consists of up to one representative from each city and township in the 11-county area. The Board and SE MN RTCC staff will invite cities and townships to appoint their representative in the first quarter of each calendar year.

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.

I. 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 for travel expenses incurred in performance of their duties in accordance with adopted 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.

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.