



SRF No. 12465

## Planning Process for a Regional Transportation Coordinating Council – PMT #4

**Tuesday July 21, 2020 – 1:00p.m. – 2:30p.m.**

**Zoom Meeting**

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Meeting ID: 998 5723 9007, Password: 467403

+1 (312) 626 6799 (Dial-in Number)

### Attendees:

- Heather Anderson, Blue Earth County Employment Services
- Charles Androsky, MAPO
- Vickie Apel, SMILES
- Lanette Ayers, Blue Earth County
- Tim Becker, Sibley County
- Jessica Beyer, Greater Mankato Growth
- Bonnie Buchanan, Jefferson Lines
- Steve Cooling, Pioneer Bank
- Ron Decker, TRUE Transit
- Tom Gottfried, MnDOT
- Charlene Graff, Second Harvest Heartland
- Bill Groskreutz, Faribault County
- Jamie Hayes, Blue Earth County
- Alan Herrmann, SmartLink Transit
- Sara Junker, Nicollet County
- Joe Kapper, SRF Consulting
- Allison Karau, Take Me There Transit
- Megan Kauffman, Minnesota Assistance Council for Veterans
- Brian Lamb, MAPO TAC
- Colleen Landkamer, Blue Earth County Commissioner
- Michelle Lichtig, MnDOT
- Ruth Lee, Minnesota Prairie County Alliance
- Deanne Malterer, Waseca County Commissioner
- Danielle Marengo, Minnesota Assistance Council for Veterans
- Kelly McDonough, Minnesota River Area Agency on Aging
- Jeremy Monahan, Faribault / Martin County Transit
- Terry Morrow, Nicollet County Commissioner
- Denise Nicolay, Southern Minnesota Regional Legal Services
- Holland Petersen, Partners for Housing
- Mark Piepho, Blue Earth County Commissioner
- Angie Piltaver, MnDOT
- Craig Rempp, Mankato Transit
- Laurel Remund, Region Nine Development Commission
- Sadie Rezac, Minnesota Assistance Council for Veterans
- Sue Rynda, Le Sueur County
- Shawn Schloesser, Region Nine Development Commission
- Menno Schukking, SRF Consulting
- Erin Simmons, Boys and Girls Club
- Alicia Valenti, SRF Consulting
- Angie Vidden, Mayo Clinic
- Lance Wetzels, Le Sueur County Commissioner
- Christi Wilking, Mayo Clinic
- AK

- Justin
- Pat
- Partners for Affordable Housing
- 15073877166
- 150735455680
- 15073170270

1. Introductions.

- a. Joe Kapper began the meeting with staff introductions.
  - b. Alan Herrmann provided an overview of the SmartLink Transit organizational structure and service program.
    - i. Carver and Scott counties established a cooperative agreement to operate SmartLink, and it is governed by a 12-person board that meets quarterly and includes agency representatives as well as citizens.
    - ii. SmartLink partners include human services and non-emergency medical transportation providers; SmartLink offers transit, volunteer driver services, and a travel training program. Staff are working to enhance capacity by facilitating vehicle sharing between organizations with peak demand at different times. SmartLink receives funding from each county's human services agency and earns revenue from fare charged on each trip.
    - iii. Joe asked what the most successful programs have been. Alan shared that one of their greatest successes was using the volunteer driver network to fill gaps in the dial-a-ride system.
    - iv. Colleen Landkamer asked what software SmartLink uses. Alan said that they use TripSpark Novus, leading to increases in efficiency that saved 1.5 FTEs.
    - v. Charles Androsky asked if SmartLink interacts with other Regional Transportation Coordinating Councils (RTCCs). Alan stated that there is a biweekly statewide Transit Coordination Assistance Projects check-in.
2. Project overview.
- a. Joe provided an overview of the RTCC planning process and described changes to the project resulting from the COVID-19 pandemic.
3. Stakeholder outreach update.
- a. Joe provided an update on stakeholder outreach, including meetings with county boards and two upcoming virtual open houses.
4. Draft organizational structure.
- a. Joe described the proposed organizational structure including RTCC membership, a governing board, and bylaws, as well as the proposed staffing and financial plan for the RTCC.
5. Host agency selection process.
- a. Joe provided an update on efforts to select a host agency for the RTCC.

- b. Sue Rynda asked if project staff had inventoried existing entities that are being considered as potential host agencies, such as TRUE Transit. Joe confirmed that staff have compiled a list of potential host agencies and noted that VINE Faith in Action would need to be the host agency rather than TRUE Transit, based on MnDOT regulations for RTCC funding grant recipients.
- c. Angie Piltaver asked how staff would ensure that a broad range of backgrounds are represented in the RTCC when limiting representation to two per county. Joe said that staff will work to include people from diverse agencies and organizations across the eight-county region.
- d. Alan Herrmann noted that it would be beneficial to have a smaller board of directors and look to other organizations, such as transit providers and day training and habilitation centers, to support the board and provide opportunities for community involvement.
- e. Charlene Graff asked if staff had collaborated with [regional sustainable development partnerships](#), a service of the University of Minnesota extension. Joe said that staff would do so in the coming weeks.
- f. Sue Rynda asked if the survey completed by Region Nine Development Commission staff in February had been shared with counties. Joe confirmed that it had.
- g. Charles asked Thom Gottfried to share information about county staff time spent on transportation services. Thom said that Sherburne County spent \$80,000 in one year to physically transport people or arrange rides and noted that merging these activities can save staff time and resources to provide more effective service.
- h. Ron Decker asked for clarification about the role of transit agencies in the RTCC. Thom said that transit agencies may be represented in the RTCC but are typically not the host organization. Tom added that the RTCC will work with several agencies including MnDOT and the Minnesota Department of Human Services (DHS).
- i. Kelly McDonough asked what the role of managed care organizations would be in the RTCC. Thom said that five of the seven RTCCs in Minnesota have representation from managed care organizations on their boards. Thom noted that 75 percent of people who receive assistance through DHS access it through managed care organizations; the remainder work with county health departments.