

Regional Transportation Coordinating Council Planning Process

Project Management Team Meeting #4

Mankato/North Mankato Area Planning Organization

July 21, 2020

Agenda

- Update from SmartLink
- Project Overview
- Stakeholder Outreach Update
 - RTCC County Board Meetings & Resolutions
 - Upcoming Virtual Public Meetings
- Draft RTCC Organizational Structure
 - Council Organization – Membership, Board, Bylaws
 - Staffing
 - Financial Plan
- RTCC Host Agency Selection Process
- Project Next Steps

SmartLink Update

Regional Transportation Coordinating Committee

Background

- Regionalization of transportation needs
- RTCCs consist of stakeholders interested in improving mobility for “transportation disadvantaged” – older adults, individuals with disabilities, individuals with low incomes, and/or military veterans.
- MnDOT Office of Transit and Active Transportation offers financial support and technical assistance to develop and implement RTCC’s
- General focus on Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Waseca, Sibley, and Watonwan Counties
- Plan completion September 2020

Background

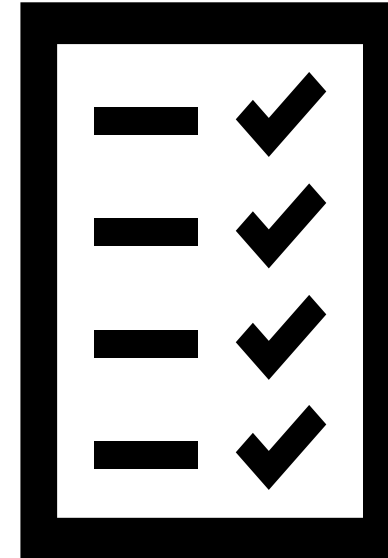
- Focus on all modes of transportation
- Formalize strategies identified in coordination plans and long-range plans
- Improving both mobility and efficiency of services
- Overcoming programmatic silos



Planning Process

Major Project Tasks

- PMT Meetings
- Stakeholder Engagement
 - Conference Calls
 - Survey
 - In-Person Outreach
 - Open Houses
- Develop RTCC Work Plan
- Develop RTCC Organizational Structure
- Operational Implementation Plan



Stakeholder Outreach Update

County Board Meetings and Regional Meetings

- Consultant team has provided project briefings to the following organizations:
 - Blue Earth County
 - Brown County
 - Martin County
 - MAPO TAC
 - Faribault County
 - Watonwan County
 - Le Sueur County
 - Nicollet County
 - Region 9 RDC
- Project Requirement: County resolutions of support (4 minimum)

Upcoming Virtual Public Meetings



- Virtual Open Houses (two)
- Interactive engagement/discussion
- Goal is to be as inclusive as possible and maximize outreach to target populations
- Inform stakeholders of project status, and benefits of continuing RTCC process

Draft Organizational Structure

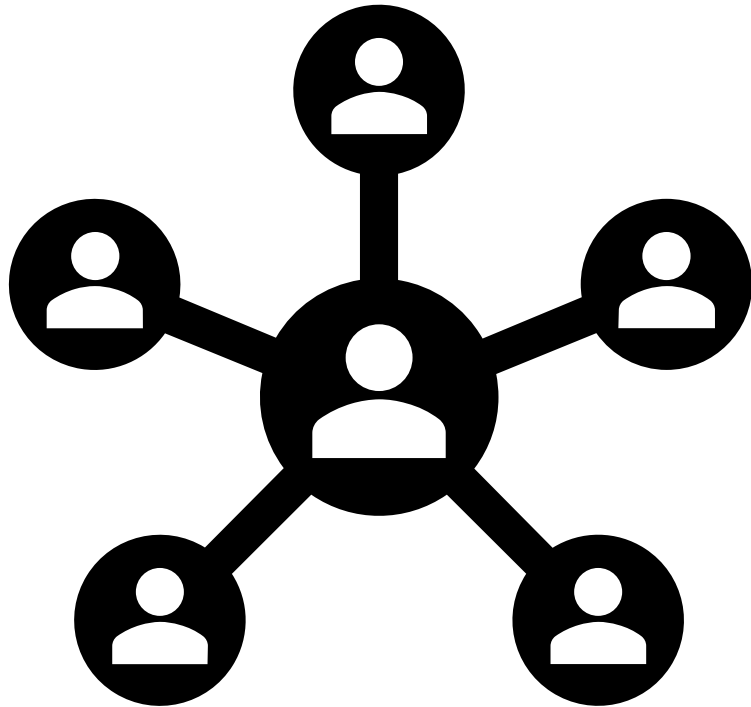
RTCC Geography and Membership

- Representation that includes an 8-County focus area:
 - Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Waseca and Watonwan Counties.
 - Seeking resolutions of support from as many County Boards as possible.
- Formal host agency and grant recipient to be determined
- RTCC Planning Process has identified a list of over 250 stakeholders that can potentially become members and beneficiaries of an RTCC

RTCC Geography and Membership

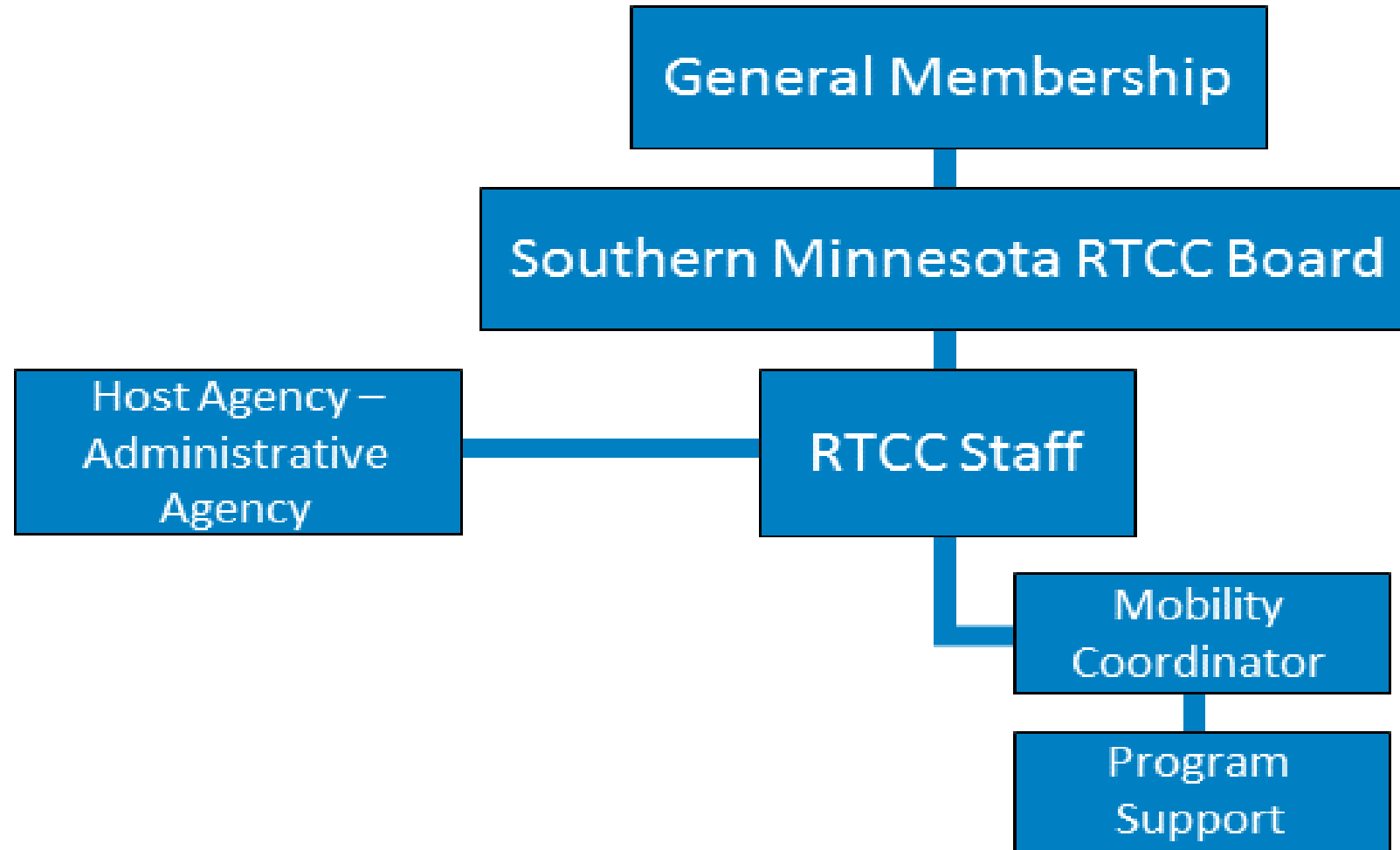
- RTCC Stakeholders include:
 - County Representatives (elected and staff)
 - State and Local Transportation Planners
 - Transportation Providers
 - Transportation Users
 - Area Agencies on Aging
 - Youth Development
 - Private funding partners/major employers
 - Educational institutions
 - Health Systems
 - Human and Social Service Agencies
 - Day Training and Habilitation Centers
 - Transportation and Human Service Advocates
 - Workforce and Economic Development professionals

Board Representation



- Recommend the formation of a Steering Committee prior to Phase II that will transition into a formal RTCC Board
- Recommend representation from a variety of groups, but limited to about 2 per county to be inclusive
- Peer RTCC's have used existing board structures as RTCC Boards

Organizational Structure



Organizational Structure

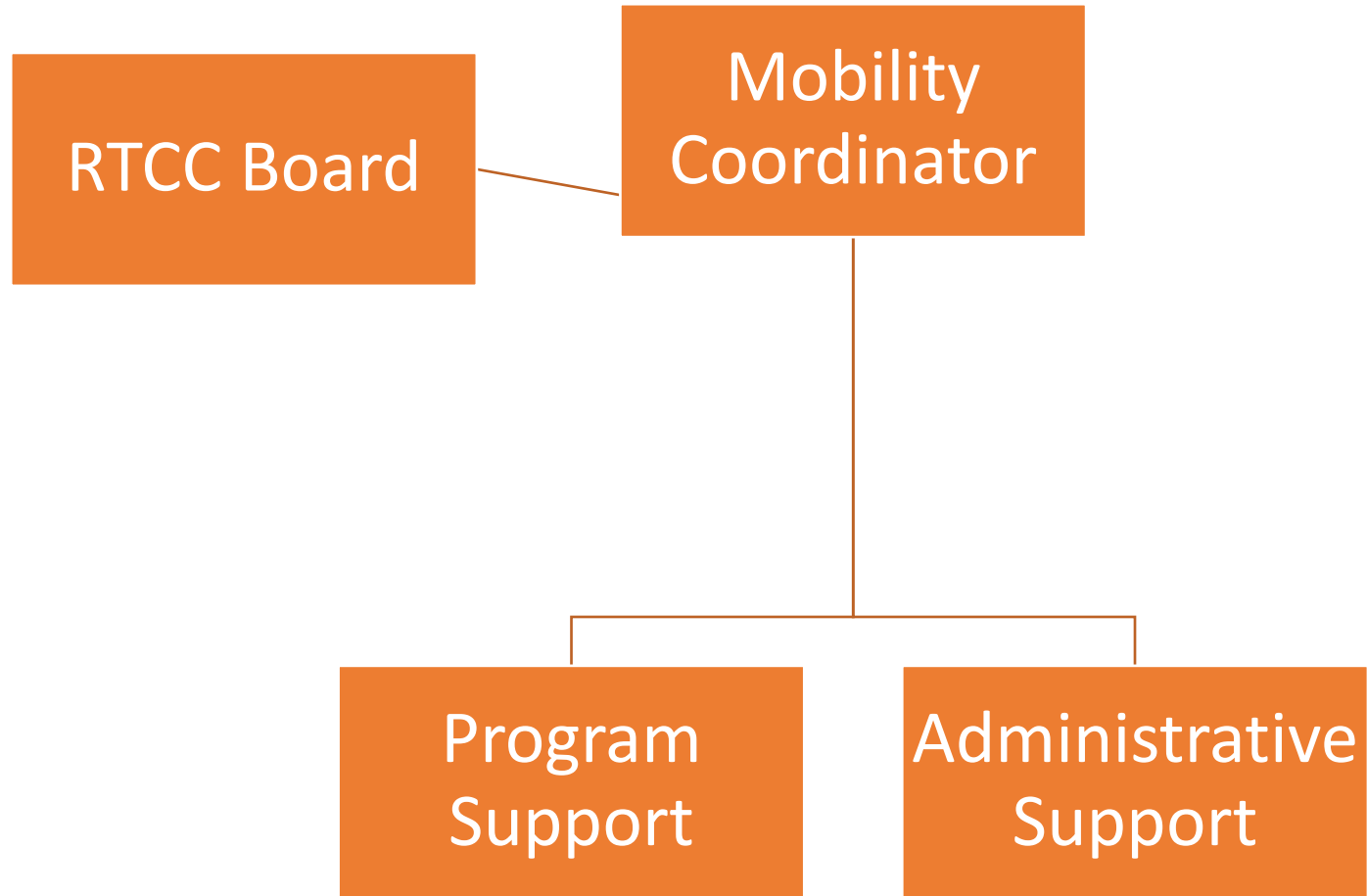
Host Agency

- MnDOT grant recipient/fiscal agent
- Initially will employ RTCC project staff during Phase II
 - May do so long-term if housing at host agency is preferred governance option

RTCC Board

- MAPO/consultant team has been tracking parties interested in board membership
- Mix of County and agency representation
- Quarterly meetings beginning in 2021
- Cap of 17 members

Staffing



Financial Plan

Category	Description	Full-time Equivalents (if applicable)	Year 2021 (January 1, 2020 – December 31, 2021)	Year 2022 (January 1, 2021 – December 31, 2022)
Personnel	Mobility Coordinator	1.0	\$70,000	\$72,100
Personnel	Program Support	1.0 (Year 1) 2.0 (Year 2)	\$58,000	\$119,480
Personnel	Host Agency Administrative Support	0.5 (Year 1) 0.3 (Year 2)	\$30,000	\$18,540
Personnel	Benefits	30% of salaries	\$47,400	\$63,036
Direct Cost	Office Expenses (Rent, Supplies, Printing, Technology, Legal/Auditing)		\$15,000	\$12,500
Direct Cost	Work Plan Implementation, Marketing, Stakeholder Outreach and Public Engagement		\$20,000	\$25,000
Direct Cost	RTCC Board Meeting Expenses		\$3,000	\$3,500
Direct Cost	Mileage Reimbursement for RTCC Staff Travel	1,000 Miles @ 57.5 cents per mile	\$575	\$575
Annual Total		2.5 FTE (Year 1) 3.3 FTE (Year 2)	\$243,975	\$314,731
State Share			\$243,975	\$283,257.90
Local Share			\$0	\$31,473.10

Implementation

- Complete and approve the Phase I RTCC Planning Process
- Complete the necessary approvals for a host agency to become the administrative agency for the Southern Minnesota RTCC, dependent on Phase II implementation funds awarded by MnDOT
- Complete and submit a Phase II implementation grant application to MnDOT for the Southern Minnesota RTCC
- Upon securing Phase II implementation funding, establish the initial RTCC Board after an application process through the steering committee. Schedule first RTCC board meeting.
- Develop a staffing structure and review position descriptions for RTCC staff; hire mobility coordinator

Discussion

- Any suggestions or questions?



Host Agency Selection

Host Agency Selection Process

- Will be conducting follow up outreach to the following agencies:
 - VINE Faith in Action
 - Blue Earth County
 - Brown County
- **PMT Input: Are there other potential host agencies with whom we should be consulting?**

Project Next Steps

Next Steps

- Virtual Open Houses
- County Board Resolutions
- Host Agency Selection
- Final PMT Meeting (Early September)
- Operational Implementation Plan (End of September 2020)
- Phase II Grant Application (November 2, 2020)
- Phase II Implementation (January 1, 2021)

Thank You

Joseph Kapper, AICP

jkapper@srfconsulting.com

Menno Schukking, AICP

mschukking@srfconsulting.com