

Regional Transportation Coordinating Council Planning Project Management Team

Agenda

Meeting 1 of 5

WEDNESDAY, SEPTEMBER 19, 2018
1:00 pm to 3:00 pm
GREAT RIVER REGIONAL LIBRARY
ARRAY COMMUNITY ROOM
1300 WEST SAINT GERMAIN STREET
ST. CLOUD, MN 56301

1. Call to Order & Introductions – *All*
2. Hear Public Comments – *Any members of the public who wish to be heard*
3. Election of Committee Chair – *Brian Gibson, APO*
4. Presentation of Project Work Plan and Schedule – *Tom Cruikshank, WSB (Attachment A)*
5. Presentation on Relevant Needs from 2017 Human Services Transportation Coordination Plan – *Jon Mason, MnDOT (Attachment B)*
6. Presentation on Dakota County RTCC – *Ann Bailey, DARTS*
7. Appointment of Working Group – *All*
8. Next Steps – *Tom Cruikshank, WSB*
 - a. Research and Evaluation of Existing RTCCs
 - b. Stakeholder Interviews
 - c. Form the Rider Advisory Committee (RAC) & Rider Survey
9. Adjourn

ATTACHMENT A

Work Plan and Schedule

The consultant, WSB & Associates, in cooperation with Saint Cloud APO staff will be facilitating a process whereby an Operational Implementation Plan (OIP) for a Regional Transportation Coordinating Council (RTCC) will be developed.

An RTCC, as envisioned by MnDOT, is a body of stakeholders interested in improving mobility for “transportation disadvantaged” individuals – that is older adults, individuals with disabilities, individuals with low incomes, and/or military veterans. The goal is to increase and improve coordination between transportation providers and human service agencies to fill transportation gaps, streamline access to transportation, and provide individuals more options of where and when to travel.

If successful, the OIP will be used to pursue a Phase 2 implementation grant from MnDOT. The OIP must:

1. Document the goals and objectives of the RTCC;
2. Define the geographic region to be served by the RTCC (*this must be completed by December 31*);
3. Describe how the RTCC will help meet specific needs and strategies defined in one or more Human Services Transportation Coordination Plan(s);
4. Describe RTCC membership and organizational structure
5. Include bylaws for how the RTCC will operate;
6. Describe the organizational resources needed for the RTCC to operate (e.g., staff, office space, funding, technology, etc.);
7. Include a proposed annual budget, including a description of how a 15% local match will be obtained in order to leverage MnDOT operating grants;
8. Include a work plan of activities to be undertaken by the RTCC for the first two years of operation;
9. Describe the steps necessary for the RTCC to become fully operational.

The *draft* OIP is due no later than **February 28, 2019**, and the *final* OIP must be completed no later than **June 30, 2019**.

Some key aspects of the process include:

- At least five meetings of a Project Management Team (PMT) to make key decisions and guide the overall OIP development process;
- Development of a Riders’ Advisory Committee (RAC), which will meet three times, to advise the PMT on issues related to riders;

- Interviews of stakeholder agencies and transportation providers to collect their views on regional coordination, plus to solicit input on the strengths and opportunities, the purpose, need, goals, and objectives of an RTCC in our area. Also, we want to get a good understanding of each stakeholders' current operations, service area, barriers to service and any desires for additional service
- A transportation survey for riders and potential riders designed to identify any concerns they have with coordination of services, opportunities and desires for potential future service(s), and the destinations to which they most often wish to travel
- Coordination and information sharing with the RTCC planning efforts in neighboring regions
- WSB will be providing a few alternative names and logos for this new RTCC and will be facilitating a decision-making process to select a preferred name and logo
- WSB will be researching up to four (4) existing RTCCs to document their organizational structure, bylaws, membership, staffing, funding mechanisms, and support mechanisms to help inform our process

ATTACHMENT B

Identified Needs from the 2017 Draft Human Services Transportation Coordination Plan for Region 7W

<p>Difficult to do/Minor impact projects</p> <ul style="list-style-type: none">• Improve transportation services at senior housing centers (ex. Keller Lake Commons).• Educate regional professionals of transportation options.• Increase availability of smart phone applications for trip planning.• Increase service hours during non-typical travel times.• Coordinate volunteer driver programs/organize volunteers to provide rides.• Work with area schools/colleges to help coordinate mobility strategies and transportation services.• Work with Uber/Lyft, and others to help improve fee/fare structures.	<p>Difficult to do/Major impact projects</p> <ul style="list-style-type: none">• Create a centralized database of available transportation resources.• Hire a mobility manager.• Create public awareness campaign to educate the public.• Increase service hours throughout the day.• Increase travel options to county seats.• Expand weekend and holiday hours.• Expand services in St. Cloud Metro outer lying area.• Collect ride denials from private transportation partners
<p>Easy to do/Minor impact projects</p> <ul style="list-style-type: none">• Improve community engagement activities.• Continue/expand customer travel training programs.• Provide technical training for coordination staff.• Improve school access for children at the Salvation Army in St. Cloud.• Job access for veterans.• Improve private sector involvement through full participation of private enterprise participation.• Contact between agencies with set base prices.	<p>Easy to do/Major impact projects</p> <ul style="list-style-type: none">• Contract with common carrier to permit co-mingling of capital resources.• Convene regional coordination body