

# Regional Transportation Coordinating Council Planning Project Management Team

## Agenda

### Meeting 2 of 5

**TUESDAY, NOVEMBER 27, 2018  
10:00 am to 12:00 pm  
GREAT RIVER REGIONAL LIBRARY  
ARRAY COMMUNITY ROOM  
1300 WEST SAINT GERMAIN STREET  
ST. CLOUD, MN 56301**

1. Call to Order & Introductions

Brian Gibson welcomed everyone to the meeting. All attendees introduced themselves and their organization. Brian provided a brief overview of the agenda. For a complete list of attendees, see the PMT Meeting 2 Sign-In Sheet.

2. Hear Public Comments

None.

3. Summary and Review of Technical Memos #1, #2, and #3 – *Tom Cruikshank, WSB (Attachments A, B, and C)*

Tom began an overview of the technical memos. Following the first PMT meeting, WSB worked with the St. Cloud APO to complete three technical memos for the RTCC PMT. Tom noted that each of the councils researched had an advisory board to help guide their RTCC.

a. Memo 1: Peer RTCC Organizations

Tom first shared the findings from the Peer RTCC Organizations Memo. Three RTCCs were identified for the memo, including:

1. Dakota County Transportation Coordinating Collaborative (DCTCC)
2. Miami Valley Regional Transportation Coordination Council
3. Mountain Ride Transportation Resource Center

Tom then shared some of the highlights from all three RTCCs. The DCTCC is led by Dakota County. The other two RTCCs are led by their

respective MPOs. The Miami Valley RTCC requires agencies to attend and participate in the RTCC in order to receive federal Section 5310 vehicle capital funding. Mountain Ride is the most advance service, offering a “one-call/one-click” resource for users in a six county area. All receive a share of operations funding from their respective states, while the remaining comes from county or other more local sources.

b. Memo 2: Stakeholder Survey Questionnaire

The next memo analyzed a stakeholder survey questionnaire sent out to all identified RTCC stakeholders. The survey was sent out to 43 stakeholders; 14 were returned. Tom identified some of the highlights of the results. Many of the stakeholders identified non-peak service and rural transportation lack of available service as primary challenges these agencies face. Stakeholders further identified staffing and bus driver shortage as another pressing issue for their agency. Following some discussion, the group agreed that these issues are challenges most of the transportation stakeholders face.

c. Memo 3: Rider Survey

The third memo summarized the analysis of previous rider surveys implemented by Metro Bus, Rainbow Rider, Tri-CAP, Trailblazer, and Timber Trails Transit systems. Tom shared some of the key findings from these surveys. Many of the survey respondents are transit dependent, either students, seniors, or people with disabilities. Most of the responding riders have been relying on transit for long time. Respondents rely on public transit as transportation for work and school trips.

The group then had a discussion regarding public transit providers compared to private transportation providers. The group discussed what kind if any data was available from private providers. Private transportation data was not readily available and was discussed as not necessary for shaping the RTCC but may help the PMT address all transportation needs.

4. Review and Refine Goals and Objectives of the RTCC – *Facilitated Discussion and Decision-Making, (Attachment E)*

Phil Barnes began a discussion to refine the objectives and goals for the RTCC. Phil presented a draft objective statement to the group. The group discussed a variety of topics related to the draft objective statement. Topics included who the RTCC should be serving, the distinction between transportation and human services, and quality transit standards. The group agreed to a draft working objective.

The group then discussed what challenges emerge for an RTCC to meet the draft objective. The group discussed a number of potential challenges. Challenges included the lack of public and agency awareness of existing services, affordability for users, the fragmentation of the current regional mobility, equity concerns, and the compromise of service coordination can cause.

Based on the identified challenges, the group began discussing draft goals that will address these challenges. The goal topics were identified as follows:

- Interagency coordination
- Efficient Use of available resources
- Identify transportation payment sources
- Cost effective services
- Increase public awareness of services
- Establish a mechanism to evaluate transportation services
- Establish standards for quality transportation services
- Address comprehensive transportation needs

5. Select Geographic Area to be Served by the RTCC – *Facilitated Discussion and Decision-Making, (Attachment D)*

Phil then transitioned the meeting to discussing the geographic region for the RTCC. Tom had created a map for the group to show the existing transit corridor demand in the region. The map showcased “inner” and “outer” rings of possible RTCC access. The inner ring had six counties – Stearns, Benton, Morrison, Mille Lacs, Sherburne and Wright. The map also illustrated where connections were being made to surrounding ring counties.

Following some discussion, the group determined that they needed a minimum for four counties to continue MnDOT’s RTCC process. In order to get the counties to participate in the RTCC, the Counties will need to understand the benefits of joining as well as potential costs.

6. Discuss Potential RTCC Membership and Organizational Structure(s) – *Facilitated Discussion, (Attachment F)*

The group discussed the importance of county participation in the RTCC. The group needs to shape actionable goals based on the goal topics discussed earlier in the meeting. These actionable goals will make it easier the RTCC PMT to encourage other agencies to participate.

The PMT also will need to identify a primary agency to facilitate the RTCC.

7. Next Steps – *Brian Gibson, Saint Cloud APO*

The group then discussed upcoming deadlines for the RTCC process. The RTCC PMT needs to submit the geographic boundary of the RTCC to MnDOT by December 31.

Based on this, the next PMT meeting will be scheduled for January. Before the meeting the APO and WSB will work on the following

- i. Technical Memo for geographic boundary
- ii. Create actionable goals
- iii. Finalize Membership and Organizational Structure

- iv. Remaining Technical Memos for Potential Bylaws, Staffing, Organizational Resources, and Annual Budget