

RTCC Board Meeting – Phase 3 Minutes

May 24th, 2021 at 1:30 pm – Zoom

- 1) Introductions/Role Call – Alissa
- 2) Review and Approve April Meeting Minutes
 - Cody Rogahn moved to approve- Stephanie Aasness 2nd- approved, No objections.
- 3) Review and Approve Re-Vised May Agenda –Cody Rogahn moved to approve - Stephanie Aasness 2nd- approved, no objections.
- 4) Transportation Provider Update
 - MATBUS – Shaun Crowell (not in attendance)

There hasn't been much change since last month in ridership. The GIS data has not been transferred yet to Jake / Alex at MnDOT. Due to a staff change, they are in the process of figuring out who has the capacity to be able to gather the GIS data (in transferrable form).

- City of Morris – Beth Heinrich.

The City of Morris applied for and has now been approved for funds to be used towards purchasing an electric bus. Beth indicated that they are in the beginning stages of building the bus. She will keep the R4 RTCC Board apprised of the progress and when they anticipate the bus will be available for service. The DAC still doesn't have all of their clients back at their sites and this has affected their regular ridership numbers. City of Morris hired a new Finance Director. When there have been vaccination clinics in Morris, they have offered free transportation. This includes picking up students on the Morris campus. Beth indicated that a majority of the riders using their transportation to shot clinics are already regular riders (95%). Beth indicated that they are going to continue to keep the plexi-glass (driver) half dividers up in all of the buses. The drivers have gotten used to having it there.

- Rainbow Rider- Tom Parrington

Ridership remains at 65-70%. It has become harder to continue to require masks for riders as stores and businesses remove restrictions. However, masks are required on the transit systems through September 13th at this point. Tom indicated that they are waiting to hear if / when they will be able to remove the plexi-glass dividers in their buses. They have “full” plexi-glass dividers around the driver (not half like other Transit Providers indicated that they have). They are planning on removing those dividers once they get approval to do so. The newly added mid-day route from Glenwood to Alexandria mid-day started on May 3rd and has been very popular with the riders. Daryn mentioned that he would be interested to know their ridership stats from this new route the next time we meet in June.

- Transit Alternatives / Otter Express- Daryn Toso

Unaware of specific transportation for vaccinations Ridership continuing to increase a little bit, currently about 65%. Looking at putting routes from Fergus Falls and Detroit Lakes to Fargo back in place. They have one driver who previously drove this route and has committed to driving the commuter route every other week. Daryn is looking for another commuter route driver. They are still in need of drivers, as they have more buses available for routes. Got okay from MnDOT to order 2020 buses, year behind schedule but able to add to fleet. 2021 buses are also projected to be ordered soon as well, but there will most likely be a delay in manufacturing. Daryn indicated that part of the delay is due to the manufacturing of the “microchips” that are needed.

- People’s Express – Jan Roers

Jan indicated they remain at about 60% capacity pre-covid. Drivers are wearing masks, no discussion of protocol for anything at this point in time.

5) MNDOT Update -Tom

- Local Human Services Coord. Transit Plan – Grant – The grant dollars to complete the Local Human Services Coordination Transit plan are separate from the Phase 4 grant dollars. Therefore, the R4 RTCC Board must approve / authorize entering into a separate grant agreement with MnDOT, to assist in the completion of the Region 4 LHSCTP. This agreement will be for a 1-year period: July 1, 2021 – June 30, 2022. The LHSCTP is also one of the Tasks for the first year of the Phase 4 RTCC grant.
- LHSCTP Board Resolution - Cody Rogahn makes a motion to enter into an agreement with MnDOT for the LHSCTP; Kris Chisholm 2nd – approved, no objections.

6) MCOTA Update –Tom

- The next MCOTA meeting is on May 26th. We will discuss the upcoming leadership meeting which will be on June 23rd. There will be policy discussions during this meeting with Commissioners from throughout the state in attendance. This meeting is open to anyone and if interested in attending, contact Alissa for more information about this or any other MCOTA meeting. The meeting will be workshop style to identify #1 issue.
- Volunteer Driver Series Forum – Tom
We are almost to the last session of the forum series which will be on June 2nd. There will be a morning session and afternoon session. Forum has been very well received with attendance from people in other states as well.
- Location Coord Plan (Local Human Services Coordination Transit Plan) - Tom
Needs resolution (which was approved) entering into separate contract above and beyond what RTCC's do. Timeframe will be July 1st, 2021- June 30 2022nd. Part of the Region 4 plan will include identifying transportation access and any gaps in service. The RTCC's creation evolved from information gathered in the 2017 plans. Strategic plans will also need to be updated.

- RTCC Phase 4 Grant – Tom

In Phase 4, there are 7 tasks that each RTCC will work with. One of the tasks is the Local Human Services Coordination Transit Plan, which will only be part of the first grant year. Of the remaining 6 tasks, 4 of the tasks are similar to previous tasks in recent grant phases, Phase 4 grant applicants used the Logic Model as part of their application this year. The Logic Model clearly states where we are currently at, how we will be moving forward and what outcomes (short term, mid-term and long term) we expect to have. These outcomes are in essence, Performance Measures. This is a more formalized process in addressing needs of transportation providers. Contracts should be executed July 1st.

- GIS - Tom

Statewide process going as planned in this initial phase.

7) Other Topics / Discussion -Alissa

- Travel Training Program

All forms / documents have been compiled and drafted to fit the R4 RTCC travel training program. The Policy and Procedures manual has been completed. A huge marketing campaign kicked off during the month of May, including press releases to each local newspaper in all 9 counties of Region 4. Travel Training flyers have also been posted throughout the 9 counties. Made connections with each nutrition site in Region 4 and have distributed over 1000 flyers through the home delivered meal programs in all 9 counties. Have completed a Travel Training podcast. TT Program information has also been posted on Facebook, LinkedIn and Instagram social media accounts to push information. We are able to track the “hits” on each of the posts separately and will start reporting those month end numbers.

- MCOTA Website - Alissa

RTCC's have space on the MCOTA website to share information. Region 4 has had all of the meeting minutes posted on this site since 2018. Also, on the R4 RTCC page: Region 4

Transportation Provider Directory, Region 4 Impact Card, R4 RTCC Board By-Laws, the Operational Plan and task information. MCOTA is in the process of re-designing their site and therefore all RTCC's are updating their current information. Will start posting R4 RTCC Newsletters.

- RTAP - Alissa

RTAP has received approval to have some in-person training sessions. There will be a joint, Minnesota and Wisconsin MPTA conference this fall, taking place October 4th – 6th in Duluth. Once all training / informational sessions are finalized, detailed conference information will be made available. Always looking for ideas and suggestions on trainings RTAP would potentially be able to provide. Currently have had a few requests for Dispatchers Training, along with Dispatcher Supervisor training. RTAP is looking into providing sessions 3 times a year at various locations throughout the state. The idea would be to offer one training session, on two different days at each location, of the same training. This would enable Dispatch staff to alternate the days they would attend.

- Round Robin to members to discuss any transit related updates - Everyone.

- Crystal- Pope County-pleased with Rainbow Rider adding route from Glenwood to Alexandria- started May 3rd.
- Cynthia-Wilkin County- volunteer drivers lower in ridership; however, Wilkin is looking at utilizing volunteers for foster transportation, minus those requiring car seats.
- Katie- Grant County- only 3 volunteer drivers, but low in ridership, only funds for medical MA rides at this time.

Next Meeting on June 28th at 1:30 pm Via Zoom

Meeting adjourned 2:45pm

Meeting minutes submitted 5/24/2021 2:40pm – Katie Ennen