

RTCC Board Meeting – Phase 3 Agenda

December 21, 2020 at 1 pm – Zoom

1:04pm meeting called to order.

Those in attendance: John P, Marcy P, Alissa S, Rhonda Porter, Abby Strom, Cody Rogahn, Crystal Zaviska, C Sprung, Beth Heinrich, Gary Sprynczynatyk, S Crowell, Tom Perrington, Laurie Bonds Douglas, Daryn Toso, Stephanie Aasness, Cherie Rusch, Michelle Lichtig, Kris Chisholm, Lindsey Sand, Tom Gottfried.

- **Introductions/Role Call-Alissa**
- **Review and Approve November Meeting Minutes – Alissa**
 - Cody to approve, Crystal 2nd- no opposed - motion carried.
- **Review and Approve December Agenda – Alissa**
 - Cherie motion to approve, Rhonda 2nd- no oppose - motion carried.
- **Transportation Provider Update –**
 - **MATBUS** - Shawn reported not much has changed, extended fare free until March 1, 2021. They are at 50 – 75% of pre Covid numbers.
 - **City of Morris-** Beth reports numbers have dipped due to Covid, 1.25 fare will continue.
 - **Rainbow Rider- Tom P.** – Almost identical to last month, 60%, still put on hold fish routes for now, charging for rides, just like last month.
 - **Transp Alternatives- Daryn Toso-** Around 45% ridership. Continue to spray buses daily, fare 1.50 still, things are status quo for the most part.
 - Jan – Private Provider- Alissa, not much change from last month.
 - Golden Retriever – Alissa, has not heard back from them.
 - Handy Express – Alissa, has not heard back from them.

- **MNDOT Update – Michelle**

- Through MCOTA there is a communications work team. Available on their site. Will be revised. Originally stored lots of information, now the main part will be demonstrating information about the RTCCs and drive to individual websites. Will be working with RTCCs and TCAP. Work with UM for computer services. Also talking about having a public page on site for RTCC staff to share a resource library about ourselves, using website as information share and exchange. Application process will be released in late February – mid April.
- Alissa – will be two year grant cycle instead of one year, submitted in more of a logic format.
- Michelle – Logic model is a different way of presenting what is being done, shows outcome of scenarios based upon needs of programs. Shows changes in behavior, all ties into large vision of increasing access to transportation. If this, then that occurs. Model can be adjusted. Shows progression of how model unfolds and can be shared at meetings.

- **MCOTA Update –Tom**

- **Heather-** Has management meeting, might join at some point.
- **Tom-** MCOTA update – part of work team, Heather works on operation team, moving forward into what they call Phase 4, the next solicitation between July 2021 and June 2023, match will be same through whole period. Work plans are a bit different, there will be repeat of some tasks but done in a different structure using performance measures relative to our RTCC. Not all items are identical to each other. How is performance measure going to relate to our RTCC? The other workplan is the communications work team, newsletter is being released from MCOTA. We will be seeing some of the work items. Volunteer driver program very well attended. Will train on recruiting and promoting program even during a pandemic. Will be regularly scheduled and will share link to them. Good for the work teams. Tom has been working on MNDOT set up a COVID positive transportation council. Semcac. Good news is has been well used, bad news is running out of money. Might have to shut down before

December 30. Cannot exceed 600k, originally was 750k. Program not extended and no additional funding. Lot of people use it for dialysis which is using up lots of funding.

- **Other Topics / Discussion –**

- **TMCC** – Alissa - Will have a full meeting in January, very detailed on each of the tasks. Due to COVID things are at lower percentages except MATBUS, at 50 – 75%. Transit Alternatives not running commuter route yet. Rainbow Rider not offering two fixed routes at this time. This has been a slower task to progress with, might improve now that a vaccine is available. We do not know what the new normal will look like yet. Another project we will be taking on is the GIS/GTFS mapping.
- **GIS/GTFS Mapping** – Michelle – General Transportation Fee System – Similar to Uber or Lyft, the map is called GTFS, an open source software. Geographic Information System is how you map the information you have into GTFS. The first step will be public transit routes, locations, stops, times. Working with all RTCCs currently in the 3rd Phase. About a two-month process using individual data, then will go back and determine consistent data to be collected from private transit organizations. Consistent data flows from region to region. A building block towards a TMCC. Extremely fortunate to have MNDOT and their staff with the capacity to assist us with this effort. Alissa noted that there will be no cost for providers to do this. Next month Jake, the state expert, will participate in the Zoom meeting. Alissa and Marcy will gather more information for January meeting. Alissa noted that we will have a one-call/one-click link on our website. Have updated all driver forms available to us, as well as some rider forms.
- **General Discussion about legislative actions** - Tom Gottfried mentioned that MCOTA wants to change definition of volunteer driver (not a commercial interest) and gives volunteer driver stature in state statutes, affecting tax status, including reimbursable rate. General discussion about legislators and these changes in the state of Minnesota.

- **Car Care Program** – Chris is reaching out to Douglas and Pope county agencies, will have a plan in place in 1st quarter 2021 for their own place and shop. No location chosen yet.
- **Alissa** – went over current and planned travel training videos.
- **Chris Chisholm** – had to go but asks any questions be directed to Kris@carcareprogram.org
- **Alissa** – will now send link to transportation tab on wcmca.org website.
- **Alissa** – showed RTCC overview video.
- **Alissa** – showed Travel Training video.
- **Discussion of videos** – many raised the issue of struggling to hear the words and the choice of colors and using bullet point imagery.
- **Alissa** – showed FCS department video.
- **Next Meeting on January 25th at 1 pm Via Zoom**

Meeting adjourned 2:33pm.

Meeting Minutes submitted by John Przybylski 12/21/20 2:35pm