Regional Transportation Coordinating Council Planning Process

Project Management Team Meeting #5

Mankato/North Mankato Area Planning Organization

September 22, 2020

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Agenda

- Update from Blue Earth Taxi

- Project Overview

- Stakeholder Outreach Update
  - RTCC County Board Meetings & Resolutions
  - Virtual Open House Events

- RTCC Host Agency Selection Process

- Steps to Implementation

Blue Earth Taxi 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
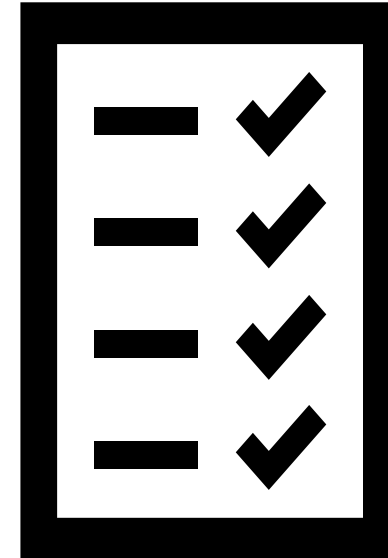
Background

- Focus on all modes of transportation

- Formalize strategies identified in coordination plans and long-range plans

- Improving <u>both</u> 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

Operational Implementation Plan

RTCC goals and objectives

How strategies identified in coordination plans will be implemented

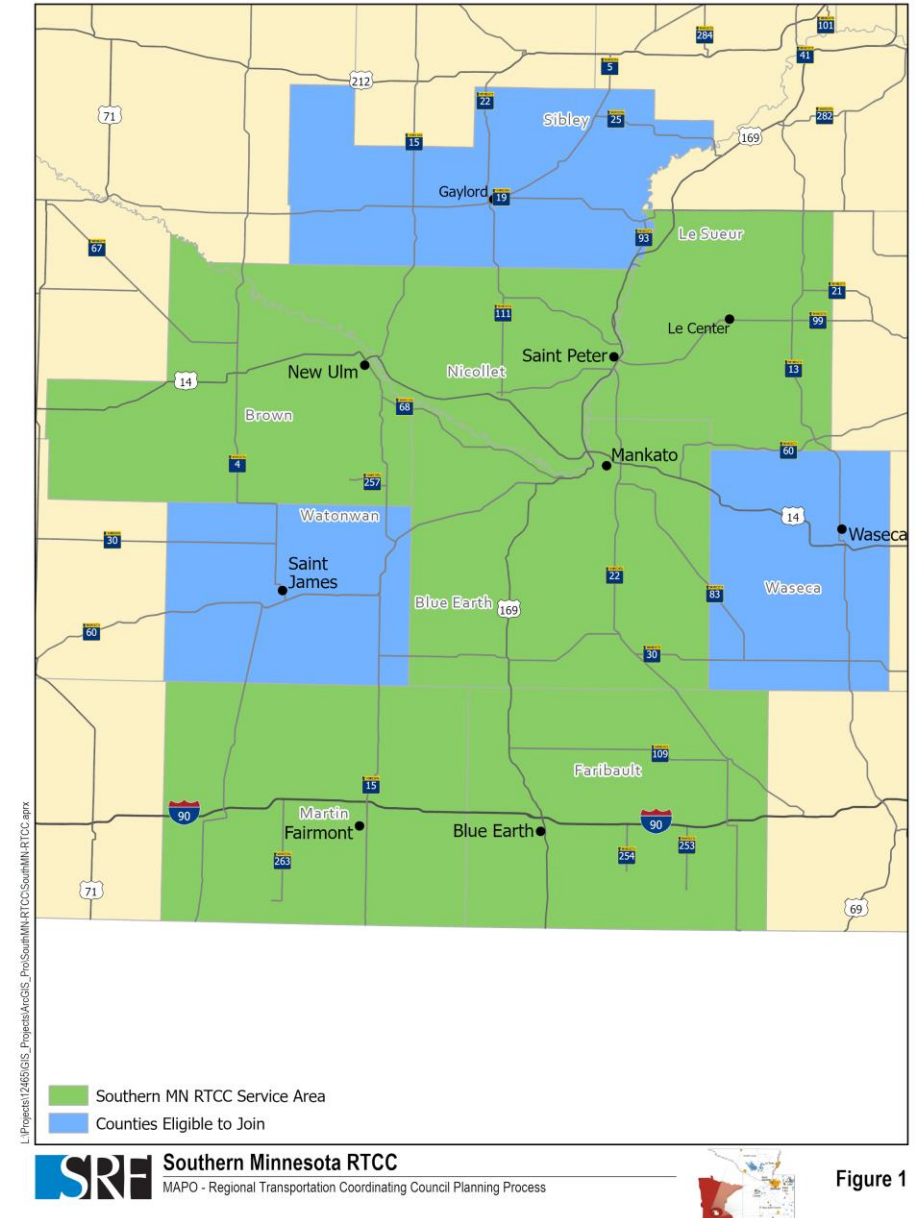RTCC membership

Bylaws

Organization resources

Work plan

Ongoing involvement

Funding plan

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Stakeholder Outreach Update

County Board Meetings

- <u>Project Requirement:</u> county resolutions of support (4 minimum)
  - Blue Earth County
  - Brown County
  - Faribault County
  - Le Sueur County
  - Martin County
  - Nicollet County

Southern MN RTCC Service Area

Counties Eligible to Join

Southern Minnesota RTCC

MAPO - Regional Transportation Coordinating Council Planning Process

Figure 1

Virtual Public Meetings

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

Host Agency Selection
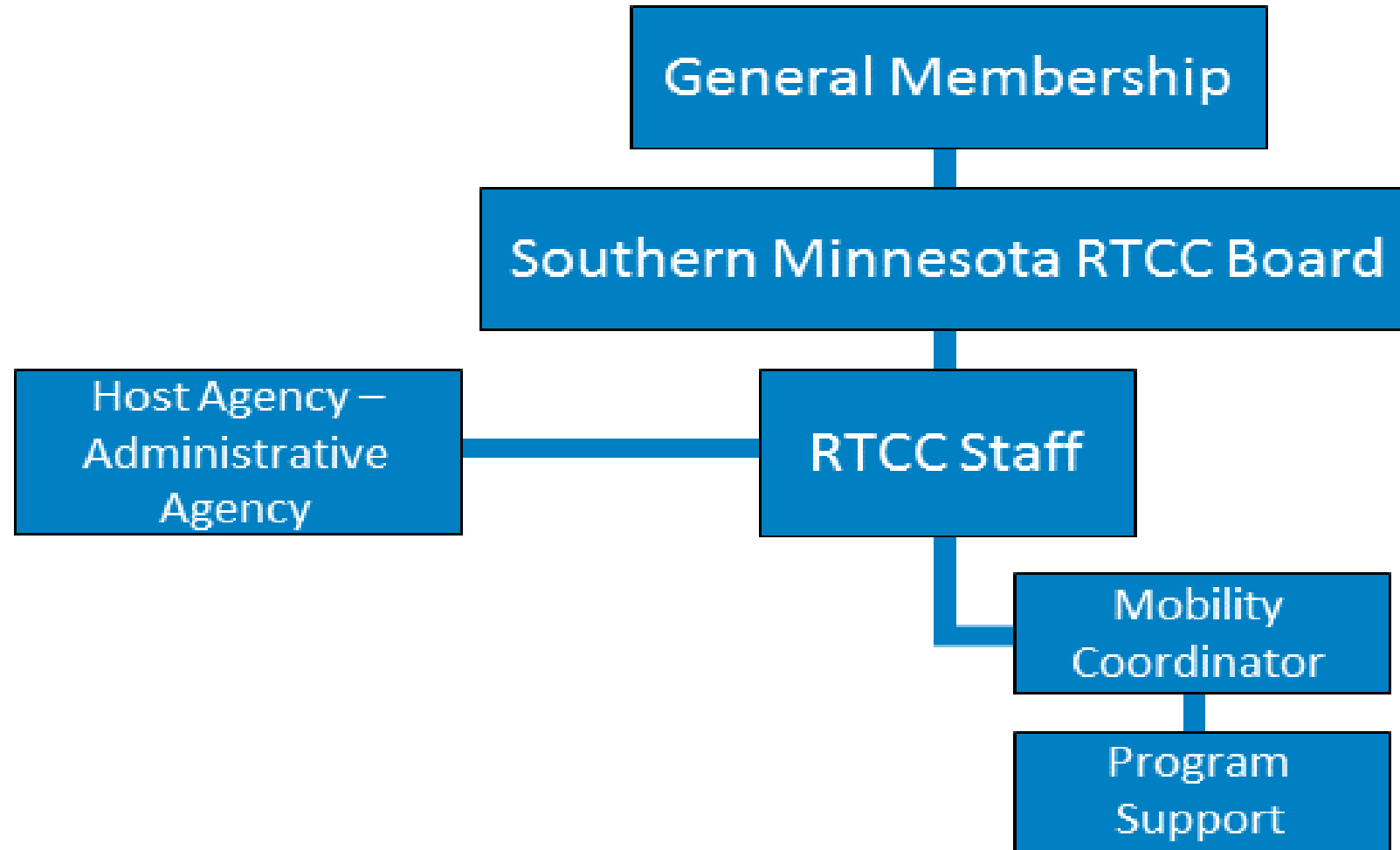
Organizational Structure

Host Agency

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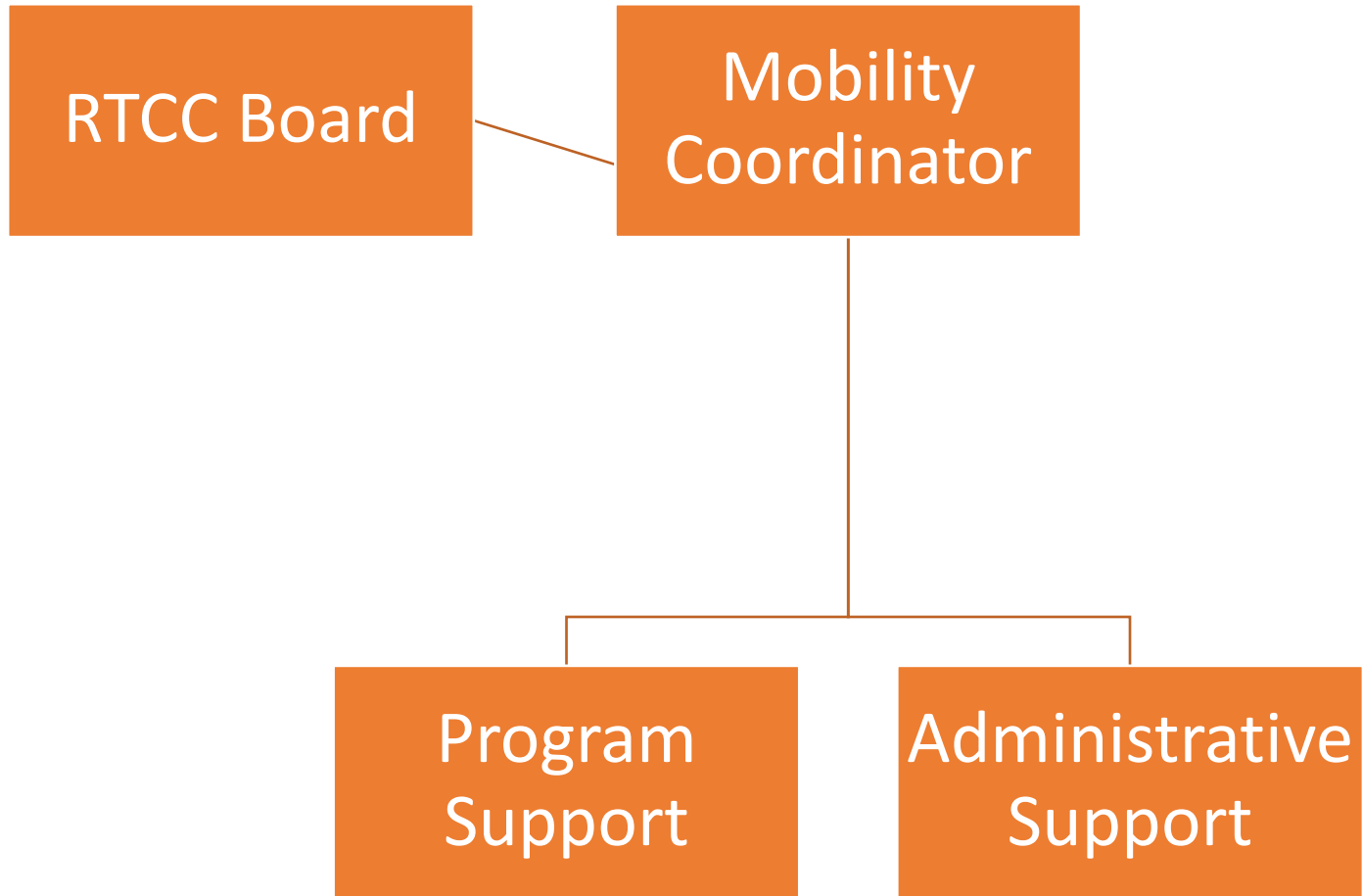 - May do so long-term if housing at host agency is preferred governance option

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

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Organizational Structure

Staffing

Organizational Resources

Table 1. Organizational Resources

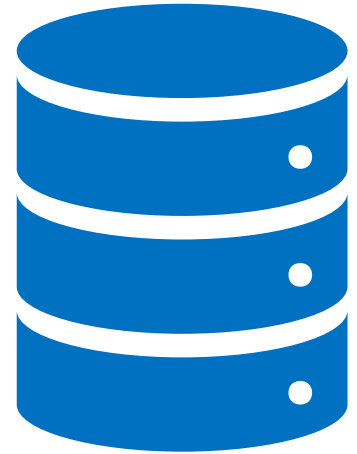| Federal	State	Local	Other
United We Ride Initiative	Minnesota Council on Transportation Access (MCOTA)	Region 9 – 2017 Local Human Service-Public Transit Coordination Plan	Non-Profit Foundations
FTA Coordinating Council on Access Mobility	MnDOT Office of Transit and Active Transportation	Counties and County Human Services Directors, Region 9	Regional Employers
FTA Funding Sources	Minnesota Department of Human Services (DHS)	Local Transit Providers Service Plans	
National Rural Transit Assistance Program	MnDOT RTCC Database	Local Government Funds	
Veteran Transportation Program Resources	University of Minnesota Center for Transportation Studies	Transportation providers – public, private, and volunteer	
	Minnesota State University – Mankato	Health Care Providers	

Mobility Coordinator and Support Staff

- Implement work plan tasks

- Public engagement

- RTCC engagement

- RTCC partnership development

- Grant management and funding coordination

- Ride coordination

Statewide Coordination Emphasis Areas

- Transportation Management Coordination Center
- Volunteer Driver Programs

Host Agency Selection Process

- At this time a host agency has not been selected for Phase II of the RTCC process.

- This does <u>not</u> mean that the process stops here, but if a host agency is not selected in the coming months, receipt of a Phase II grant will be postponed.

- We have had preliminary conversations with VINE Faith in Action about becoming the RTCC host agency.

Financial Plan

These funding amounts represent maximums for budgeting purposes

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

Project Next Steps

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

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Next Steps

- Continue Host Agency Selection/Negotiation
- Operational Implementation Plan (End of September 2020)
- Phase II Grant Application (November 2, 2020 or the following year)
- Phase II Implementation (January 1, 2021 or the following year)

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Thank You

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