

**Minnesota Council on Transportation Access (MCOTA) Meeting**  
**Wednesday, February 26, 2020**  
**1:00 – 3:00 PM**  
**MnDOT Central Office, 395 John Ireland Blvd, Saint Paul**  
**TEC / B40 Conference Room (basement level)**

Instructions for people joining remotely: Join Zoom meeting at <https://umn.zoom.us/j/495285640> (if you have computer audio) OR dial by phone either +1 646 558 8656 or +1 669 900 6833, then enter meeting ID: 495 285 640. Please mute computer speaker/phone line unless you are talking.

*Supporting meeting materials available at [www.CoordinateMNTransit.org](http://www.CoordinateMNTransit.org)*

**AGENDA**

- 1:00 **Call to Order + Introductions** – Tim Henkel, MnDOT and MCOTA Chair
- 1:05 **Review + Approve Agenda** – All  
*Action requested: Approval*
- 1:10 **Public Comments** [click here to submit comment](#)  
*Action requested: Individuals who have signed up to comment at least 2 days prior to the meeting and who are speaking on topics related to an agenda item will receive priority during the public comment period. Members of the public are allowed up to 3 minutes for comment.*
- 1:15 **1/22/20 Meeting Minutes** – All  
*Action requested: Approval*
- 1:20 **Vice Chair Election** – All  
*Action requested: Vote*
- 1:30 **Next Steps on Strategic Plan + Work Plan** – Tom Gottfried, MnDOT; All  
*Action requested: Review draft work plan; seek approval at March MCOTA meeting*
- 2:05 **Volunteer Driver Work Team**  
*Actions requested: Information/Update*
1. **Volunteer Driver Brochure** – Jim Varpness, Minnesota Board on Aging
  2. **Volunteer Driver Work Team 2020/21 Tasks** – Karen Onan-Wakefield, East Central RTCC Director and Tom Gottfried, MnDOT
- 2:20 **Communications** – Arlene Mathison, Center for Transportation Studies, UMN; All
1. **Quarterly Stakeholder Communication**  
*Action requested: Approval*
  2. **MCOTA Website Redesign** – Arlene Mathison  
*Action requested: Information*

2:40 **Regional Transportation Coordinating Councils (RTCCs) Update: West Central RTCC** – Heather Molesworth, West Central Minnesota Communities Action, Inc.  
*Action requested: Information*

2:55 **Agency Updates** – All  
*Action requested: Information*

- **MPTA Volunteer Driver Legislation** – Sherry Munyon, MPTA
- **Olmstead Plan** – Kristie Billiar, MnDOT
- **Other Member Updates**

2:58 **Review Draft Agenda for Next Meeting** – Tim Henkel, All

3:00 **Adjourn**

***Future meetings @MnDOT Central Office:***

- *Monthly until end of fiscal year: March 25, April 22, May 27, June 24*
- *Every other month:*
  - *2020: July 22, Sept 23, Nov 18*
  - *2021: Jan 27, Mar 24, May 26*

**Future agenda items:**

- Training for RTCCs

**Standing agenda items:**

- Review and approve agenda
- Public comments
- Review and approve meeting minutes
- Quarterly stakeholder communication – review and/or approve
- FY20 MCOTA budget update
- Agency updates
- Review draft agenda for next meeting