

Minnesota Council on Transportation Access (MCOTA) Meeting Minutes
November 17, 2020, 1:00–3:00 PM
Meeting held via Zoom.

Members present:

Chair – Tim Henkel, Minnesota Department of Transportation
At-Large Representative – Victoria Nill, Minnesota Department of Transportation
Peter Brickwedde, Minnesota Department of Commerce
Tiffany Collins, Minnesota Public Transit Association
John Doan, Minnesota Board on Aging
Kelly Garvey, Minnesota Department of Education
Shawn Kremer, Minnesota Management and Budget
Gerri Sutton, Metropolitan Council

Members absent:

Vice Chair – Diogo Reis, Minnesota Department of Human Services
David Fenley, Minnesota State Council on Disability
Ellen Pillsbury, Minnesota Department of Health
Suzanne Sobotka, Office of the Governor
Rolando Sotolongo, Minnesota Department of Veterans Affairs
Jodi Yanda, Minnesota Department of Employment and Economic Development

Others present:

- Minnesota Department of Transportation:
 - Nancy Daubenberger, Deputy Commissioner
 - Office of Transit & Active Transportation: Kristie Billiar, Tom Gottfried, Michelle Lichtig, Mark Nelson, Noel Shughart, Sue Siemers
 - Office of Government Affairs: Erik Rudeen
- University of Minnesota:
 - Humphrey School of Public Affairs: Frank Douma
 - Center for Transportation Studies: Kaydee Kirk, Arlene Mathison
- Robyn Bernardy, Dakota County
- Heidi Corcoran, Milligan Partners
- Ashley Dallman, American Cancer Society
- Eric Day, MMRDC
- Ashley Eckdahl, East Central Regional Development Commission and RTCC
- Tad Erickson, Region Five Development Commission
- Alan Hermann, Scott County
- Mike Greenbaum, Newtrax
- Sheila Holbrook-White, Washington County
- Gail Jerve, Prairie Five Development Commission
- Matt Kallroos, Region Five Development Commission
- Shelley Madore, Olmstead Implementation Office
- Bryan McCoy, Headwaters Regional Development Commission & North Central MN RTCC
- Heather Molesworth, WCMCA
- Sherry Munyon
- Ted Nelson, Prairie Five CAC Inc.
- Jeff Niblack, Minnesota Management and Budget
- Scott Olson, Newtrax
- Karen Onan, East Central Regional Transportation Coordinating Council
- Jacqueline Peichel, staff to the Minnesota Board on Aging
- Shelly Pflaum, Southwest Regional Development Commission
- Lynnell Popowski, Northwest Regional Development Commission

- Robin Rohr, Hennepin County
- Mark Schermerhorn, Anoka County Transit
- Suzie Thayer
- Beverly Tolliver, Arrowhead Regional Development Commission and Northeast Minnesota RTCC
- Courtney Whited, MN Board on Aging
- Joan Willshire, Willshire Consulting

Call to Order + Member Roll Call

Henkel called to order the November meeting of the Minnesota Council on Transportation Access at 1:01 PM on November 18, 2020. Kirk led a verbal roll call of MCOTA members.

Review and Approve Agenda

Doan moved to approve the agenda, seconded by Brickwedde. The agenda was unanimously **approved**.

Public Comments

There were no public comments

9/10/20 Meeting Minutes

Garvey moved to approve the 9/10/20 minutes, seconded by Kremer. The minutes were unanimously **approved**.

MCOTA Work Teams

Volunteer Driver

- **Overview & Purpose of MCOTA Volunteer Driver Virtual Forum Series** – Onan shared that the main focus of this group has been the Volunteer Driver Virtual Forum series. The first forum was held the morning of 11/18 which she felt went very well. About 140 people joined the forum live.
- **Debrief 11/18 Forum + Updates on Future Forums** – Sidlo-Tolliver felt that the addition of the American Sign Language interpreter was very helpful. The next forum is 12/9 with a focus on real stories from volunteer programs. This forum will also include a legislative focus. More information on the whole series is at: <http://www.coordinatemntransit.org/events/volunteerdriverforum/2020-21/>

Communications – Lichtig shared that the team has been focused on the annual legislative report the last few months. The report really reflects stories of the communities served with transportation services.

- **Final Draft of the Annual Report** – Mathison shared that all previous comments have been addressed and the report is being reviewed by MnDOT communications staff by mid-late December. The committee has wide representation across organizations and this group reviewed the draft report thoroughly and provided helpful input.

A motion was made by Sutton to approve the report, seconded by Brickwedde. Discussion:

- For the future Doan requested members have an opportunity to review the report with more time before the meeting.
- Gottfried added that the main purpose of the report is for the legislature to understand the activities of MCOTA. The report is also distributed to other state agencies as well as the MCOTA stakeholder list that CTS maintain which is close to 800 persons.

The report was unanimously **approved**.

- **Draft Quarterly Stakeholder Communication** – Lichtig reviewed the proposed January topics: highlights for the virtual forums and a reminder for future forums, profile UMN research on how public transportation plays a key role in adding social isolation in older adults, TCAP profile: Scott/Carver County TCAP (Smartlink) and an RTCC profile: Region 5 RTCC. Members did not have any questions.

Operations

- **Update on Performance Measures Process** – Niblack and Shughart presented on the process of the performance measures and the use of the logic model framework, the committee's work to date, who has

been involved and a look ahead to the January meeting. Molesworth added that there is representation from the RTCCs, TCAPs, and state agencies in this work. The January meeting will have a full presentation on this work.

Greater MN Regional Transportation Coordinating Councils (RTCCs) & Twin Cities Transit Coordination Assistance Projects (TCAPs)

1. Program/Grants Update –Lichtig shared that a key element of the work team efforts is representation and collaboration across RTCCs, TCAPs, and MCOTA members – this gives good dynamic energy to the work. Joint RTCCs meetings have been moved from quarterly to meeting every other month because there is so much going on and desire to collaborate further.

Siemers shared:

- The second solicitation closed 11/2 for the implementation for RTCCs who were in the planning phase. There were two applications that the committee reviewed for Prairie Five and Connectivity that will be supported over the next year.
- The committee is also considering another phase two of the grant process since two regions are not up and running yet – the Mankato area and Rochester area. Solicitation will be mid-February with a start date of July.
- There will be another solicitation for the seven groups already operating and this would be a two-year grant to help them move forward more effectively vs. a one-year.

Shughart shared:

- Anoka and Hennepin TCAPs are wrapping up their planning phases.
- Anoka presented their draft plan to their transportation committee in mid-November with implementation in early 2021.
- Hennepin is issuing their RFP for their plans. The first phase will be a study that will go carry through the next calendar year and wrap up late 2021.

2. TCAP Presentation – Hermann presented on SmartLink, mobility management, their mobility board structure, impacts of Covid-19, and current and future projects. Members appreciated this information. They did not have any questions.

3. Region Five Development Commission Report on Phase II – Kallroos and Erickson presented about this work including the RFDC role, economic development, transportation, community development, RTCC phase 2 operational implementation plan, timeline, & goals. Members appreciated this information. They did not have any questions.

Legislative Update

- **State Agencies** – Rudeen shared the MnDOT is pursuing the legislative changes MCOTA requested regarding the definition of the volunteer driver. The goal is to have a uniform definition including being clear that volunteer drivers are not for-profit drivers. The second proposal is regarding the tax legislation and it would very unlikely that this would not be included in the Governor’s budget given the current tight budgets.
- **MPTA** – Munyon is hopeful that the legislation could be at least heard on the floor during the special session. Munyon’s group would still like to introduce the original bill with the four proposals. On another note, since Colin Peterson was not re-elected to congress, a new congressperson is needed to introduce this legislation.

Agency Updates:

Olmstead Plan – Billiar shared they had a quarterly reporting for our transportation goal number three on the minimum level of service, which is based on size of community and how many providers are providing, by percentage, weekday Saturday and Sunday service. The numbers are very consistent with the available funding and this is showing good and continued growth towards the overall concept so they are still on track. The subcommittee meeting that was scheduled for next Monday was cancelled. They do not have any reporting for any of their goals until the February reporting period so

Review Draft Agenda for Next Meeting

Henkel provided a high-level overview of the January meeting. Members did not have any questions.

Adjourn: Doan made a motion to adjourn, seconded by Sutton. The motion was unanimously **approved**. The meeting adjourned at 2:59 PM.