



**Greater Minnesota Regional Transportation Coordinating Councils  
Phase 1: 2018 Application for Regional Transportation Coordinating Councils**

**Monthly Progress Report**

Grant Recipient West Central Minnesota Communities Action

MnDOT Contract No. \_\_\_\_\_ Reporting Period: February 2019

**Task 1: Define the Geographic RTCC Region**

Task Deliverable(s): Identify Region

Deliverable due date(s): Within 180 days of grant agreement award (December 2018)

**Status:** *(Has Region been confirmed with key county stakeholders? Provided detailed steps in accomplishing.)*

Yes, the region has been confirmed with key county stakeholders. We have documentation of each stakeholder submitting a letter of support for WCMCA to get the RTCC grant funds. Our region includes; Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, and Wilkin County.

**Task 2 – Prepare an Operational Implementation Plan**

Task Deliverable(s): Operational Implementation Plan

Deliverable due date(s): Prepare “draft” within 240 days of grant agreement award (February 2019)

**Status:** *(provide detailed steps to reflect what has been accomplished)*

At the February meeting it was decided that the Transportation Management Coordination Center (TMCC), Volunteer Driver Program Committee and Car Care involvement throughout the counties would be added to our goals and 2-year plan. A 2-year workplan was proposed and agreed upon. The Transportation Systems Integrator position was created, and we went over the job description, a proposed budget is being working on. Continuing to develop a formal Operational Implementation Plan, to be introduced at upcoming meetings.

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## Monthly Progress Report

Month January 2019

### Task 3 – Stakeholder Involvement Strategies for Implementation

Task Deliverable(s): Presentation Materials and Public Participation Plan

Deliverable due date(s): Submitted along with the RTCC Implementation Plan

**Status:** (what stakeholder involvement has been accomplished)

R4RTCC held its first public meeting in February, the meeting this month (March) is in Clay County. PSA's have been created and were in the shopper reaching Grant, Douglas, Pope and Stevens counties. A Becker county PSA was published in February before the public meeting. Flyers are being disbursed in Clay, Wilkin and Traverse counties.

### Month End Summary

	Date of Activity	Participants	Summary Notes of Data Collection Activities & Participation Activities ( <i>be specific</i> )
<i>Number of RTTC Meetings Held</i>	09/25 10/29 11/23 12/17 1/28 2/25	See meeting notes	See meeting notes
<i>Number of Meeting with Decision Makers</i>	9/25 10/29 11/23 12/17 1/28 2/25	See meeting notes	See meeting notes
<i>Number of Publications Distributed</i>	2/8 3/11	50+ To all participants at our meetings and to	50+ Sent out in email and handed out flyers to be distributed in the communities.

		other community members 1,000+ Lakeland Shopper RTCC publication, 1,000 + Becker County 2 Public Meeting	Lakeland shopper reaches 5 of the Counties for the RTCC. Public meeting for the RTCC was held in Becker County in February .
<i>Number of Formal Partnership Agreements Established</i>			

## *RTCC Meeting Minutes*

February 25, 2019

On Phone: Rhonda Porter (Clay County), Brenda Brittin (Rainbow Rider), Christy Ramsey (Becker County Volunteer), Shannon Funk (Becker County Volunteer)

In attendance: Jill Amundson (WCI), Kate Storhaug (Dancing Sky Area on Aging), Daryn Toso (Transit Alternatives), Liberty Sleiter (Stevens County Social Services), Beth Nelson-Blue Plus, Carol Boyer (WCMCA), Deb Sjostrom (Otter Tail Co.), Cynthia Sprung (WCPH), Robin Christianson (LP CAP), Marsha Erickson (UW of OT and Wadena), Mary Franzen (Golden Retriever)

**1) Introductions made**

**2) Timeline of Events-** Overview presented

**3) RTCC Grant Requirements for Phase 2- Discussion held and agreed upon**

- a. Transportation Management Coordination Center (TMCC)
- b. Volunteer Driver Program Committee
- c. Car Care involvement throughout the counties

**4) Proposed 2 Year Workplan- agreed upon**

- a. Heather will work on compiling budget to include GIS Mapping, Office Space costs, Salary with benefits, travel, etc.

**5) Tool Kit website for TMCC**

- a. Discussion on possible options and what outcomes might look like.

**6) Transportation Systems Integrator**

- a. Introduced the TSI job description
- b. Will elaborate more on what a “travel trainer” is
- c. Will add counties to the Support section of Job Description
- d. Mary with Golden retriever has a power point she is willing to share
- e. Heather will finish job description with hopes to post after March’s meeting

**7) Set meeting date for the 4<sup>th</sup> Monday of every month at 1pm**

Meeting Adjourned at 2:44pm

**Next meeting:** *March 25<sup>th</sup> 1:00pm-3:00pm at West Central Initiative*