Minnesota Council on Transportation Access (MCOTA) Meeting Minutes
February 28, 2018
MnDOT Central Office Transportation Building
395 John Ireland Blvd, Saint Paul, Conference Room 461
1:00 – 3:30 p.m.

Members Present
Chair – Tim Henkel, Minnesota Department of Transportation
Vice-Chair – Joan Willshire, Minnesota State Council on Disability (by phone)
Tim Held, Minnesota Department of Health (via phone)
Kelly Garvey, Minnesota Department of Education (via phone)
Jon Kelly, Minnesota Department of Commerce (via phone, proxy for Peter Brickwedde)
Laura Logsdon, Minnesota Management and Budget
Thant Pearson, Minnesota Department of Employment and Economic Development
Harlan Tardy, Minnesota Board on Aging (via phone)

Members Absent
At-Large Representative – Tim Sexton, Minnesota Department of Transportation
Peter Brickwedde, Minnesota Department of Commerce (Jon Kelly served as proxy)
Tiffany Collins, Minnesota Public Transit Association
Ronald Quade II, Minnesota Department of Veterans Affairs
Gerri Sutton, Metropolitan Council
Claire Wilson, Minnesota Department of Human Services

Others Present
Minnesota Department of Transportation:
    Kristie Billiar, ADA Program and Policy
    Tim Mitchell, Office of Transit and Active Transportation
    Laura Nehl-Trueman, Office of Transit and Active Transportation
    Jake Rueter, Office of Transit and Active Transportation
    Noel Shughart, Office of Transit and Active Transportation
University of Minnesota:
    Kaydee Kirk, Center for Transportation Studies
    Arlene Mathison, Center for Transportation Studies
Rachel Carlson, Capital Access
Heidi Corcoran, Dakota County
Ilya Garelik, Minnesota Department of Human Services and Minnesota Board on Aging
Leah Hegg, American Cancer Society (via phone)
Alan Herrmann, Scott County
Christine Kuennen, Metropolitan Council
Sherry Munyon, MPTA
Tim Weltcin, Prime West Health (via phone)
Megan Zeilinger, Dakota County

Call to order, introductions, & member meeting participation
Henkel called to order the February meeting of the Minnesota Council on Transportation Access at 1:04 PM on February 28, 2018 at the MnDOT Central Office, St. Paul, MN.

Review and approve agenda
Willshire moved to approve the agenda, seconded by Pearson. The agenda was unanimously **approved**.

1/24/18 meeting minutes
Kelly moved to approve the January 2018 minutes, seconded by Willshire. The minutes were unanimously **approved**.

MCOTA public comment policy & procedure
The group recommended the following changes to the policy that Rueter shared:
- All public comments will be received through one central portal at www.coordinatemntransit.org.
- The policy will be revised to be clear that any public comments received via email are to be directed to the online portal.
- The URL on the policy will be updated to the correct URL of www.coordinatemntransit.org/.

Willshire made a motion to approve the policy as revised with the above edits, and Tardy seconded; the motion was unanimously **approved**.

Volunteer Driver Program Forum planning update
Mathison provided an overview of the draft 5/9/18 forum agenda that has been developed by the forum planning committee. Committee members include Willshire, Collins, Hardy, and Garelik as well as staff members Shughart, Rueter, Mathison and Kirk. Members did not have any comments on the agenda and agreed that the agenda does not need to be formally approved by the Council. Staff will, however, continue to keep the Council informed of the progress and planning for this event. The draft agenda and will be online by mid-March and a registration electronic announcement will be sent out. The event webpage now has the registration and hotel information posted.

Update on MnDOT's Office of Transit and Active Transportation rules governing public transit
Nehl-Trueman provided details on the rules governing public transit and shared that they had not been updated since 2000. Willshire and Garelik are among 18 people that serve on the advisory committee and can report back to MCOTA on future progress. The advisory committee has good representation. Their next meeting is March 5 and the meeting after that in May will be more robust as they will be reviewing the feedback received. Henkel noted that going through this 2-3 year process is a priority for MnDOT especially since Nehl-Trueman is on staff and has expertise in this area. More information can be found by clicking here.

Metro Mobility Task Force Presentation
Kuennen gave a presentation on the Metro Mobility Task Force process and report. The presentation slides were shared with MCOTA members prior to the meeting. The goals of the task force: identify options and methods to increase program effectiveness and efficiency, minimize program costs, and improve service including through potential partnership with taxi service providers and transportation network companies. She provided an overview of the organization and structure. Task force recommendations are outlined below. The full report can be accessed online.
   1) A system that includes more service options.
      Recommendation for Met Council: Negotiate agreements by March 31, 2019, to pilot and promote an on demand service provision, to include:
      - Metro Mobility ADA Base Service (existing service)
      - Metro Mobility Non-ADA Base Service (existing service)
      - Shared Ride Special Transportation Service (STS) Opt-in (as market allows, consumer selected)
      - Shared Ride Not-STS Opt-in (as market allows, consumer selected, includes Taxi and/or TNC)
      - Premium, non-shared ride, STS Opt-in (consumer selected)
      - Premium, non-shared ride, not-STS Opt-in (consumer selected, includes Taxi and/or TNC
      Recommendation for Legislature:
      - Provide funding to study and invest in technology innovations such as single-point reservation system to allow the customer to self-choose. Fund staffing to support recommendations from this study.
      - Provide incentives to increase the number of on-demand accessible vehicles operated by private companies to increase availability to persons with accessibility needs and provide an equivalent response time for all customers using on-demand services.

2) A system that maximizes all potential funding sources.

    Recommendation for Council:

        • Explore creating a service specifically for DHS/County waivered clients and medical assistance transportation program post 2020, which would require legislative support.

        • Evaluate options available for increased flexibility on Metro Mobility Non-ADA trips such as conditional eligibility of customers, differential fares, service quality standards and span of service that could improve ADA service and overall system performance.

    Recommendation for Legislature:

        • Facilitate collaboration between DHS and Metro Mobility by modifying Data Practices language to allow the agencies to share available non-medical data for limited purposes, including leveraging available federal funding.

        • Fund a study to determine how County/DHS and Metro Mobility can coordinate services and funding to capture all eligible federal dollars for waivered service and medical assistance client transportation.

3) A system that complies with federal and state requirements and meets the needs of people with disabilities

    Recommendation for Council:

        • Invest in robust public information and outreach to explain the current and new service options.

        • Conduct routine market analysis to evaluate the effect of driver wages on workforce stability and service quality and performance and adjust as warranted and funding allows.

    Recommendation for Legislature:

        • Establish a dedicated funding source to ensure Metro Mobility demand is met

FY18 MCOTA budget update

Shughart provided an overview of the handout that was shared prior to the meeting. About 32% of the budget has been expended thus far this year. The full amount is anticipated to be spent by the end of the fiscal year at the end of June. The budget and spending are on track as to what has been anticipated. The 2019 budgeting will soon be underway this spring.

Agency updates

- Regional Transportation Coordinating Councils application:
  - RTCC Phase 1 – Planning grant application Letter of Intent deadline was February 15 and 11 Letters of Intent (LOI) were received.
  - Regions 6 and 7 have interest from two separate applicants. Throughout stakeholder meetings and workshops it was stated if multiple applications were received within same region OTAT staff would meet with proposing applicants to understand the need for two RTCC within one Region and to encourage collaboration.
  - MACSSA Region 9 was the only region that did not submit an LOI by deadline Region 9 counties: Blue Earth, Brown, Faribault, Freeborn, Le Sueur, Martin, Nicollet, Sibley & Watonwan).
  - One applicant, Prairie Five CAC (one of Region 6 multiple applicants), specifically indicated it has no intention of creating an autonomous board structure. An autonomous board structure is defined specifically as a project goal. With Prairie Five CAC ineligibility recommendation will be to encourage Prairie Five to work with Mid-Minnesota Development Commission to form a Region 6 RTCC.
  - Next meeting with RTCC Project Management Team on March 7; and grant application is due March 31.
- Olmstead Plan – The committee last met in late February and that meeting's focus was on quarterly reporting where they reported on three of their four goals. There has been much success achieved to date however the group will need to identify new targets for some goals since many of the goals have been exceeded; there is some additional homework to be done on the part of MnDOT before new goals can be set. Shughart added that the committee has been learning more about on-demand transit service, an issue that many were not familiar with, and this learning has been helpful to increasing awareness of these services.
- Other agency updates:
  - Munyon shared that MPTA has been active at the legislative on volunteer driver issues. They are part of a statewide effort to address this concern. Senator Klobuchar and Representative Nolan have

introduced legislation to change the volunteer driver reimbursement rate to be equal to the business rate. She also noted they are working on legislation changes related to taxes and 1099 forms.

Call for future agenda items
Members did not have any items to add to future agendas. Members can send any future agenda items to Shughart or Rueter at any time.

Public comments
- Rueter shared a public comment and photo on behalf of Kim Pettman since she was unable to attend the meeting. The photo was of a blocked sidewalk and curb cut in downtown Sauk Rapids, an example in Greater Minnesota. It showed an uncleared snow pile that prevented accessibility. Pettman would like to highlight the that RTCCs and MCOTA can help with these issues. She encouraged MCOTA to consider inviting the League of MN Cities to participate in MCOTA. Transit coordination will not work if people cannot reach transit.

Adjourn: Pearson made a motion to adjourn the meeting; the motion was seconded by Kelly. The motion was unanimously **approved**.

2018 meetings: Wednesdays, 1:00-3:30pm, MnDOT Central Office: Mar 28, Apr 25, May 23, June 27, July 25, Aug 22, Sept 26, Oct 24, Nov 28, Dec 19 (3rd Wed. of month)

Future agenda items:
Disability awareness training(s)

March agenda items:
Draft plan for disability awareness training – Taylor Kearns, DHS
Begin FY19 work plan discussions
Update on MCOTA research study *Best Practices for Addressing Youth Employment and Training Transportation* – Frank Douma, U of MN

April agenda items:
Final approval of FY19 work plan
Olmstead Implementation Office on the final quality-of-life survey – Kristie Billiar, MnDOT

Standing agenda items:
Review and approve agenda
Review and approve meeting minutes
Quarterly communications – review and/or approve
FY18 MCOTA budget update
Agency updates
Call for future agenda items
Public comments