REQUESTED ATTENDEES:

Voting Members
1. Robert Nugent (Lawrence Transit Administrator)
2. Carrie Lindsey (Lawrence Housing Authority)
3. Danny Kaiser (KU on Wheels Manager)
4. Patty Gibbons (Independence Inc.)
5. Heather Thies (Cottonwood Inc.)
6. Tina Roberts (Douglas County Senior Services)
7. Tracy Kihm (Bert Nash Community Mental Health Center)
8. (Douglas County Private sector provider)
9. Debbie Walker (Pioneer Ridge Assisted Living)

Non-Voting Members
1. Scott Lein (CTD #1 Program Consultant - KDOT)
2. Claudia Hill (Federal Transit Administration - Region 7 Office)
3. Douglas County Private Transit Providers, or Assisted Living Center Transit Providers not presently represented on the RTAC by a voting member
4. Shawn Strate (Johnson County Transit)

Staff
1. Todd Girdler (Senior Transportation Planner)
2. Jessica Mortinger (Transportation Planner)

AGENDA

1. Call Meeting to Order

2. Action Item: Approval of Minutes from the March 15th, 2012 Meeting (draft attached)

3. Discussion Item: T-2040 Stakeholder Interview
   MPO staff will interview the committee about their vision for T-2040.

4. Discussion Item: Taxicab License – Lawrence City Code
   Providers will discuss with what the impacts of the Taxicab license are on paratransit and human service transit providers in Douglas County.

5. Discussion Item: Maintenance Subcommittee Update
   Bob Nugent will update the RTAC members on the subcommittee’s ongoing work.

6. Other Business

7. Public Comments: This item is to allow brief public comments on items not listed specifically on the agenda. Comments from each individual or organization will be limited to five minutes.

8. Next Meeting: future date set by the RTAC
Special Accommodations: Please notify the Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) at (785)832-3150 at least 72 hours in advance if you require special accommodations to attend this meeting (i.e., qualified interpreter, large print, reader, hearing assistance). We will make every effort to meet reasonable requests.

The L-DC MPO programs do not discriminate against anyone on the basis of race, color or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, see http://www.lawrenceks.org/pds/Title6 or call (785)832-3150.
Item 1: Call to Order – Tracy Kihm called the meeting to order at 1:32 PM, a quorum was present.

Item 2: Action Item: of Minutes from the December 1st, 2011 Regular Meeting Tracy Kihm asked if anyone had any changes to the minutes, no changes were requested. Heather Thies made a motion to approve the minutes, seconded by Bob Nugent, the motion passed unanimously.

Item 3: Action Item: Election of RTAC Officers for 2012 The MPO Staff asked the members to elect a Chairperson and a Vice Chairperson to serve during calendar year 2012. Patty Gibbons made a motion to appoint Tracy Kihm as Chair and Carrie Lindsey as Vice Chair. The motion was seconded by Danny Kaiser, the motion passed unanimously.

Item 4: Discussion/Action Item: Human Service Client Information Jessica Mortinger shared the flyer that has been developed by Independence Inc. Staff. Other RTAC members had not seen it yet, and thought it would be a useful list to have for their clients. They asked Ms. Mortinger to get them in touch with the individual that developed the list. Tina Roberts indicated that she would like to have the Baldwin trip information added to the flyer. Ms. Mortinger indicated that she thought it would be helpful to have a date stamp on the document before dispersing it and would let the Independence staff know of these issues. Ms. Mortinger also indicated that the MPO staff will continue to follow up with the CTD#1 and MARC efforts for an online resource for providers. Carrie Lindsey mentioned that there is an upcoming training for people to learn to ride transit services. Bob Nugent told the RTAC that T staff is providing that training and that they can provide additional trainings upon request. He also noted that the Lawrence fixed route system will make route change in August and these changes will impact some of the developed community resource maps.

Item 5: Discussion Item: RTAC Support of Complete Streets Ms. Mortinger notified RTAC that the draft Lawrence - Complete Streets Policy is tentatively scheduled for the March 27 City Commission meeting. Ms. Mortinger indicated she would email
the link to the draft policy and individual members could write letters sharing their support independently due to the limited timeline for City Commission Consideration.

**Item 6: Discussion Item: RTAC Input into the draft Metropolitan Transportation Plan (MTP)**
Ms. Mortinger informed the RTAC that the MPO staff would be kicking off the MTP update T-2040 in the coming month. The staff has identified the RTAC as one of the stakeholder groups to be interviewed for input. The staff will work with the consultant conducting the public input for the process to schedule a meeting in April/May. Providers can invite other agency representation to the meeting to provide their initial input for the MTP update.

**Item 7: RTAC consider forming subcommittee to discuss vehicle maintenance issues**
Ms. Mortinger asked RTAC to create a subcommittee that could meet with the appropriate mechanics and individuals responsible for provider vehicle maintenance to review maintenance processes, logs and experiences. Mr. Nugent indicated he has experience where providers have worked together to achieve mutual benefits; often times being able to help improve the state’s vehicle standards. He added there is value to being able to sit the mechanics down next to each other to share knowledge and experiences. Mrs. Lindsey and Mrs. Thies indicated that while they have to contract out most services, there could be value to them to help figure out solutions that require fewer trips to the repair shop. The RTAC members present unanimously agreed to create a subcommittee and have Mr. Nugent chair the committee. Ms. Mortinger indicated that the providers should provide her names and contacts for the individuals they would like to participate in the discussion on behalf of their agencies. The Maintenance Subcommittee will meet in April to begin work on maintenance issues and coordination of efforts and a time/date will be scheduled to best meet the needs of the group. Scott Lein indicated KDOT will participate in the process.

**Item 8: Discussion Item: Retiree Attraction Committee Update**
Mr. Nugent informed the RTAC members he had attended the transportation committee of the Lawrence and Douglas County’s Retiree Attraction Task Force. Mr. Nugent said he provided information to the committee concerning the status of existing services and emphasized the focus on education. The committee has expressed some interest in a future brokerage system. The group’s goal is to finish their recommendations by March to submit to the City Commission and when the recommendations are available MPO staff will email them out to members.

**Item 9: Other Business**
Mrs. Lindsey asked Mr. Kaiser how the Hertz on Demand was going over on campus. Mr. Kaiser indicated there were four vehicles available and anyone was welcome to sign up to use the service. Ms. Mortinger indicated she would send out a link to the service information webpage.

Mrs. Kihm asked Mr. Lein when the KDOT grant announcements would be made. Mr. Lein said he expected them to be out in April. The MPO staff requested that KDOT notify them of the grantees so the funding could be programmed into the Transportation Improvement Program (TIP).

**Item 10: Public Comments:** No public comments.

**Item 11: Next Meeting:** The next meeting will be scheduled and held in late April/May and will focus on providing input for the Metropolitan Transportation Plan Update T-2040.

The meeting was adjourned at 2:45 PM.