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. Daniel Nguyen (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 December 1st, 2011 Meeting (draft attached)

3. Discussion/Action Item: Human Service Client Information
   The MPO staff will facilitate a discussion of what information about RTAC agencies is provided to persons seeking human services and what transportation information is provided to clients. The RTAC will discuss and may decide how this information will be posted on websites and how it will be maintained. The CPT-HSTP indicates that the RTAC should create a collection of all the maps and documents provided to human service clients as one of the first steps in implementing that new plan.

4. Discussion Item: RTAC Support of Complete Streets
   The MPO staff will discuss the MPO and Lawrence Complete Street policies and ask the RTAC members to consider how they would like to support the local government efforts in Douglas County to adopt Complete Streets Policies and support projects implementing those policies. This item was listed as a short-term implementation item in the CPT-HSTP.
5. **Discussion Item: RTAC Input into the draft Metropolitan Transportation Plan (MTP)**
   The MPO staff will discuss this MTP update process with RTAC members and inform them of ways that they can provide comments about the draft new transportation plan throughout the next several months and have their concerns incorporated into this major planning document. This item was identified as a short-term step for the RTAC to take to implement the CPT-HSTP.

6. **Discussion Item: RTAC consider forming subcommittee to discuss vehicle maintenance issues**
   The MPO staff will ask RTAC members if they wish to create a subcommittee to discuss vehicle maintenance issues. This item was identified as an immediate step for the RTAC to take to implement the CPT-HSTP.

7. **Discussion Item: Retiree Attraction Committee Update**
   Bob Nugent will update the RTAC members on the latest discussions of this committee that he attended and ask RTAC members for input on what they want this committee to understand about the area’s transit and paratransit operations.

8. **Other Business**

9. **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.

10. **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](http://www.lawrenceks.org/pds/Title6) or call (785)832-3150.
Regional Transit Advisory Committee (RTAC)
Minutes for Thursday December 01, 2011 Meeting

 Voting Members Present:
Robert Nugent (Lawrence Transit Administrator)
Danny Kaiser (KU on Wheels Manager)
Patty Gibbons (Independence Inc.)
Heather Thies (Cottonwood Inc.)
Tina Roberts (Douglas County Senior Services)
Tracy Kihm (Bert Nash Community Mental Health Center)

 Non-Voting Members Present:
Scott Lein (KDOT CTD #1 Program Coordinator)

 Staff Present:
Todd Girdler (L-DC MPO Senior Transportation Planner)
Jessica Mortinger (L-DC MPO Transportation Planner)

 Other:
Anthony Prideaux (Douglas County Senior Services)

Item 1: Call to Order – Tracy Kihm called the meeting to order at 2:03 PM, a quorum was present.

Item 2: Action Item: of Minutes from the October 27th, 2011 Regular Meeting Tracy Kihm asked if anyone had any changes to the minutes, no changes were requested. Danny Kaiser made a motion to approve the minutes as amended, seconded by Bob Nugent, the motion passed unanimously.

Item 3: Discussion/Action Item: Draft CPT-HSTP: Jessica Mortinger asked the RTAC members for any additional comments and changes to the plan presented. Mr. Nugent asked for some factual additions to the text, including notation on the table about T-Lift and Jaylift requiring certification to qualify for ride eligibility. Mr. Girdler reviewed the KDOT MPO Manual to ensure the plan would meet the KDOT guiding language. He asked RTAC members to add the following two bullets of information in appropriate next step sections:

• The RTAC will review applications by area providers and prioritize projects for funding with replacement vehicles and operating funds to maintain existing services being the highest priority over funds for expanded service.

• Recognizing that currently the demand for paratransit services in Douglas County exceeds the available level of service, the RTAC will ask the MPO to support efforts by our regions transit/paratransit providers to secure additional funding from all sources (federal, state, local, non-profit, etc.).

RTAC members agreed that the second statement should be added, but disagreed that the prioritization should be made now, and instead thought RTAC could prioritize funding requests if requested by KDOT. They also felt that the action steps emphasized their priorities for work tasks and funding on a basic level. The members agreed the first comment should reflect the RTAC’s willingness to prioritize funding requests upon KDOT’s request. Ms. Mortinger indicated she would revise that bullet and add it to the text.

The group thanked the MPO staff of their work on the document. No additional changes or comments were made. A motion to approve the CPT-HSTP with the amended statements discussed today and any additional factual and grammatical changes necessary was made by Mrs. Thies and seconded by Mr. Nugent. The motion passed unanimously. MPO staff
indicated the next steps will be sharing this draft with the Technical Advisory Committee and asking the MPO Policy Board for adoption in early 2012.

**Item 5: Other Business**
Mr. Nugent informed the RTAC members he had attended the first transportation committee of the Lawrence and Douglas County’s Retiree Attraction Task Force on November 30th. The group was receptive to Mr. Nugent’s role as an advisor and invited him to participate in the process. The six member group is committed to helping providers of services for retirees, and the group is now recognizing the lack of funding and the holes in the regional transit system. Mr. Nugent indicated he may call on other transit providers to attend these meetings. The group’s goal is to finish their recommendations by March and their next meeting will be in January. Mr. Nugent emphasized he will express the importance of transportation to the recommendations the Task Force makes.

Mrs. Kihm asked MPO staff if they had any updates to the one click/one call online/phone resource to advertise services available that MARC or the Mr. Goodcents Foundation was working on. Jessica Mortinger indicated the issue would be discussed more at the December CTD meeting.

**Item 6: Public Comments:** No public comments.

**Item 7: Next Meeting:** The next meeting will be held March 15th, 2012 from 1:30-3:00 at the Douglas County Senior Center Conference Room. MPO staff indicated that the meeting will consist of work items from the plan and a draft transit chapter for the Metropolitan Transportation Plan update.

The meeting was adjourned at 3:00 PM.