1. **Call to Order and Introductions** – Tracy Kihm called the meeting to order at 1:00 PM, a quorum was present and introductions were made.

2. **Action Item: of Minutes from the November 19th, 2012 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.

3. **Discussion Item: Access to Food** – MPO staff introduced the Access to Food Study team. Jay Decker explained that the Douglas County Food Policy Council is working with KU Urban Planning students to explore the local conditions for transportation access to local foods. Their team will share the existing conditions they have compiled and solicit input on some of the best practices they have documented so far. The team walked through their findings so far and many providers had additional details about their services to mention, in addition to clarifying why things are the way they are. Members present suggested the team add the USDA definitions for grocery store to their documents and add flex service to their transit maps. The grocery store definition used by the students did not seem to match what RTAC members thought were grocery stores that their clients wanted to shop at or what most folks in the community considered to be a grocery store. The committee discussed that definition and noted that stores without fresh produce or meats would be included in the KU student used definition. Marcy Smalley mentioned one of the other team members had suggested that the CPT-HSTP could be amended to include food access. Members disagreed, arguing that the CPT-HSTP is about mobility and not one specific trip purpose. Members also indicated that they would be able to better address a specific problem if they have a more specific identification of the populations affected and where they are geographically located. Tina Roberts indicated that of all the DCSS rides only 7% are for nutritional trips, either to grocery stores and/or meal sites. Members agreed that many individuals are getting rides for nutrition from families, friends, and/or churches. Bob Nugent suggested that churches with vehicles that are parked during the week not in use would be a good candidate for some additional grocery focused trips. Jessica Mortinger encouraged the team to contact providers as they compiled their reports if they needed additional information.
4. **Discussion Item: Title VI Program** – Scott Lein indicated that KDOT had sent out new guidance to impact providers and he would stay after the meeting to discuss the specifics and answer questions with the affected providers.

5. **Discussion Item: T2040, Multimodal Studies, Transit Center Location Analysis Study** - MPO staff reported that T2040 was approved on March 21, 2013 and incorporated the CPT-HSTP into the Transit Chapter. The plan can be found at: lawrenceks.org/mpo/t2040.

The Multimodal Studies had their kickoff meeting with the Steering Committees. The three studies included are: a Commuter Park &Ride Study, a Countywide Bikeway System Plan, and a Fixed Route Transit and Pedestrian Accessibility Study. This last one is related to the paratransit services in the region because it will identify barriers in the pedestrian environment that could keep some people dependent on paratransit services and limit their times of travel. Tina Roberts, Danny Kaiser and Bob Nugent have varying roles on the steering committees. Nalini Johnson introduced herself as part of the URS team and indicated that URS would be following up with providers about collecting input from their clients.

Lawrence Transit hired Olsson Associates and has begun the work on the Transit Center Location Analysis. The study is an opportunity for fixed route transit to find a more permanent home within Lawrence to invest in infrastructure. In the meantime, Lawrence Transit has proposed a temporary downtown stop location on Vermont Street between 8th & 9th. This location has been approved for use by the City Commission, but there is some downtown opposition and so identifying a permanent location has become even more important. The study process is currently working to identify criteria for site selection. Then using the criteria we will narrow the site list down to three recommended locations and develop a better understanding of the pros/cons of each remaining site.

6. **Discussion Item: City/KU Joint Service Management RFP** - Danny Kaiser & Bob Nugent informed the RTAC that they are working on writing a new 5 year RFP for service. This RFP is truly a joint effort since they will continue to operate out of their shared maintenance facility. They indicated they are hoping to have a maintenance contract option for other providers to use in their contract and will provide more information about those details as they develop. If that occurs then some maintenance of 5310 paratransit vehicles could be possible at the new bus maintenance facility.

7. **Discussion Item: Late Night Pilot Project and Summer Pass Program** - Serena Pearson informed the RTAC that Lawrence Transit will begin a one year late night service pilot project called Night Line. The service will target residence to employment trips and will be a scheduled demand service. The service is a premium service, bus passes won’t be eligible and each ride will cost $2.00. They will allow subscription rides to be booked and will begin visiting employers in the community with shift workers to advertise the program.

Serena Pearson informed the RTAC that Lawrence Transit is offering a Summer Bus Pass for Students for June, July and August that will cost $10. The pass will be eligible for students K-12 and will be available for purchase beginning on May 1 at the Transit Office at 933 New Hampshire. The pass will be advertised in partnership with the Lawrence Public Library.

More information about either of these programs can be found at: lawrencetransit.org
8. **Discussion Item: Regional Maintenance** – Jessica Mortinger asked the members present how they wanted to proceed to coordinate and share maintenance related information. Members mentioned they were already benefiting from contacts made at previous maintenance subcommittee meetings. The collectively agreed that any additional issues can be brought to RTAC as they arise. MPO staff indicated that they will update the maintenance contact sheet annually for providers.

9. **Discussion Item: Provider Updates** - Providers shared their progress registering with Managed Care Organizations and the possible reimbursement for medical trips. Some providers have begun billing for trips, but none have seen payment yet.

10. **Other Business** - Bob Nugent noted that the Kansas Public Transit Association 2013 Annual Meeting & Expo will be a 4 state (Kansas, Missouri, Iowa and Nebraska) Region VII combined meeting in Kansas City, Missouri at the Hotel Intercontinental, August 4-6, 2013. Providers might be interested in attending to see the exhibitors and find out more about vehicles and services in the region. More information can be found at: [kstransit.org](http://kstransit.org).

   Tina Roberts informed the group that she had recently attended the Senior Mobility Summit hosted by MARC.

11. **Public Comments** - No public comments.

12. **Next Meeting** - The next meeting will be scheduled and held in June. MPO staff will poll members for the best available time to meet.

The meeting was adjourned at 2:34 PM.