

# Meeting Summary

**Subject:** SCTA Microtransit Feasibility Study – Monthly Status Meeting

**Date/Time:** January 7, 2025, 11:00 am – 12:00 pm

**Location:** Teams Meeting

## Attendees

Name	Organization	Name	Organization
Lauri Ahlskog	SCTA	Tyler Beduhn	Kimley-Horn
David Avery	SCTA	Vickie Karandrikas	Kimley-Horn
Dom Thompson	SCTA	Poonam Patel	Kimley-Horn
Keith Boatman	SCTA		
Sandy Burke	SCTA Board Member		

## Action Tracker

Action Item	Responsible	Target Completion	Status
Approve steering committee meeting kickoff summary	SCTA - LA	1/10/2025	
Set up Teams meeting for Steering Committee Meeting #2 on March 3 at 8:30 am	KH - TB	1/10/2025	
Send bus stop inventory	SCTA - LA	1/13/2025	
Follow up about Access service ridership, revenue hours, and revenue miles data	SCTA - KB	1/13/2025	Complete
Send cost and revenue data	SCTA - LA	1/13/2025	
Send APC data	SCTA - DA	1/13/2025	Complete
Send OptiBus stop catalog	SCTA - DA	1/13/2025	
Distribute steering committee meeting kickoff summary	KH - TB	1/13/2025	
Send times for Public Participation Plan workshop for 1/20 or 1/21	KH - TB	1/13/2025	
Follow up with the County Planning Commission regarding data	SCTA – LA	1/17/2025	In Progress
Inform Jen and Natasha of the upcoming engagement workshop	SCTA - LA	1/17/2025	
Submit Task 2 technical briefing deck	KH - TB	1/17/2025	
Inform KH of any additional steering committee members	SCTA - LA	3/3/2025	

## Notes

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### 1. Previous Action Item Status

- a. Last meeting was the Kick-off on December 10
- b. Main action items were around the data request and scheduling the Steering Committee meeting we had yesterday
- c. Data request status
  - i. Majority of items completed
  - ii. Outstanding
    1. Bus stop inventory (shelter, etc.) - LA to send over
    2. Ridership, revenue hours, revenue miles for Access service in Lancaster County - KB sent some data on 12/18. KB to follow up about this data.
    3. Cost and revenue – LA will provide later this week
    4. Anything else SCTA is gathering? No
  - iii. Clarify latest email about contractors: "The CSRs are SCTA employees" - is this for fixed route, paratransit, or both?
    1. No specific customer service for fixed route
    2. Customer service reps are specific for paratransit but sometimes answer questions for fixed route. If they are not able to answer the fixed route questions then they are forwarded to the director of operations. These are SCTA employees.
  - iv. Ridership by stop - is there a way to associate stops with IDs? SCTA can send over the APC data that can be joined with GTFS but the data is not certified
    1. SCTA to send APC data
    2. SCTA to send stop catalog from Optibus which may have some IDs
- d. Public outreach planning workshop
  - i. Connect the Dots is on board
  - ii. Working to schedule the workshop

### 2. Technical Task Progress Update

#### a. Task 1: Steering Committee

- i. Meeting #1 yesterday
- ii. SCTA Feedback - went as expected and hope to get more specific on locations/destinations from the group
- iii. Summary - will distribute after LA approval as well as a copy of the slide deck. KH to send it out to the Steering Committee.

- iv. Meeting #2 is March 3 at 8:30 – 9:30 am - TB to set up that Teams meeting and send to LA to distribute.
- v. Actions
  - 1. Township participation – Lauri/SCTA to determine
    - a. Commissioner D'Agostino mentioned representation from township and asked that Lauri talk to Regional Townships Association
      - a. LA has begun coordinating; suggested Warwick and Providence townships; in Providence township, there is potential in Quarryville borough with connection to Willow Street where fixed route service is
    - b. Lauri will forward out the Steering Committee invite after TB schedules it. Lauri will let KH know if there are additional members added.
  - 2. County Planning Commission – Commissioner mentioned underutilized data – Lauri followed up for more detail to understand what was being referenced.

#### **b. Task 2: Opportunity Zone Identification**

- i. Project status update
  - 1. Underway with mapping and analysis – plan to get through the majority this week
  - 2. Next week: prepare task deliverable
- ii. Discussed draft goals and objectives
  - 1. Tie to relevant TDP goals
  - 2. Developing specific objectives within those based on Steering Committee feedback. Common themes we've heard:
    - a. Connectivity/gaps in fixed route spoke model
    - b. Options for outlying/rural areas
    - c. Connecting to employment/job centers
    - d. Sustainable service (financially)
    - e. Pilot and evaluation

#### **3. Task 3: Public Participation Plan**

- a. KH scheduling a workshop with SCTA to discuss on what's on/off table and communication channels
  - 1. Initially were targeting this week, but want to get a little further in the analysis, because we'll want the opportunity zone analysis to inform where we tailor our Round 1 outreach towards

2. Workshop – early week of 1/20
  - a. Available dates and times – SCTA has flexible availability; SCTA is in office on MLK day but City may not be
  - b. Who? This group + anyone involved in outreach and communication channels
    - a. Milzy Carrasco (City of Lancaster) was not able to attend the meeting kickoff, but her and Bryant Heng would be good participants. City of Lancaster recently completed its comprehensive plan which included a lot of outreach.
    - b. Jen and Natasha (marketing coordinator) should attend. Jen's calendar looks open - Lauri to give a heads up.
3. Team will take feedback from workshop to finalize the PPP and begin developing content (can do survey in parallel)

#### **4. Recent Deliverable Review (as applicable)**

- a. N/A

#### **5. Schedule Review**

- a. Targeting Task 2 deliverable – briefing deck – by next Friday 1/17; SCTA and Steering Committee review week of 1/20
- b. Slight modification to Task 3 interim dates – Workshop and PPP; still outreach in March and shouldn't affect downstream tasks. SCTA confirmed they were ok with this.

#### **6. Open Discussion**

- a. No additional items

#### **7. Action Items**

- a. See table above