

Meeting Summary

Subject: SCTA Microtransit Feasibility Study – Monthly Status Meeting

Date/Time: February 4, 2025, 11:00 am – 12:00 pm

Location: Teams Meeting

Attendees

Name	Organization	Name	Organization
Lauri Ahlskog	SCTA	Tyler Beduhn	Kimley-Horn
		Lauren Ledesma	Kimley-Horn
		Poonam Patel	Kimley-Horn

Action Tracker

Action Item	Responsible	Target Completion	Status
Approve steering committee meeting kickoff summary	SCTA - LA	1/10/2025	Complete
Set up Teams meeting for Steering Committee Meeting #2 on March 3 at 8:30 am	KH - TB	1/10/2025	Complete
Send bus stop inventory	SCTA - LA	1/13/2025	Complete
Send cost and revenue data	SCTA - LA	1/13/2025	Complete
Send OptiBus stop catalog	SCTA - DA	1/13/2025	Complete
Distribute steering committee meeting kickoff summary	KH - TB	1/13/2025	Complete
Send times for Public Participation Plan workshop for 1/20 or 1/21	KH - TB	1/13/2025	Complete
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	Complete
Submit Task 2 technical briefing deck	KH - TB	1/17/2025	Complete
Review Task 2 technical briefing deck	SCTA	1/24/2025	Complete
Address comments and submit final Task 2 technical briefing deck	KH	2/7/2025	In Progress
Follow-up with Keith about questions on existing shared-ride contact and operations	KH	2/7/2025	
Submit draft Public Participation Plan	KH	2/10/2025	

Action Item	Responsible	Target Completion	Status
Share Steering Committee Meeting 2 slides with SCTA for review	KH	2/26/2025	
Inform KH of any additional steering committee members	SCTA - LA	3/3/2025	

Notes

1. Previous Action Item Status

- a. Last meeting was on January 7
- b. Outstanding items from data request have been received, including:
 - i. Bus stop inventory
 - ii. Ridership, revenue hours, and revenue miles for Access service in Lancaster County
 - iii. Cost and Revenue
 - iv. APC data
 - v. Stop catalog from Optibus
- c. Steering committee meeting actions
 - i. Steering Committee meeting 1 summary distributed on January 13
 - ii. The second meeting was scheduled on Teams for March 3; meeting invite distribution was completed by Lauri
 - iii. Lauri to follow up about township representatives
 - iv. Lauri to talk to the County Planning Commission to see if they want any other data included

2. Technical Task Progress Update

a. Task 1: Steering Committee

- i. Meeting #2 is March 3 at 8:30 – 9:30 am
- ii. Agenda topics: Review of Tasks 2 (Opportunity Zone) and 4 (Microtransit Models), review the plan for Public Participation
- iii. Kimley-Horn will develop slides and share them with SCTA on Wednesday, February 26; a meeting can be scheduled if needed to review slides prior to the Steering Committee meeting

b. Task 2: Opportunity Zone Identification

- i. Submitted draft technical briefing deck for Steering Committee and SCTA review on January 17
- ii. Received comments on draft last week, finalizing comment review log

- iii. Kimley-Horn is updating final technical briefing deck by the end of this week, February 7
- iv. Comments discussion
 1. Received ~44 comments from 5 people (Katharine at Lancaster Chamber, Bryant at City, County Commissioner D'Agostino, Will from County Planning, and Lauri from SCTA)
 2. Many were simply text edits, labels, etc., and are addressing; others Kimley-Horn is looking further at the data—Steering Committee suggestions for zones in Strasburg/Paradise, extension to Denver, , Columbia area, and connections between zones
 3. Several of the comments from Bryant about more granular data on trip purpose and existing performance will be more applicable in Task 5, where we are better defining zone boundaries, connection points, service hours, etc.
 - a. Lauri noted trip purpose was part of the survey done for the TDP, so a sample is available
 4. RRTA previously provided service to Strasburg/Paradise but there was not enough demand so the route was eliminated. There is a lot of tourism in Strasburg. There could be the potential to connect people from the rail station to popular tourist destinations. KH to look at the transit need/transit potential in this area.
 5. RRTA has received comments to extend the existing route to Denver, but they have not seen the demand. There are a few larger employers in the Denver area. There is a vanpool from the City to the Four Seasons in Denver (an agricultural distributor). RRTA pays for the vanpool, partnered with the Chamber and Commute PA. There was high ridership in the beginning but it has dropped off. The Four Seasons management said that the vanpool allowed for people to go to better-paying jobs that allowed them to purchase a vehicle and use that for carpooling instead.
 6. PA 462 bridge. Rabbittransit has a route that goes across the bridge to Columbia. The highway construction will have a large impact on bikes/peds.

c. Task 3: Public Participation Plan

- i. Planning workshop held on January 21—very effective discussion and input from SCTA and the City
- ii. Connect the Dots (CtD) has been working on preparing the PPP
- iii. Kimley-Horn working with CtD on finalizing the draft PPP this week—will distribute for SCTA and Steering Committee review next week. Potentially schedule a meeting if needed to discuss the PPP ahead of public engagement prep.

- iv. Still targeting the last week of March/first week of April for conducting in-person outreach

d. Task 4: Microtransit Models

- i. Underway with microtransit service model evaluation and microtransit operating model evaluation
- ii. Discussed the terminology and definitions of the five service models and five operating models that are being considered
- iii. Developing draft technical briefing deck—scheduled for SCTA and Steering Committee review in about two weeks, week of February 17
- iv. Questions for SCTA
 - 1. For shared-ride service, does Easton Coach Company own the vehicles, or does SCTA? The facility?
 - a. SCTA owns the vehicle. Facility is not owned by SCTA. SCTA pays Easton to lease it. Lauri to get more information from Keith. SCTA wants to own the facility for shared-rides and under a roof. Environmental conditions and theft have caused issues in their existing facility.
 - b. Ask Keith if Ecolane is owned by SCTA and if Easton Coach Company is required to use it, or if it's provided by the contractor as part of the contract.
 - 2. Is there an option to modify or ride on the existing Red Rose Access contract for a microtransit service? How far into the contract are you/when is it up for renewal? Can a copy of the contract be shared with us?
 - a. Keith to provide information on being able to modify the contract or ride on microtransit. One-year contract with four one-year extensions. They are in year 3. Confirm with Keith.
 - 3. Confirming, SCTA owns the vehicles for fixed-route service?
 - a. Yes
 - 4. Who is the fare payment technology provider?
 - a. GFI fareboxes and Modeshift reader for tapping the card/scanning phone

3. Recent Deliverable Review (as applicable)

- a. Reviewed Task 2 deliverable

4. Schedule Review

- a. Month ahead
 - a. PPP review – week of February 10
 - b. Task 4 Microtransit Models review – week of February 17
 - c. Steering Committee Meeting #2 – March 3
 - d. Next monthly meeting – March 4

5. Open Discussion

- a. No additional items

6. Action Items

- a. See table above