

Meeting Summary

Subject: SCTA Microtransit Feasibility Study – Monthly Status Meeting

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

Location: Teams Meeting

Attendees

Name	Organization	Name	Organization
Lauri Ahlskog	SCTA	Tyler Beduhn	Kimley-Horn
Jen Boley	SCTA	Poonam Patel	Kimley-Horn
Keith Boatman	SCTA		
Sandy Burke	SCTA Board Member		

Action Tracker

Action Item	Responsible	Target Completion	Status
Follow up with the County Planning Commission regarding data	SCTA – LA	1/17/2025	In Progress
Address comments and submit final Task 2 technical briefing deck	KH	2/7/2025	Complete
Follow-up with Keith about questions on existing shared-ride contact and operations	KH	2/7/2025	Complete
Submit draft Public Participation Plan	KH	2/10/2025	Complete
Share Steering Committee Meeting 2 slides with SCTA for review	KH	2/26/2025	Complete
Inform KH of any additional steering committee members	SCTA - LA	3/3/2025	Complete
Submit Task 4 technical briefing deck	KH	2/14/2025	Complete
Send out Steering Committee Meeting 2 summary	KH	3/4/2025	Complete
Review Task 4 technical briefing deck	SCTA	3/7/2025	
Share outreach materials with SCTA for review, and schedule follow-up meeting	KH	3/10/2025	
Look into visualization tools for displaying opportunity zones	KH	3/14/2025	
Look into other systems that may have a similar hub and spoke transit networks	KH	3/14/2025	
Finalize pop-up event locations	KH / CtD	3/21/2025	
Publish online survey	KH / CtD	3/24/2025	

Notes

1. Previous Action Item Status

- a. Last meeting was on February 4, 2025
- b. All action items have been completed

2. Technical Task Progress Update

a. Task 1: Steering Committee

- i. Additional members during this meeting – Providence Township and Warwick Township
- ii. Meeting #2 held on March 3, 2024
 1. Several Steering Committee members requested service that would accommodate longer trip distances and cross-county connections beyond the identified zones. Tyler reiterated the tradeoffs of providing longer distance trips, and the team’s interest in hearing from the public. Sandy emphasized the need to include a wider impact service option in the study. Lauri suggested including a countywide opportunity zone in the next analysis task and showing the resources needed to implement this service.
 2. Lauri suggested using a visualization tool for the different scenarios. Kimley-Horn to look into this.
 3. KH to look into other systems that may have a similar hub and spoke transit networks.
 4. A comment was raised by an SC member after the meeting about service between Berks and Lancaster counties. SCTA has considered a route service between Lancaster and Reading in past planning. This study is confined to Lancaster County. This will be more of a consideration during the next TDP update. Many agencies pilot microtransit in a smaller area and if successful, expand the service. The data did not show the need for microtransit service crossing into Berks County. Tyler will respond to the comment.
- iii. Meeting #3 will occur in the summer to review zone analysis and prioritization.
- iv. KH plans to share public engagement takeaways with the Steering Committee prior to meeting #3.

b. Task 2: Opportunity Zone Identification

- i. Submitted final technical briefing deck and comment response table to Steering Committee and SCTA on February 17.

c. Task 3: Public Participation Plan

- i. Submitted draft PPP to SCTA and Steering Committee on February 10. Received comments, which have been addressed.
- ii. KH to send outreach materials to SCTA for review next week.
 1. Lauri prefers to receive the outreach materials, have a day or two to go through them, and then have a quick meeting to discuss any questions or changes. KH will schedule the meeting.
- iii. Survey launch target is March 24. The survey will be live for 3-4 weeks.
- iv. Targeting the last week of March/first week of April for conducting in-person outreach – four pop-up events.
- v. KH is working with Connect the Dots to confirm time and location of the pop-up events. The project team was thinking that one event being at a high transit ridership location such as Queen Street Station while the remaining locations could be at community events like farmers markets. Jen and Lauri discussed that they are not opposed to an event being at Queen Street Station but would prefer that the events are at locations within the opportunity zones. The team will also remain flexible as possible with pop-ups, monitoring early survey responses to decide where additional input is needed.

d. Task 4: Microtransit Models

- i. Submitted draft Task 4 technical briefing deck for review to Steering Committee and SCTA on February 17; did not receive any comments and are accepting this week (County Planning indicated interest in reviewing).
- ii. Comments discussion
 1. Lauri asked if more absolute values could be added to the wait time in the models summary table. The values are relative because the wait times depend on the service area. Longer relative wait times for flexible route and zone route are attributed to less flexibility in on-demand scheduling because of the need to meeting set timepoints.
 2. Lauri asked what causes trip denials. KH indicated this can be due to high demand and limited vehicle availability to serve a customer trip within a set time (often configurable in scheduling software). KH will look more into this.

e. Task 5: Opportunity Zone Analysis

- iii. Lauri would like a few additional maps that show what went into the zone identification. Include the locations of the employment centers, medical facilities, senior centers in the area. KH indicated they have employed data at the block level that could be mapped.

3. Recent Deliverable Review (as applicable)

- a. Draft Task 4 technical briefing deck was reviewed during the meeting.

4. Schedule Review – Month Ahead

- a. Finalize Task 4 Microtransit Models deliverable
- b. Next monthly meeting – April 1
- c. Public outreach and engagement
 - a. Survey launch
 - b. Toolkit distribution to Steering Committee
 - c. Community pop-up workshops (4)

5. Open Discussion

- a. No additional items

6. Action Items

- a. See table above