

# Meeting Summary

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

**Date/Time:** April 1, 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	Vickie Karandrikas	Kimley-Horn
David Avery	SCTA	Pati Codina	Connect the Dots
Natasha Halulakos	SCTA		
Sandy Burke	SCTA Board Member		

## Action Tracker

Action Item	Responsible	Target Completion	Status
Review Task 4 technical briefing deck	SCTA	3/7/2025	Complete
Share outreach materials with SCTA for review, and schedule follow-up meeting	KH	3/10/2025	Complete
Look into visualization tools for displaying opportunity zones	KH	3/14/2025	Complete
Look into other systems that may have a similar hub and spoke transit networks	KH	3/14/2025	Complete
Finalize pop-up event locations	KH / CtD	3/21/2025	In Progress
Publish online survey	KH / CtD	3/24/2025	Complete
Send weekly updates on the number of survey responses	KH	Weekly	
Reschedule monthly meeting from April 29 to May 6	KH	4/1/2025	Complete
Send SCTA a run of day guide ahead of April 5 pop-up events	KH / CtD	4/2/2025	
Send Steering Committee final notice to ask questions on Task 4: Microtransit Models deliverable	KH	4/4/2025	
Bring tablecloths, branded giveaways, and ride guides to April 5 pop-up events	SCTA – NH and KB	4/5/2025	
Send draft slides for Board Retreat presentation	KH	4/11/2025	

## Notes

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### 1. Previous Action Items Status

- a. The last meeting was on March 4, 2025, and a meeting summary was distributed.
- b. All action items have been completed or are in progress.

### 2. Technical Task Progress Update

#### a. Task 1: Steering Committee

- i. Meeting #2 held on March 3, 2025. Follow-up from last meeting:
  - 1. Visualization tool
    - a. KH has a tool for visualization/simulation of a typical service day in a zone. This can show differences between service options, including a broader zone. Communicating differences in terms of cost, vehicle requirements, etc., is also helpful.
  - 2. Examples of other hub and spoke transit networks with microtransit service
    - a. rabbittransit – York, PA
      - a. Fixed route network - [York PA Area Bus Schedules & Maps - rabbittransit](#)
      - b. Microtransit service - [Stop Hopper - rabbittransit](#)
      - c. Microtransit service zones are typically at the ends of the fixed routes or past the fixed route. The microtransit service also provides access and transportation beyond the fixed route network in other counties.
    - b. Kanawha Valley Regional Transportation Authority (KRT) – Charleston, WV
      - a. Fixed route network - [KVRTA-Display-24x36-Feb2025-web.pdf](#)
      - b. Microtransit service - [KRTplus – KRT – Kanawha Valley Regional Transportation Authority](#)
      - c. KRT has three microtransit zones that are within the Charleston metro area and are between the fixed routes close to the center. This provides riders with service to areas between the fixed routes.
- ii. Steering Committee Meeting #3 will occur in July to review zone analysis and prioritization. KH will share public engagement takeaways with the Steering Committee before meeting #3.

- iii. Board retreat presentation on April 16
  - 1. Tyler and Vickie will attend the 1:00 pm presentation (15-20 minutes).
  - 2. Keith will email Tyler the meeting details. The focus should be an overview of the study and findings so far.
  - 3. KH to send draft slide deck by April 11 for SCTA review. The Board will not receive meeting packets beforehand.

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

- i. Outreach materials were distributed to SCTA and the Steering Committee last week.
- ii. The KH team has set up a tracker of how the Steering Committee is distributing information.
- iii. SCTA updated study webpage.
- iv. The survey launched on March 26 and will be open until May 23.
  - 1. KH to send weekly updates on the number of survey responses.
  - 2. CtD will be given data on geographic reach to inform any changes to future pop-up events.
- v. Pop-up outreach materials are printed: boards (2 sets), English and Spanish rack cards, and surveys. Print materials will be delivered to the CtD by EOD on 4/1.
- vi. Pop-up events logistics
  - 1. Saturday, April 5
    - a. Intercourse Fire Company Farm and Family Safety Day: Natasha and one CtD representative to attend.
    - b. AHG Annual Vendor and Craft Show in Quarryville: Keith and one CtD representative to attend.
    - c. CtD and KH will send a run of show guide ahead of the events and will onboard SCTA on-site.
    - d. SCTA to bring a branded tablecloth, one burgundy tablecloth, RRTA-branded shirts or safety vests (as available), branded giveaways (pens, ID holders), and their standard ride guide.
  - 2. Thursday, May 1
    - a. CtD is coordinating with Northern Lancaster Chamber and considering First Thursday as an option in Manheim.
  - 3. Other May events: SCTA to staff the Open Streets event in May, which is bicycle and pedestrian focused. SCTA will be conducting outreach, but will make sure to educate on microtransit service.
  - 4. Pop-up event locations should be posted on the website once attendance has been confirmed with event organizers.

**c. Task 4: Microtransit Models**

- i. Draft sent out February 17, and no comments have been received.
  - 1. Lauri confirmed there were no comments or edits to the content but requested that Tyler check with the Steering Committee if there are any final questions. Tyler will send out a notice.

**d. Task 5: Opportunity Zone Analysis**

- ii. This task will start in mid-May after the first round of public outreach and engagement.

**3. Recent Deliverable Review (as applicable)**

- a. N/A

**4. Schedule Review – Month Ahead**

- a. Verify any questions on Task 4 Microtransit Models deliverable from the Steering Committee.
- b. Board retreat presentation on April 16.
- c. Continue public outreach and engagement.
- d. Reschedule the April 29 monthly meeting to May 6 at the same time. The meeting will focus on recapping the April and early May pop-up events.

**5. Open Discussion**

- a. No additional items.

**6. Action Items**

- a. See table above.