

# Meeting Summary

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

**Date/Time:** July 1, 2025, 2:30 pm – 3:30 pm

**Location:** Teams Meeting

## Attendees

Name	Organization	Name	Organization
Lauri Ahlskog	SCTA	Tyler Beduhn	Kimley-Horn
Jen Boley	SCTA	Poonam Patel	Kimley-Horn
Natasha Halulakos	SCTA	Vickie Karandrikas	Kimley-Horn
Keith Boatman	SCTA		

## Action Tracker

Action Item	Responsible	Target Completion	Status
Set up Steering Committee Meeting #3 with Teams meeting link for July 21 at 8:30 am and send to Steering Committee members	KH	6/6/2025	Complete
Prepare and share outreach summary including survey responses and event feedback to SCTA and Steering Committee members. Update map with survey responses and reiterate that responses were received from people in all zones.	KH	6/9/2025	Complete
Prepare a ‘what we heard’ summary and social posts that can be used to keep the momentum for Round 2 engagement.	KH	6/9/2025	Complete
Begin strategizing for Round 3 engagement.	KH	7/25/2025	Complete
Complete analysis and prepare technical briefing deck for Tasks 5 and 6	KH	6/27/2025	Complete
Develop draft slides for Steering Committee Meeting #3 for SCTA review	KH	7/14/2025	Complete
Review and provide feedback on draft slides for Steering Committee #3	SCTA	7/18/2025	Complete
Review technical briefing deck for Tasks 5 and 6	SCTA	7/11/2025	In Progress

Action Item	Responsible	Target Completion	Status
Add a slide with the zones in ranked order and a map of the high priority zones	KH	7/18/2025	
Add more context on what is and isn't included in the annual costs presented in the technical briefing deck	KH	7/18/2025	
Provide additional information on how traffic congestion was incorporated into the microtransit model	KH	7/3/2025	

## Notes

### 1. Previous Action Items Status

- Public engagement summary tasks and the draft technical briefing deck for Tasks 5 and 6 have been completed.
- KH is working on a Round 2 engagement strategy and developing slides for Steering Committee Meeting #3

### 2. Technical Task Progress Update

#### a. Task 1: Steering Committee

- Steering Committee Meeting #3 will be held on Monday, July 21 from 8:30-10:00 am
- KH has received a few notices of people who cannot attend due to vacations (Tom Martin, Vicki Eldridge, Will Clark) but nearly everyone else has Accepted the meeting invite.
- KH to send draft slides to SCTA by July 14 to review. The presentation will be a pared down, high level version of the technical briefing deck.

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

- Round 1 outreach summary document was sent to SCTA and Steering Committee for review on June 11.
  - Comments were received from SCTA, Joy Ashley, Liz Ackerman, and Ray D'Agostino
  - Comments pertained to updating the toolkit table with additional metrics about how it was shared, and general observations about the number of responses showing interest in connecting to Lititz and Downtown Lancaster. The affinity for the Lititz and Downtown Lancaster zone may be due to respondents' confusion with how microtransit will service these areas.
  - SCTA noted that a majority of respondents were white and young. The public engagement was just one portion of the evaluation done for priority

zones. It's important to keep in mind the context of who was reached with the survey when using its results.

- ii. Round 1 'what we heard' 1-page summary was sent to SCTA on June 12, and it has been posted to the study webpage.
- iii. Round 2 engagement is the upcoming Steering Committee meeting in July
- iv. Round 3 engagement strategy
  - 1. Round 3 engagement is anticipated to occur in October
  - 2. KH is scoped to develop materials for receiving feedback on study recommendations and hold one public meeting.
  - 3. SCTA can independently facilitate additional pop-up events using those materials, and materials can also be distributed to public spaces. These events could involve local fairs. Jen Boley has compiled a list of local fall events.
  - 4. Kristin Phipps from Southern Lancaster Chamber reached out to SCTA about attending some local events to share information about the microtransit feasibility study. The next technical briefing deck will give some guidance on the lower priority zones

**c. Task 5: Opportunity Zone Analysis and Task 6: Prioritization**

- i. The draft deliverable was sent out to SCTA and the Steering Committee on July 1, and comments were requested by July 11.
- ii. Review of deliverable
  - 1. The model incorporates travel demand from Replica data, and a capture rate is assumed for microtransit service based on that dataset. Traffic congestion is not directly incorporated into the model, but Replica provides typical travel speeds on roads. This data could be used to develop a travel time index for the peak hours. Travel time index is a ratio of the peak hour travel time over the free flow travel time. The value can be used to estimate the level of congestion the microtransit vehicle may experience.
  - 2. The fixed route service in Lititz often has delays due to congestion. In the Lititz zone, there is heavy congestion in the Neffsville area around the Manheim Township school when school lets out.
  - 3. Employment data was sourced from the LEHD Origin-Destination Employment Statistics (LODES) dataset which is part of the U.S. Census Bureau's Longitudinal Employer-Household Dynamics (LEHD) program. It provides detailed spatial distributions of where people work and where they live, and the connections between the two. This data is widely used in transportation planning, economic development, and labor market analysis.
  - 4. The transit need score in the East Petersburg-East Hempfield zone may be swayed because of the transit need in East Petersburg. East Hempfield has higher income, higher vehicle households.

5. During a recent SCTA outreach event, a senior woman asked if she could ride free on microtransit. KH to determine fare structure in the next technical briefing deck.
6. Add a slide with the ranking in order and include a map of just the priority zones.
7. Clarify what is and isn't included in the annual cost.

**d. Task 7: Recommendations and Task 8: Performance Monitoring**

- i. Task 7 is upcoming and will develop service level recommendations for the high-priority zone(s), cost estimates, potential funding sources, fare structure, and strategies for customer education, marketing, and outreach.
- ii. Task 8 is upcoming and will establish performance measures and targets for the recommended zone(s) that can be used by SCTA to evaluate future service that may be launched.
- iii. Tasks 7 and 8 will be combined into one technical briefing deck that will be submitted in draft to SCTA and Steering Committee the week of August 11.

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

- a. The following recent deliverables were reviewed:
  - i. Round 1 Outreach Summary
  - ii. Task 5 and Task 6 Technical Briefing Deck

**4. Schedule Review – Month Ahead**

- a. Receive feedback on Tasks 5 and 6 technical briefing deck by July 11
- b. Prepare for and facilitate Steering Committee Meeting #3
- c. Continue Round 3 engagement strategy
- d. Begin working on Tasks 7 and 8

**5. Open Discussion**

- a. No additional items

**6. Action Items**

- a. See table above