

Meeting Summary

Subject: SCTA Microtransit Feasibility Study – Monthly Status Meeting

Date/Time: August 19, 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 | Vickie Karandrikas | Kimley-Horn |
| Natasha Halulakos | SCTA | Gia Koutsokostas | Kimley-Horn |
| Keith Boatman | SCTA | | |

Action Tracker

| Action Item | Responsible | Target Completion | Status |
|---|--------------------|-------------------|-------------|
| Begin strategizing for Round 2 engagement. | KH | 7/25/2025 | In Progress |
| Send follow-up feedback request to SCTA to send onto Steering Committee members | KH | 7/30/2025 | Complete |
| Send Steering Committee members individual follow-up emails (drafted by KH) | SCTA | 7/31/2025 | Complete |
| Include home zip code data with responses of zone preferences in the Round 1 outreach summary document | KH | 7/31/2025 | Complete |
| Schedule interim check-in meeting for mid-August with SCTA on recommendations | KH | 8/1/2025 | Complete |
| Provide questions or comments on zone analysis and prioritization material presented in recent deliverable and meeting slides | Steering Committee | 8/8/2025 | Complete |
| Contact planners/liaisons representing the southern part of the county for additional input | SCTA – Lauri | 9/5/2025 | In Progress |
| Provide estimate of hours/budget for additional zone analysis | KH | 8/22/2025 | Complete |

| Action Item | Responsible | Target Completion | Status |
|---|-------------|-------------------|-------------|
| Draft Steering Committee feedback responses | KH | 9/5/2025 | In Progress |
| Send SCTA revised schedule | KH | 9/5/2025 | |

Notes

1. Previous Action Item Status

- a. Previous meeting actions related to Steering Committee feedback were completed. Action related to Task 5 and 6 will be addressed in the final task deliverable.

2. Technical Task Progress Update

- a. Task 1: Steering Committee
 - i. SCTA sent individual follow-up emails to Steering Committee members requesting feedback.
 - ii. Received feedback from 9 members. KH categorized the feedback into 1) supportive comments, 2) requires specific response, or 3) needs more discussion.
 - iii. For specific comments or questions warranting a response, KH will draft responses and send them to SCTA for review.
 - iv. For all others, KH will address in the task deliverables, as appropriate, or discuss further with SCTA.
 - v. Comment topics for discussion
 1. Members want more transit access in Willow Street and wish that zone (or others to the south like Quarryville) was advanced to Round 2.
 2. Members are surprised that the zones in the southern part of the County didn't advance because there is no connection to transit and because there is a flourishing Amish Taxi industry there.
 3. KH acknowledged there is tension between original voiced need to connect the spokes of the fixed-route system versus expanding to completely unserved areas.
 4. Several members voiced interest in seeing unserved areas and transit need weighted higher in Round 1 screening—this would result in Willow-Strasburg-Outlets and Gap-Christiana advancing

and Lititz and Columbia-Wrightsville dropping out. In all weightings tested, Quarryville did not rise to the top half, likely due to low trip density and few fixed-route connections.

5. Future outreach considerations—robustly engaging on the draft plan, reaching the business community, reaching all municipalities.
- vi. Lauri will reach out to community planners/liaisons that represent the southern portion of the county to get additional feedback on current and future transportation needs.
- b. Task 3: Public Participation Plan
 - i. KH is continuing to plan the approach for next round of public outreach in the fall.
- c. Task 5: Opportunity Zone Analysis and Task 6: Zone Prioritization
 - i. KH discussed the potential to analyze three southern zones that dropped out in Round 1 in the same level of detail as Round 2, given Steering Committee feedback.
 - ii. KH will provide SCTA with an estimate of hours and budget needed to conduct additional analysis
 - iii. Once SCTA decides on how to advance, KH will complete the analysis, as necessary, and finalize the Task 5 and 6 deliverables to address comments.
- d. Task 7: Recommendations
 - i. KH asked if SCTA prefers a definitive answer on which zone to advance or a menu of options given tradeoffs to make that decision in coordination with funding partners (i.e., one specific recommendation or multiple options).
 - ii. SCTA noted they would prefer both—having the most feasible recommendation but also have several other options that are a high priority.
 - iii. KH would like to schedule a meeting with SCTA in the next few weeks to discuss questions and ideas on recommendations. KH will coordinate availability and schedule the meeting.
- e. Task 8: Performance Monitoring
 - i. This task is advancing in coordination with Task 7.

3. Recent Deliverable Review (as applicable)

- a. N/A

4. Schedule Review

- a. KH has updated the schedule given additional time allowed for Steering Committee feedback. New milestones that were discussed:
 - i. Final Task 5 & 6 deliverable and Draft Task 7 & 8 deliverable by end of August; review by mid-September (note, this is subject to change if additional zone analysis is requested)
 - ii. Draft Study Report by mid-October; review by end of October.
 - iii. Steering Committee #4 in late October.
 - iv. Publish Draft Study Report for comment and feedback by mid-November; outreach and feedback through mid-December.
 - v. Final Report/review by early January.
 - vi. Present at January SCTA Board Meeting.
- b. KH will send SCTA the revised schedule after a decision is made on additional analysis of southern zones.

5. Open Discussion

- a. Lauri will attend the MPO meeting on August 26 and will notify KH if she needs any additional information.

6. Action Items

- a. See the table above.