

# Meeting Summary

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

**Date/Time:** September 17, 2025, 3:00 PM – 4:00 PM

**Location:** Teams Meeting

## Attendees

Name	Organization	Name	Organization
Lauri Ahlskog	SCTA	Tyler Beduhn	Kimley-Horn
Jen Boley	SCTA	Poonam Patel	Kimley-Horn
Greg Downing	SCTA	Lauren Ledesma	Kimley-Horn
		Vickie Karandrikas	Kimley-Horn
		Gia Koutsokostas	Kimley-Horn

## Action Tracker

Action Item	Responsible	Target Completion	Status
Begin strategizing for Round 2 engagement	KH	7/25/2025	In Progress
Contact planners/liaisons representing the southern part of the county for additional input	SCTA – Lauri	9/5/2025	N/A
Complete analysis for additional zone	KH	9/16/2025	Complete
Finalize Task 5 and 6 technical briefing deck based on additional zone analysis and send to SCTA/SC	KH	9/24/2025	In Progress
Draft Steering Committee feedback responses and send to SCTA for review	KH	9/19/2025	In Progress
Send SCTA revised schedule	KH	9/18/2025	Complete
Finalize Tasks 7 and 8 technical briefing deck based on discussion with SCTA	KH	9/26/2025	In Progress
Send calendar invite for the next SC meeting on October 23 at 8 am	KH	9/24/2025	In Progress

## Notes

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### 1. Previous Action Item Status

- a. The KH team moved forward with analysis of one additional zone (Willow Street-Strasburg-Outlets). The analysis was used to update the round 2 prioritization in the Tasks 5 and 6 technical briefing deck
- b. What did SCTA learn from conversations with planners in the southern portion of the County?
  - i. Confirmed additional outreach not needed at this time as project team moved forward with additional analysis for Willow Street-Strasburg-Outlets zone, and several SC member represent the Quarryville area.
- c. Was there anything to note from the MPO meeting Lauri attended?
  - i. Lauri gave them a status update and let them know that the project team is refining the zones.

### 2. Technical Task Progress Update

- a. Task 1: Steering Committee
  - i. KH is finalizing responses to Steering Committee members based on our decision to analyze an additional zone.
  - ii. KH will send those responses to SCTA for review before sending to SC members.
- b. Task 3: Public Participation Plan
  - i. KH is continuing to plan the approach for next round of public outreach in the fall (November into December). The plan includes an in-person meeting or pop-up event, and materials will be created so the team can conduct additional outreach if needed.
  - ii. The approach document for this outreach will be shared soon, allowing the team to start considering potential locations and logistics, likely within the next week
- c. Task 5: Opportunity Zone Analysis and Task 6: Zone Prioritization
  - i. KH reviewed its analysis of the Willow Street-Strasburg-Outlets zone, which showed it performs similarly to the other priority zones.
  - ii. KH reviewed the updated round 2 prioritization results, which showed the additional zone ranked third.
  - iii. KH will share the updated and final Tasks 5 and 6 deliverable with SCTA and SC the week of 9/22.

- d. Task 7: Recommendations and Task 8: Performance Monitoring
  - i. KH is finalizing the technical briefing deck based on discussion with SCTA regarding service model, recommendations, and performance monitoring.
  - ii. KH will complete the draft and share with SCTA by 9/26.
  - iii. KH will present the recommendations and performance measures to the Steering Committee on October 23 from 8:00am to 9:30am for an in-person meeting. Tyler to send a calendar invite encouraging in-person but offering virtual, if needed. Lauri to reserve the conference room.
- e. Task 9: Draft and Final Report
  - i. KH team is beginning to develop the Draft Study Report and Executive Summary based on the finalized technical briefing decks from previous tasks.
- f. Task 10: Executive Summary
  - i. This task will be done in conjunction with Task 9.
- g. Task 11: Report Presentation
  - i. KH will present to the SCTA Board and to the MPO in January.

### **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. The Tasks 5 and 6 technical briefing deck will be submitted this week to SCTA with the updated analysis and prioritization, and then SC members with comment responses.
  - ii. Draft Task 7 & 8 deliverable by end of September; SCTA to review first with a one week review period; SC members will review next with a one week review period.
  - iii. The final Task 7 & 8 deliverable as well as the Draft Study Report will be completed by mid-October so they can be reviewed by SCTA ahead of the public outreach.
  - iv. Steering Committee Meeting #4 will be held in late October. The Draft Study Report will be reviewed by the SC members alongside the public.

- v. Public meeting with be held in mid-November.
- vi. Publish Draft Study Report for comment and feedback by mid-November, outreach and feedback through mid-December.
- vii. Final Report/review by early January.
- viii. Present at January SCTA Board and MPO meetings.

## **5. Open Discussion**

- a. No additional items

## **6. Action Items**

- a. See the table above.