

Meeting Summary

Subject: SCTA Microtransit Feasibility Study – Monthly Status Meeting

Date/Time: October 14, 2025, 11:00 AM – 12:00 PM

Location: Teams Meeting

Attendees

Name	Organization	Name	Organization
Keith Boatman	SCTA	Tyler Beduhn	Kimley-Horn
Jen Boley	SCTA	Poonam Patel	Kimley-Horn
Greg Downing	SCTA	Gia Koutsokostas	Kimley-Horn
David Avery	SCTA		

Action Tracker

Action Item	Responsible	Target Completion	Status
Begin strategizing for Round 2 engagement	KH	7/25/2025	Complete
Finalize Task 5 and 6 technical briefing deck based on additional zone analysis and send to SCTA/SC	KH	9/24/2025	Complete
Draft Steering Committee (SC) feedback responses and send to SCTA for review	KH	9/19/2025	Complete
Send responses to SC	KH	10/3/2025	Complete
Finalize and submit Tasks 7 and 8 technical briefing deck based on discussion with SCTA	KH	10/15/2025	In Progress
Review Tasks 7 and 8 technical briefing deck	SCTA	10/21/2025	
Send calendar invite for the next SC meeting on October 23 at 8 am	KH	9/24/2025	Complete
Share revised Public Participation Plan document and list of potential event locations	KH	10/15/2025	
Share update on SC responses to October 23 meeting (in-person vs virtual)	KH	10/14/2025	Complete
Provide comments on list of potential public event locations	SCTA	10/21/2025	

Action Item	Responsible	Target Completion	Status
Finalize Preliminary Draft Report and share for SCTA review	KH	10/24/2025	In Progress
Review Preliminary Draft Report	SCTA	11/5/2025	

Notes

1. Previous Action Item Status

- a. KH completed revisions to Task 5 and 6, drafted Steering Committee member responses, and sent those out on October 9.
- b. KH is in final stages of completing Task 7 and 8 for SCTA review this week.

2. Technical Task Progress Update

- a. Task 1: Steering Committee
 - i. Steering Committee responses to feedback from the Tasks 5 and 6 technical briefing deck were sent out on October 9.
 - ii. Steering Committee Meeting #4 - Meeting invite has been sent out. Vickie and Tyler from the KH team will present (Vickie in person). KH will send the SCTA the PowerPoint slides ahead of the meeting to review. The agenda includes:
 1. Recap Steering Committee feedback on analysis/prioritization and what was updated in the recent deliverable
 2. Review recommendations
 3. Review approach to public engagement in November-December
 - iii. KH will share meeting responses with SCTA.
- b. Task 3: Public Participation Plan
 - i. KH is planning logistics for a public meeting that will occur in late November/early December and identifying potential locations for a public meeting in the highest-rated zone, Leola-Eden. SCTA can conduct additional pop-up outreach in November-December using the same materials.
 - ii. KH is developing outreach materials including boards for the public meeting and an updated factsheet with FAQs and a transportation options comparison.
 - iii. Board concepts:
 1. Study Overview

- a. What is Microtransit?
 - b. Study process diagram/timeline
- 2. Zone Overview Map
 - a. Show Round 1 and Round 2 zones
- 3. Recommended Priority Zone Maps
- 4. Other Recommendations (vehicles, hours, fares, booking, etc.)
 - a. Dot Activity – 3-scale rating (fits our community well, maybe, doesn't fit our community)
- iv. KH to share list of pop-up event locations for SCTA to consider in the zones.
- v. KH will share the updated Public Participation Plan document this week, allowing the SCTA to start considering potential locations and logistics.
- c. Task 5: Opportunity Zone Analysis and Task 6: Zone Prioritization
 - i. KH completed the additional zone analysis of Willow Street-Strasburg-Outlets zone and incorporated that into the final Tasks 5 and 6 technical briefing deck that was shared with SCTA and Steering Committee on October 9.
- d. Task 7: Recommendations and Task 8: Performance Monitoring
 - i. KH is finalizing the Tasks 7 and 8 technical briefing deck based on discussion with SCTA regarding service model, recommendations, and performance monitoring.
 - ii. SCTA to review the briefing deck prior to SC review.
- e. Task 9: Draft and Final Report and Task 10: Executive Summary
 - i. KH is continuing to develop the Study Report and Executive Summary based on the finalized technical briefing decks from previous tasks. The Preliminary Draft Study Report will be sent for SCTA to review the week of October 27.
 - ii. Timeline
 - 1. Preliminary Draft Report shared for SCTA review by October 24
 - 2. SCTA review of Preliminary Draft Report – October 27 through November 5
 - 3. Address SCTA comments – November 5 to November 12
 - 4. Publish Draft Report for public comment and SC review – mid-November to mid-December

5. Address comments based on public comment and SC review – mid-December to early January

6. Final Report and presentation to SCTA Board – early January

f. Task 11: Report Presentation

i. SCTA will give a project status update during the December Board meeting. KH can share previous SC meeting slides, if needed, and Executive Summary will be available.

ii. 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. The current milestone schedule is:

i. Draft Task 7 & 8 deliverable by October 15; SCTA to review first with a one week review period; SC members will review next with a one week review period.

ii. Steering Committee Meeting #4 will be held October 23. The Draft Study Report will be reviewed by the SC members alongside the public.

iii. Publish Draft Study Report for comment and feedback by mid-November, outreach and feedback through mid-December.

iv. Public meeting will be held week of November 17 or December 1.

v. Final Report/review by early January.

vi. Present at January SCTA Board and MPO meetings.

5. Open Discussion

a. No additional items

6. Action Items

a. See the table above.