

Meeting Summary

Subject: SCTA Microtransit Feasibility Study – Monthly Status Meeting

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

Location: Teams Meeting

Attendees

Name	Organization	Name	Organization
Keith Boatman	SCTA	Vickie Karandrikas	Kimley-Horn
Jen Boley	SCTA	Poonam Patel	Kimley-Horn
Greg Downing	SCTA		
Lauri Ahlskog	SCTA		

Action Tracker

Action Item	Responsible	Target Completion	Status
Finalize and submit Tasks 7 and 8 technical briefing deck based on discussion with SCTA	KH	10/15/2025	Complete
Review Tasks 7 and 8 technical briefing deck	SCTA	10/21/2025	Complete
Share revised Public Participation Plan document and list of potential event locations	KH	10/15/2025	Complete
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	Complete
Finalize Preliminary Draft Report and share for SCTA review	KH	10/24/2025	Complete
Review Preliminary Draft Report	SCTA	11/17/2025	In Progress
Review outreach materials	SCTA	11/14/2025	In Progress
Update PPP's previous rounds to be in the past tense	KH	11/17/2025	
Draft press release	KH	11/17/2025	
Print copies of the survey and fact sheet for the open house public meeting	KH	12/9/2025	

Action Item	Responsible	Target Completion	Status
Draft flyer to share with stakeholders about the outreach period	KH	11/17/2025	
Draft language on how to access open house public meeting via transit	SCTA	11/17/2025	
Schedule a meeting to discuss open house public meeting logistics on 11/24	KH	11/13/2025	Complete
Draft open house public meeting run of show	KH	11/23/2025	In Progress
Send Eden Resort room dimensions	SCTA	11/23/2025	
Update the paper copy of the survey to be on 11"x17" sheet of paper and include the optional demographic questions	KH	11/17/2025	

Notes

1. Previous Action Item Status

2. Technical Task Progress Update

a. Task 1: Steering Committee

- i. Sent updated meeting slides and summary with the updated Leola zone name
- ii. Scheduled to attend the Commerce Christmas Breakfast. Vickie and Lauri to coordinate logistics closer to the date

b. Task 3: Public Participation Plan

- i. PPP
 1. Update PPP to change the completed phases to past tense
 2. SCTA to provide comments by 11/14
- ii. Outreach period – November 19 to December 19
- iii. Advertising the outreach period
 1. Vickie will draft a press release for Jen to finalize
 2. KH team to print copies of the survey and the fact sheet
 3. Social media posts will advertise both the survey and the public meeting

4. Vickie to put together the flyer to send to TDP stakeholders and other partners with information on the survey and the open house public meeting. The PDF will be interactive to get to website
 5. Route 11 passes by the event location. SCTA to send the transit information to reach the event to be included on the flyer and add to the social media posts
 - iv. Open house public meeting
 1. Scheduled for 12/9 from 4:30-7:00pm at Eden Resort
 2. KH to schedule a half hour meeting on 11/24 to discuss open house public meeting and Chamber Breakfast
 3. Vickie will put together a run of show (staffing, roles/responsibilities, materials, etc.)
 4. Jen to send room dimensions
 - v. Survey - live during the entire outreach period
 1. Optional demographic questions will be on the paper version. Print the surveys on an 11x17 piece of paper to keep it all on one piece of paper
 2. The questions about the zones to understand which zones they support and it is not a ranking exercise
 - vi. Boards
 1. Each zone will be on its own board
- c. Task 7: Recommendations and Task 8: Performance Monitoring
 - i. KH sent out the Tasks 7 and 8 technical briefing deck to the Steering Committee on 10/21 with a deadline for review by 10/27
 - ii. Have not received comments from the Steering Committee. The information was presented to them during the latest meeting.
- d. Task 9: Draft and Final Report and Task 10: Executive Summary
 - i. The Preliminary Draft Study Report was sent to SCTA on 10/31
 - ii. SCTA comments/questions
 - iii. Timeline
 1. SCTA review of Preliminary Draft Report – October 27 through November 14
 2. Address SCTA comments – November 14 to November 18

3. Publish Draft Report for public comment and SC review – November 19 to December 19
4. Address comments based on public comment and SC review – mid-December to early January
5. Final Report and presentation to SCTA Board – 1/21 at 6pm

e. 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. Publish Draft Study Report for comment and feedback by November 19, outreach and feedback through December 19.
 - ii. Public meeting will be held on December 9.
 - iii. Final Report/review by early January.
 - iv. Present at January SCTA Board and MPO meetings.

5. Open Discussion

- a. No additional items

6. Action Items

- a. See the table above.