

**RTCS Joint Study Committee Meeting #1**  
**June 29, 2010**  
**1 PM**  
**Commuter Services of PA Offices – York, PA**

The meeting began with a discussion of schedule and approach. Anna Lynn passed out the schedule and explained we were in the data gathering phase. She reviewed the list of data needs requested of the study committee members and clarified that electronic data was preferred, but that hard copies would be accepted. If some of the documents are posted on their websites, a link to the document is acceptable. She requested all data be sent by mid-July. The information collected will be downloaded and organized into a series of regional base maps for analysis. Once these existing conditions are documented the team will prepare a gap analysis, and generate a list of opportunities and constraints for the committee's review.

Another form of data collection is the stakeholder interviews. Maggie Mund explained that the consultant team wanted to talk with a broad range of stakeholders in order to develop a better understanding of the different agendas and perspectives of agencies, government officials, and major employers or service agencies going into the study. Questions will concern what they see as the opportunities, the barriers and potential champions. The stakeholder interviews will be confidential; results will be reported by category of respondent. Stakeholder interview candidates will be scheduled in advance and participants will be sent the questions. Stakeholder interviews will be scheduled the months of July and August.

Jim Szymborski mentioned that an eight county Action Plan was recently completed that may provide useful background data for the stakeholder interviews, including possible interview candidates. He will send the team a copy. **PB will compile a list of potential stakeholder interviewees for the Joint Study Committee's review and comment.** Toby Fauver was mentioned as a likely candidate.

Communication about the study needs to be consistent. Dennis Louwerse said that Commuter Services would host a study webpage that will have information for the public as well as an area for the committee members only. This "private" area will be used to post reports for review, and also meeting materials for the use of committee members when they need to brief their board of directors, county commissioners, policy committees, citizen advisory committees, etc. So a standard PowerPoint presentation, fact sheets, and other materials will be posted.

Dennis Louwerse and Beth Nidam are the committee co-chairs. All materials need to first be sent to them and Brandy Heilman from Commuter Services. They will offer comments, and revised documents will be distributed to the whole committee by Brandy.

The need for clear communication about this study was emphasized by Jim Szymborski who informed the group that another regional transit coordination study was recently announced in the paper, this one run by Cumberland County. Articles about the other study mentioned that services may be consolidated or cut. All agreed the existence of such a closely related study could cause confusion. **Maggie Mund will work with the committee co-chairs to develop a press release for distribution by all the committee members to their respective media contacts.**

A draft goals statement was distributed for comment and several comments were received. **PB will incorporate the comments and distribute these along with a draft study purpose statement to the committee.**

Committee members were then invited to mark up a regional map to indicate major corridors of service availability, as well as where service should be provided in the future. Also noted were major real estate developments that could generate a demand for transportation services in the future. This map showed Route 422, Rt 30, Rt 15, I-83 and I-176 as major service corridors. Areas where service should be extended were noted along Rt 30 to Hanover, along Rt 15 to Cumberland County, and in Perry County.

Maggie Mund then reviewed outreach activities that had not yet been covered. She displayed two choices of a logo for the study and the group provided comments on a preferred version. The committee preferred the round one with some minor modifications. **PB will revise and resend the preferred logo version.** This logo will be incorporated into all materials prepared, and also be displayed prominently on the website. For instance, it could represent the link from the partner agencies' websites to the study website that will be hosted by Commuter Services. Such branding is necessary to help demonstrate the fact that these nine counties are working together to improve transit service.

Dennis requested that someone from PB be in attendance at the Commuter Services board meeting July 21 to give an update on the study. It was also suggested that the study get on the agenda for the Planning Partners meeting in October as well as the State Transportation Commission.

Attendees:

<u>Name</u>	<u>Agency</u>	<u>Email</u>
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