Transportation Demand Management Technical Committee Meeting Minutes

January 3, 2022
Teleconference

Committee members present: Alan Adolf, Mary Anderson, Jennifer Campos, Zach Carstensen, Carol Cooper, Marshall Elizer, Jennifer Hass, Jan Ollivier, Karen Parkhurst, Michelle Rasmussen, Staci Sahoo, Heidi Speight, Kim Stolz, Michael Villnave, Dustin Watson, Bryce Yadon

TDM Executive Board present: Laura Johnson, Lua Pritchard, Anna Zivarts,

Committee member absent: Eric Hansen

WSDOT staff present: Tanna Avila, Steven Breaux, Ricardo Gotla, Rebecca Jabbar, Brian Lagerberg, Amber Nguyen, Christie Stelzig, Stan Suchan, Carol Thompson (consultant), Michael Wandler

Meeting called to order at 10:05 AM

1. **Welcome and opening remarks** – Marshall Elizer
   a. Jenna Forty is now a Budget Analyst to the State Senate Transportation Committee. Eric Hansen of OFM will fill her spot temporarily on the TDM Technical Committee.

2. **CTR Program Technical Report Update** – Carol Thompson
   a. Companion to previously published documents. Overview and history of program. Key messages about the CTR program and recommendations regarding future of CTR program in previously published documents. Technical report is a total of about 60 pages, most in appendices.
   b. Draft nearly complete. WSDOT management review week of January 17. Week of January 24 legislative staff review. Submit to WSDOT Government Affairs week of January 31.
   c. Invitation to Technical Committee Members to participate in review if they wish. Carol Thompson to send draft to committee for review later this month. Carol Cooper, Karen Parkhurst, and Staci Sahoo volunteered to review.

3. **House Transportation Committee CTR Work Session** – Ricardo Gotla
   a. Panel of folks from around the state. Session likely to occur between 3:30 pm and 5:30 pm. Tentative date January 18. Likely 30 minute panel presentation. Date-specific agendas for each weeks' meetings are public the prior Thursday.
   b. Suggestion that panelists prepare for challenging questions, including the need to respond to a proposal to put the program on hold, and that being focused and succinct is important. Work has started on talking points, panel recruitment.

4. **Day on the Hill** – Zach Carstensen and Ricardo Gotla
    a. Meetings virtual. Similar to those we had last year. Likely won't happen until February. Reminder: two-year strategy is to run a bill next session, not during this short session. Likely focused on members of transportation committees and key people in legislative leadership. Follows the work session slated for January 18. Volunteers to participate: Mary Anderson, Zach Carstensen, Carol Cooper, Veronica Jarvis, Lua Pritchard, Staci Sahoo, Heide Speight, Anna Zivarts.

5. **CTR Program Update 2022 Workplan** – Carol Thompson
    a. Program update proposals development starts this month, participants welcome
    b. Strategic engagement with legislators and stakeholders later this year
    c. Preparing submittal for 2023 legislative session
    d. Feedback: Get input from Association of Washington Business and chambers early in the process. Introduce people with special needs transportation to these groups, too. Recognize that the future looks different than the past. Include outreach to the governor, inclusion in his budget, state awards. Ground the work in stories of lived experience. Expand stakeholder engagement. Include community members in meetings with their legislators.

6. **Ideas for committee strategic planning activities** – Ricardo Gotla
    a. Set expectations of virtual engagement clearly. Deep introductions and relationship-building. Lots of breakout sessions. Shorter if virtual. Choose technology thoughtfully to match tasks. Consider offering option to get together in person; perhaps at location with on-site testing; and virtual option. Avoid hybrid.
    b. Team building training recommendation. https://traumastewardship.com/wp-content/uploads/2020/04/HospitalPoster-pdf.pdf. Consider frequency and rhythm of meetings; maintain routine schedule. Simplify.
    c. Keep any virtual session to a two-hour max. Have clear agenda and expectations. Use simplest-possible tool/technology for any job. Consider facilitator for virtual workshops. Remember the fun/getting-to-know-you aspects. Have a rule that cameras are on for virtual. Sharing roles; find ways to have more voices involved; maximize participation.
    d. Liberating structures. Make it engaging so it's fun. Jeopardy, bingo, etc. Weekly check in meetings. Allow participants to choose breakout rooms based upon topics. Meet once per month; some meetings just games. Small groups/break out rooms. Polling and questions. Liked idea of facilitator and goal set for each meeting. Invite policy board to be involved in technical committee meetings. Build in breaks.
    e. Simple. Set expectation to be fully present. Zoom preferred over Teams. Travel planning virtual game.
    f. Allow people to bounce ideas off each other in a large group. Where are ideas reinforced or refuted. How do you come to decision given different points of view. Facilitator and structure important. Mess but important. Send out the topics ahead of time.
    g. Opportunity for in-person. Get people to facilitate who can see patterns in qualitative results – get to consensus. Consider tracks for current implementers and new stakeholders. Education about basics of program for different stakeholders. Create foundation of basic understanding.

7. **CTR Survey Tool Update** – Rebecca Jabbar
   a. CTR survey web application to replace old version. Assessing and updating timeline. User testing on hold for now. Spring 2022 launch on hold.

8. **Public Comment** – Marshall Elizer
   a. None

9. **2022 Legislative Session Updates** – Bryce Yadon
   a. House completely remote and Senate likely to do so.
   b. First spend from carbon dollars from Climate Commitment Act. $10M for transit service enhancements – getting the state back in to support operations for transit.
   c. Shift of general funds to supplemental transportation budget. Federal funds often involved.
   d. No gas tax increase this year, but some sort of transportation package or funding change coming.

10. **Action Items** – Ricardo Gotla
    a. Finalize and deliver technical report
    b. Plan house transportation committee work session
    c. Plan 2022 leg. session day-on-the hill
    d. Further develop work plan associated with program update
    e. Update CTR Survey project timeline

11. **Closing Remarks** – Marshall Elizer

Meeting adjourned at noon