

# Transportation Demand Management Technical Committee

## Meeting Minutes

January 8, 2020  
WSDOT HQ, Olympia

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**Committee members present:** Mary Anderson (by phone), Carol Cooper (by phone), Jennifer Campos, Billy Duss, Marshall Elizer, Staci Haber (by phone), Jennifer Hass (by phone), Veronica Jarvis, Jan Ollivier (by phone), Karen Parkhurst, Michelle Rasmussen (by phone), Michael Villnave, Dustin Watson, Bryce Yadon

**Committee member(s) absent:** Michelle Patrick, Kristina Walker

**WSDOT staff present:** Elizabeth Bastian, Ricardo Gotla, Brian Lagerberg, Evan Olsen, Stan Suchan, Pamela Vasudeva, Debi Viniarski

Meeting convened at 10:04 AM

### General Notes:

#### 1. Chair Marshall Elizer opened meeting and welcomed members.

- Committee members took time to remember Keith Cotton and recognize all his contributions to the state's TDM program. Keith was instrumental in developing and managing the Commute Trip Reduction program. He worked for WSDOT for over 18 years.
- Marshall recognized the accomplishments of the committee in 2019, including the incentives guidance updates, the development of the First Last Mile grant program, the November retreat, and the presentation to the Joint Transportation Committee.

#### 2. Public Comment

- Jan Bowers (City of Vancouver) wanted to recognize what a wonderful colleague Keith Cotton was, and that he is missed. Jan also wanted to recognize what is happening with the great work being done to update and improve CTR. It is so exciting to see the changes and the movement and the things happening, and exciting to be a part of at this time. Jan thanked the committee for their work.
- Sarah Spicer (Seattle Department of Transportation) requested guidance for local implementers on how to best provide feedback to the committee.
  - i. Marshall noted that the committee operating guidelines may be a good place to include this guidance.

#### 3. TDM Program Updates – Ricardo Gotla

- Mobility on Demand
  - i. Ricardo shared that the December 2019 TDM Executive Board meeting was successful, and thanked Carol Cooper for presenting the committee's work to

the board. The Board expressed general consent on the draft mobility on demand core principles and emphasis areas.

- ii. WSDOT will host a mobility on demand key issues workshop on January 24 in Seattle.
- First Last Mile grant program
  - i. The grant remains on hold. The Board addressed wages and benefits criteria, discussed the pros and cons of it being optional (and not a requirement).
  - ii. The Board did not develop consent on a final recommendation.
  - iii. The legislature will likely address this in the upcoming session.
- Joint Transportation Committee (JTC) presentation
  - i. Ricardo thanked Mary Anderson and Matt Ransom for presenting to the JTC in December, and tied this presentation to the committee's priority action plan initiative to better educate decision makers on TDM.

#### **4. City/Town Exemption and Employer Waiver Draft Guidance – Pamela Vasudeva**

- Pamela Vasudeva presented the draft guidance to the committee. This guidance was previously referred to as an “opt-out” policy, but WSDOT will now call it city/town exemptions and employer waivers. This better reflects the purpose of the policy. Worksites not suited for a CTR program could receive a waiver from having to do CTR surveying and program administration work.
- Committee members submitted the following questions and comments:
  - i. If a jurisdiction opts out but an employer wants to opt-in, is there a mechanism for that?
    1. Stan Suchan shared that there is a mechanism in place for surveying voluntary worksites.
  - ii. The potential for negative outcomes by using “level of service” as a metric in submitting an exemption request
  - iii. Adding in clarifying language about state agencies being considered large employers
  - iv. The need to align any guidance updates with local ordinances (WSDOT developed model ordinances in the past)
  - v. Concern with justification for waivers and exemptions being too easy, and potentially linking in data on air quality and other factors in providing justification
  - vi. The value of this work for jurisdictions with large employers that have shift workers
  - vii. Large employers “gaming the system” by requesting a waiver and pulling back on CTR resources
  - viii. Adding a statement of intent to this guidance
- Pamela clarified that grantees would still receive funds for jurisdictions that have approved exemptions, and it would be up to the grantee to decide what to do with those funds.

Next Steps: Members can send comments to Pamela. An update will be provided at the next meeting.

**5. TDM Technical Committee Governance Documents – Elizabeth Bastian**

- Elizabeth introduced two draft documents to the committee: by-laws and operating guidelines. These documents were revised versions of documents adopted by the former state CTR Board. Committee members expressed a desire for some kind of governance documents at the November retreat. Yellow highlighted items are ideas for change. Bylaws are up to committee members to change as long as they align with RCW and WAC (more process required to change RCW or WAC).
- All committee members in attendance expressed consent for the format of the by-laws and operating guidelines.

Next Steps: Members can send any comments on substance to Elizabeth by January 31. Revised documents will be brought to the committee at their February meeting for adoption.

**6. MPO/RTPO Recruitment – Ricardo Gotla**

- Ricardo shared that WSDOT is putting out a second call for applications for the vacant MPO/RTPO seat. Kristina Walker (current municipality representative) won her city council election, and is expected to resign. Staff has already reached out to the Washington Association of Cities and Washington Association of Counties for nominations for the municipality seat. The goal is to have a finalist for the MPO/RTPO seat by the next meeting.

**7. Preserving Multimodal Investments Strategy – Marshall Elizer & Ricardo Gotla**

- Marshall and Ricardo reminded members that this came up as a priority during the November retreat. With the legislative session starting next week, it is a good time to start to think about how to operationalize this.
- Committee members expressed interest in meeting with policy makers at the state legislature this session on the importance of funding TDM work.

Next Steps: Ricardo will work with Bryce to get meeting with legislators scheduled, and share that information out with members. WSDOT staff will also schedule weekly legislative update calls as optional for members. Staff will develop talking points and follow up with ACT Cascade on TDM advocacy.

**Meeting adjourned at 11:46 AM.**

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