

# Transportation Demand Management Technical Committee



## Meeting Minutes

February 8, 2023  
Teleconference  
10:00 AM – 12:00 AM

### TMD Technical Committee members present:

<input checked="" type="checkbox"/>	Alan Adolf	<input checked="" type="checkbox"/>	Jennifer Hass	<input checked="" type="checkbox"/>	Michelle Rasmussen	<input type="checkbox"/>	Michael Villnave
<input checked="" type="checkbox"/>	Mary Anderson	<input checked="" type="checkbox"/>	Olivia Holden	<input checked="" type="checkbox"/>	Staci Sahoo	<input checked="" type="checkbox"/>	Dustin Watson
<input type="checkbox"/>	Zach Carstensen	<input checked="" type="checkbox"/>	Kristin Melcher	<input checked="" type="checkbox"/>	Heidi Speight	<input type="checkbox"/>	Tiff West
<input type="checkbox"/>	Carol Cooper	<input checked="" type="checkbox"/>	Karen Parkhurst	<input type="checkbox"/>	Kim Stolz	<input type="checkbox"/>	Bryce Yadon

<input type="checkbox"/>	Dave Anderson	<input type="checkbox"/>	Eric Hansen	<input type="checkbox"/>	Charles Knutson	<input type="checkbox"/>	Matt Ransom
<input type="checkbox"/>	Ken Casavant	<input type="checkbox"/>	Latisha Hill	<input type="checkbox"/>	David McFadden	<input type="checkbox"/>	Melanie Truhn
<input type="checkbox"/>	Anthony Chen	<input type="checkbox"/>	Kirk Hovenkotter	<input type="checkbox"/>	Susan Meyer	<input type="checkbox"/>	Laura Watson
<input checked="" type="checkbox"/>	Christine Cooley	<input type="checkbox"/>	Ric Illgenfritz	<input type="checkbox"/>	Roger Millar	<input checked="" type="checkbox"/>	Anna Zivarts
<input type="checkbox"/>	Katie Garrow	<input type="checkbox"/>	Laura Johnson	<input type="checkbox"/>	Chris O'Claire		
<input type="checkbox"/>	Celeste Gilman	<input type="checkbox"/>	Kent Keel	<input type="checkbox"/>	Lua Pritchard		

**WSDOT staff present:** Sylvia Crum, Ricardo Gotla, Patrick Green, Rebecca Jabbar, Brian Lagerberg, Christie Stelzig, Stan Suchan, Carol Thompson (consultant)

Meeting convened at 10:05 AM

### 1. Welcome and opening remarks – Marshall Elizer

- a. Marshall welcomed committee and board members, as well as guests, and reviewed meeting purpose.
- b. Ricardo provided clarification regarding general TDM state sponsored online resources and online CTR tool training resources. WSDOT will provide online CTR survey tool resources, as part of the new tool project. However, whether general online TDM resources are provided and maintained by WSDOT needs to be decided by partners through CTR budget engagement process. At CTR budget engagement, partners will focus on costs and trade-offs.

- i. Karen: wondering about a happy medium for hosting a medium/portal for others to host information. Someone did a training and wanted to post the slides. DOT hosted or DOT led? How to make it accessible for a public agency. There used to be shared resources.
  - ii. Stan: We've tried this idea with implementers before. It was not utilized. Need to understand why? Technology platform, maintenance, resourced enough, etc.?
  - iii. Nytasha Walters: City of Shoreline is upping the game and TDM, climate change and trip reduction. Would wish for the ability to use resources.
  - iv. Jennifer Hass: Co-chair of TDM Advisory Council (PSRC) putting together a more robust landing page for information related to CTR/TDM. This may be a helpful resource as WSDOT puts together work.
- c. Marshall reminded everyone to signup via GovDelivery to receive relevant WSDOT TDM-related communications, including meeting reminders.

## 2. Public Comment

- a. None

## 3. CTR workplan review – Ricardo Gotla

- a. Ricardo shared the [TDM workplan July 22-Sept. 23 updated February \(tdmboard.com\)](https://tdmboard.com)
- b. Projects are on track – no red flags.
- c. Jennifer: helpful to see decision points. Improvement from January's document.

## 4. CTR Plan length proposal (decision item) – Jennifer Hass

- a. Jennifer shared next CTR [plan length engagement results](#).
- b. Jennifer explained that staff and committee members engaged implementers to develop consent on length of next plan.
- c. Requested decision today on whether to approve a 4-year plan cycle.
  - i. Implementer feedback: 2 years is fatally flawed. Not enough time to implement and measure progress. 4 years is preferred. Sweet spot to get contracting and regulatory processes done, show results. Gives time to provide education. 6 years was discussed but wasn't as strong as 4 years. Considered too long, people need to see it frequently. Feels comfortable. Discussion or response? No.

**Decision:** Recommendation for 4-year CTR Plan cycle unanimously approved.

## 5. State Performance Measures (decision item) – Patrick Green

- a. Patrick shared [state performance measures presentation](#) and explained that WSDOT is requesting a decision from the committee today concerning WSDOT's performance measure. This performance measurement will provide WSDOT with the direction for next steps in developing the state CTR plan.
- b. WSDOT conducted outreach to 11 implementers during 6 separate sessions.
- c. Through these discussions, the majority of implementers preferred drive-alone rate or DAR for a state target.

- d. The state target is a component of the state CTR plan and supports performance reporting. Also provides local and regional implementers an option for their local targets when creating local CTR plans.
- e. Local implementers will maintain the option to choose the state target, or to create their own measurement.
- f. Key engagement lessons:
  - i. Jurisdictions value a numeric state target, which they can use in a variety of ways - from communications to modelling.
  - ii. Implementers expressed consistent characteristics for a target to satisfy their interests. It needs to be easily understood, be relevant to policy, and consensus that it be aspirational, but nothing crazy.
- g. In keeping with those desired characteristics, implementers stated a preference for Drive Alone Rate.
- h. All VMT and CO2 measures will be reported in the CTR plan, so they are valuable to planning efforts, but only one may be the state performance target.
- i. Vehicle Miles Traveled is a common measurement in our line of work. But implementers quickly began examining the measure from multiple angles. Explaining and defining VMT to those outside of transportation presented a challenge.
- j. Calculating emissions (CO2) presents its own challenge, and relies on VMT in the calculation. That said, many implementers appreciated that CO2 and VMT will be captured in the state plan.
- k. After discussing these measures, we examined Drive Alone Rate. Implementers saw the merits of discussing drive alone rate with their worksite ETCs as well as decision makers.

Decision: Recommendation to use drive alone rate for WSDOT CTR performance measure was unanimously approved.

#### **6. Survey exemption proposal (decision item) – Patrick Green**

- a. Patrick shared this [presentation on a survey exemption proposal](#)
- b. WSDOT recommends a one-time exemption from the CTR Survey and Program Report requirement for the remainder of the biennium. Specifically, this is a decision for the benefit of jurisdictions that have yet to survey and collect program reports. This would be a one-time exemption that would expire at the end of the biennium. Jurisdictions that wish to survey in the remaining biennium would not pursue the exemption.
- c. The leading reason for this recommendation is that data will baseline at the end of the biennium with the launch of an updated CTR tool.
- d. Patrick will follow up with details on how jurisdictions may request an exemption

Decision: Recommendation for one-time survey and program report exemption was unanimously approve.

#### **7. CTR Program Budget – Stan Suchan, Christina Noddings & Sylvia Crum**

- a. Christina talked through early analysis from workshops using the [DRAFT CTR Budget Rating Table](#), the primary engagement tool to being used for this phase CTR program budget evaluation.
- b. Sylvia shared and reviewed a [CTR Budget Presentation](#)

- c. Stan explained that we're in an early stage of defining the CTR budget decision, currently receiving input from implementers on the ideas WSDOT should focus on. We'll soon start sorting and prioritizing. Continued engagement workshops to sort through what ideas are the most promising. Optimistic there will be more money, but not enough to go around. Trades off will be required. Multiple opportunities to provide input. WSDOT will break down the numbers.
- d. Next step is to evaluate different budget scenarios with dollar amount inputs based on implementer feedback.
- e. Decision in May on final CTR budget formula recommendation.

**8. CTR survey updates – Rebecca Jabbar**

- a. Rebecca shared the [CTR-tool replacement presentation](#)
- b. Online office hours between April – June. Drop-in sessions and functionality. Survey Monkey in the chat to identify implementer availability.
- c. Encourage implementers to attend office hours.

**9. State Agency CTR – Christie Stelzig**

- a. Christie shared [February State Agency CTR Update \(tdmboard.com\)](#)
- b. explained there's a need to update state agency board. We're working on defining the roles and processes, updating CTR guidance and resources.
- c. So far, reviewed the guidance and assessing for CTR plan and telework guidance.
- d. Updated CTR guidance.
- e. Next up is updating the guidance and reporting. Drafting 23-25 state agency action plan.

**10. Legislative updates – Ricardo Gotla, Karen Parkhurst**

- a. According to Mobility Partnership Grant proposal legislative champions, there's a desired to support the proposal at a scaled back level. \$5-\$10M.
- b. Possible discussion of excluding some counties from eligibility.
- c. Very exciting that proposal has tracking.
- d. Karen asked approval from the committee for the Legislative Working Group to make decision on proposal that require a quick response.
  - i. Group approved and authorized the committee to make decision on time sensitive issues.

Meeting adjourned at 12:00 PM