

Transportation Demand Management Technical Committee



Meeting Minutes

May 3, 2023
Virtual meeting
10:00 AM – 12:00 AM

TDM Technical Committee members present:

X	Marshall Elizer, chair	X	Jennifer Hass	X	Michelle Rasmussen	Michael Villnave
X	Alan Adolf		Olivia Holden		Staci Sahoo	Dustin Watson
	Mary Anderson	X	Kristin Melcher	X	Heidi Speight	Tiff West
	Zach Carstensen		Karen Parkhurst	X	Kim Stolz	Bryce Yadon
	Carol Cooper					

WSDOT staff present: Maya Agarwal, Bill Baumann, Katie Bunge, Sylvia Crum, Ricardo Gotla, Patrick Green, Rebecca Jabbar, Christina Noddings, Stan Suchan, Carol Thompson (consultant), Emily Watts,

Meeting convened at 10:00 AM

1. Welcome and opening remarks – Marshall Elizer

- a. Marshall welcomed Transportation Demand Management (TDM) Technical Committee members, reviewed meeting purpose, and took attendance.
- b. Invited the group to the TDM Executive Board meeting on May 17, 2023, where Joe Minicozzi will do a presentation.
- c. Introduced Maya Agarwal, a new Washington State Department of Transportation (WSDOT) staff member, who will be supporting the WSDOT TDM team’s efforts.
- d. Requested that guests and non-committee members please keep comments in the chat as opposed to discussion with the larger group.
- e. The group approved the [April 2023 TDM Technical Committee meeting minutes](#).

2. Public Comment

- a. None

3. TDM program work plan status update – Ricardo Gotla

- a. Ricardo reviewed the [TDM program workplan](#) and provide status on individual projects.
- b. Projects are on track
- c. The TDM Technical Committee will vote on the 23-25 Commute Trip Reduction (CTR) funding formula and budget at today’s meeting.

- d. One potential risk may be the Boeing pilot. Ricardo will update the group on status of pilot at next meeting.
 - e. [CTR Tax Credit overview](#) and update: the team has developed and submitted its Agency Request
4. **2023 legislative session summary** – Ricardo Gotla
 - a. Ricardo shared [2023 legislative session highlights](#).
 - b. This year the legislature funded transit commitments.
 - c. Additional bills seek to adjust the Growth Management Act (GMA), advance Transit-Oriented Development (TOD), and affordable housing.
 5. **2024 Agency Requests and legislative priorities (decision)** – Ricardo Gotla, Patrick Green
 - a. Patrick reported out on the [Tax Credit extension/modification](#).
 - b. Ricardo reported back on the mobility partnerships grant.
 - c. There was not a quorum at the meeting today and thus no vote, but the committee expressed its support for continued work.
 6. **CTR Survey updates** – Sylvia Crum
 - a. Sylvia provided an [overview of the CTR survey tool replacement](#); project is on track.
 - b. WSDOT staff are meeting regularly with Ride Amigos.
 - c. Boeing pilot is in process. Anticipate that it will be ready in May/June 2023 for testing.
 - d. WSDOT staff are seeking implementers to test the new survey tool.
 7. **CTR Program Budget (decision)** – Sylvia Crum, Ricardo Gotla, Stan Suchan
 - a. Sylvia shared a [presentation on the proposed 2023-2025 statewide CTR budget](#).
 - b. The CTR budget that the TDM Technical Committee votes on today will be assessed in 2025. Subsequently it will operate on a four-year schedule.
 - c. Transportation Demand Management (TDM) team worked with the TDM Technical Committee and CTR Implementers to refresh the CTR budget, for 2023-2025 biennium, in order to incorporate new money from the Move Ahead WA transportation package and refresh the CTR program, after a 10-year funding formula freeze.
 - d. The budget work covers \$9 million coming to the CTR program from the Multimodal Fund and the Climate Commitment Act money, representing a 58% increase from the current \$5.7 million.
 - e. The engagement process (beginning January 2023) included coordination with CTR Jurisdictions, implementers and stakeholders to draft a budget proposal and an acceptable funding formula to allocate funds to jurisdictions.
 - f. Although several implementers recommended that the new funding formula incorporate equity, the group determined that instead of using equity as a factor in the funding allocation formula, it would be better to move our equity work to the State’s budget, for the next biennium. Defining equity for this work was very challenging. Furthermore, the newly-formed Environmental Justice (EJ) Council will be developing guidance and requirements for the State of Washington’s Healthy Environment for All (HEAL) Act money, and the WSDOT Public Transportation Division was directed not to delay grant awards while the EJ Council develops this guidance. The TDM Technical Committee will incorporate equity by continuing to pursue the Mobility Partnership Grants proposal, considering equity in CTR 4-year plans, and studying CTR effects on vulnerable populations in overburdened communities and tribes.
 - g. 2023-2025 budget breakdown:
 - \$6,159,000: grants

- \$2,841,000: state staffing, systems and other support
- \$9,000,000: total

Grant formula:

- Step 1. Provide \$31,250 to each CTR-affected city and unincorporated area of a CTR-affected county (cities).
- Step 2. Take remaining funding and distribute on a per worksite basis to cities with more than 5 worksites.
- Step 3. Round totals to the nearest hundred.

Timeline:

- Step 4: Revisit this formula in 2 years, to apply lessons learned in 2023-2024 biennium

Equity proposal:

- Shift equity focus out of jurisdictions’ funding allocation
- h. CTR program budget adoption:
- Motion by Karen Parkhurst to adopt the proposed CTR budget
 - Seconded by Alan Adolf
 - The group did not have a quorum present, and were unable to vote to adopt the proposed budget.
 - Action: take motion out of meeting and solicit a vote from the committee via email.
- i. **Decision:** the TDM team later solicited a vote from the TDM Technical Committee to approve the above CTR program budget, requesting responses by May 8, 2023. **The committee approved the 2023-2025 statewide CTR program budget** via email with the following tally:

TDM Technical Committee Member	Vote Yes	Vote No
Alan Adolf	X	
Mary Anderson	X	
Zach Carstensen	X	
Carol Cooper	X	
Marshall Elizer		
Jennifer Hass	X	
Olivia Holden	X	
Kristen Melcher	X	
Karen Parkhurst	X	
Michelle Rasmussen	X	
Staci Sahoo	X	
Heidi Speight	X	
Kim Stolz	X	
Michael Villnave	Non-voting member	
Dustin Watson	X	
Tiff West	No response	
Bryce Yadon	No response	
Totals:	13	0

8. **Rideshare Online** – Carol Thompson, Jason Halvorson

a. Carol and Jason provided an [overview of RideshareOnline.com](#):

- Contracts end March 2025
- Advisory group process
- High level options about the technology and procurement.
- Timeline: PTD management to review alternatives summer 2023, completed direction fall 2023.

Meeting adjourned at 12:00 PM