

Transportation Demand Management Technical Committee



Meeting Minutes

June 14, 2023
Virtual meeting
10:00 AM – 12:00 AM

TDM Technical Committee members present:

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

WSDOT staff present: Maya Agarwal, 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 Announcements – Marshall Elizer

- a. Association for Commuter Transportation (ACT) and American Association of State Highway and Transportation Officials (AASHTO) signed partnership agreements. They will jointly convene activities, professional development, and enhance Transportation Demand Management (TDM) in Department of Transportation (DOT) initiatives.
- b. ACT conference is coming up in Seattle, July 30-August 2, 2023.
- c. Washington State Transit Association (WSTA) conference is coming up in Vancouver, August 12-15, 2023.
- d. A reminder to attendees that this meeting is focused on decisions and information for the Technical Committee.
- e. Joe Minicozzi presentation from the May 3, 2023 Technical Committee meeting is available, which offers recommendations of further readings.
- f. [May 2023 TDM Technical Committee meeting minutes](#) approved.

2. Public Comment

- a. None

- 3. TDM Program Work Plan Status Update – Ricardo Gotla**
 - a. Ricardo reviewed the [TDM program workplan](#) and provided status on individual projects, including:
 - Projects are moving forward successfully.
 - The Training for Commute Trip Reduction (CTR) cities, counties and regions to deliver existing CTR Program project is complete.
 - Mobility Partnerships Proposal project: setting up meetings to strategize.
 - Karen Parkhurst commented that the Technical Committee members should understand that unless the Mobility Partnership Grant is approved as an agency-level request, the TDM Technical Committee (or another entity) should lead. WSDOT staff are unable to lobby for this initiative, unless the agency makes a request. Ricardo indicated that TDM partners and Washington State Department of Transportation (WSDOT) should be aligned and lead on the Mobility Partnership Grant.
 - CTR Administrative workplan:
 - Patrick noted that several implementers provided feedback. This is a living document, and there will be minor tweaks.
 - CTR Surveys 2021-2023 project is wrapping up.
 - CTR Tax Credit Update project: government legislative team needs to respond to the application for an agency request.
- 4. Group Icebreaker – Maya Agarwal, Sylvia Crum**
 - a. Meeting participants went into breakout rooms for the icebreaker session.
- 5. 2023-2025 CTR Guidebook – Ricardo Gotla**
 - a. Some elements were removed, streamlined, and added to improve usability.
 - b. Several implementers provided feedback, but did not identify any fatal flaws.
 - c. Staff will post a model CTR Administrative Workplan on the [TDM Executive Board and Technical Committee website](#) and also distribute it.
 - d. The guidebook is a living document, and as need arises it may require modifications.
- 6. State CTR Plan – Patrick Green**
 - a. Patrick reported out on the [State CTR Plan](#).
 - b. Staff anticipates a decision at the July 13, 2023 TDM Technical Committee meeting.
- 7. Tax Credit – Patrick Green**
 - a. Patrick reported out on the tax credit.
 - b. Working with WSDOT government relations to confirm the tax credit will be an agency request in 2024.
- 8. CTR 4-Year Plan Guidance – Sylvia Crum**
 - a. Sylvia shared the vision, timeline, key issues, and possible workshops for the [CTR 4-Year Plan guidance rollout & plan development](#).

9. Equity Research – Katie Bunge

- a. Katie provided an [overview of the CTR program's equity study](#), including:
 - Context: statewide requirements (Healthy Environment for All [HEAL] Act, Climate Commitment Act); and project brief (goals, outcomes, deliverables, partners, stakeholders, timeline).
 - Context of the equity study's place within the larger WSDOT approach to equity requirements: the equity study will be a valuable pilot/test on implementing HEAL Act requirements.

10. CTR Survey Updates – Rebecca Jabbar

- a. Rebecca provided an [update on the CTR survey tool replacement](#), including:
- b. Timeline, differences between the Washington State University tool and the RideAmigos tool, new response rate policy, and new CTR identification numbers.
- c. Detailed review of the Boeing survey pilot, initial participant feedback, and anticipated survey modifications based on lessons learned.

11. CTR Report to the Legislature – Ricardo Gotla

- a. Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) updates.
- b. Combined with mobility report, a draft is due in September 2023. WSDOT will use the [2021 Public Transportation Mobility Report](#) as a model for its update.
- c. The TDM Technical Committee should expect engagement as part of this effort.

Meeting adjourned at 11:44 AM.