Transportation Demand Management Technical Committee

Meeting Minutes

July 13, 2023
Virtual meeting
10:00 AM – 12:00 AM

TDM Technical Committee members present:

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

WSDOT staff present: Maya Agarwal, Sylvia Crum, Patrick Green, Linda Howell, Rebecca Jabbar, Stan Suchan, Carol Thompson (consultant), Emily Watts, Brian Lagerberg, Christie Stelzig, Michael Wandler, Matthew Cramer

Meeting convened at 10:00 AM

1. **Welcome and Announcements** – Marshall Elizer
   a. A reminder that the Transportation Demand Management (TDM) Technical Committee is a formal board with the intent of completing its agenda and memorializing its actions. Members of the public are invited to voice interests and concerns during the allotted time, or post in the chat.
   b. The Commute Trip Reduction (CTR) 2023-2025 Biennium Guidebook is available online.
   c. A reminder that the Public Transportation Conference with Washington State Transit Association (WSTA) is on Aug 12-15, 2023 in Vancouver, WA.
      • To register: click this link
   d. Ridesharing Institute is hosting an online conversation about the state of pooling in Washington DC and Washington State. Speakers are Nicholas Ramfos, Director of Transportation Operations Programs at Metropolitan Washington Council of Governments, Washington DC, and our very own Stan Suchan, Head of Practical Solutions, WSDOT.
      • Date: July 27, 2023
      • Time: 12:00 PM Pacific Time
      • To register: click this link
   e. The Technical Committee meeting does not have a quorum today. Committee decisions will occur via email unless the Committee achieves quorum.

2. **Public Comment**
   a. None

3. **TDM Program Work Plan Status Update** – Stan Suchan
   a. Stan reviewed the project listing and provided brief status updates on the projects in the [TDM program workplan](#).

4. **CTR Survey Updates** – Rebecca Jabbar
   a. Rebecca provided an update on the CTR survey tool replacement, including:
      - Launch party on July 26, 2023, 2:30 PM. It is not a training, but a tour of the tool and its log-in credentials.
      - WSDOT sent four training invitations, but all are not required. Implementers and employee transportation coordinators (ETCs) may attend one or more, if desired.
        o Find [launch party and training login information here](#)
      - Training documentation to follow.
      - Another email to follow with consolidated information/meeting schedules.

5. **State CTR Plan** – Patrick Green
   a. Patrick reported out on the [State CTR Plan](#), providing an overview of the plan draft and the process. The draft plan will be used to guide city, state and regional 2025-2029 CTR Plan development.

   b. **Decision:** The vote passed.
      Due to not having a quorum at the meeting, the TDM team solicited an email vote after the meeting to approve the draft [State CTR Plan](#).

Name	Vote Yes	Vote No
Alan Adolf		
Mary Anderson	X	
Zach Carstensen		
Carol Cooper		
Marshall Elizer		
Jennifer Hass	X	
Olivia Holden	X	
Kristen Melcher	X	
Veronica Jarvis, on behalf of Karen Parkhurst	X	
Michelle Rasmussen	X	
Staci Sahoo		
Heidi Speight	X	
Kim Stolz	X	
Michael Villnave	Non-voting member	
Dustin Watson		
Tiff West		
Bryce Yadon	X	
Totals:	9	0

6. **CTR 4-Year Plan Guidance** – Sylvia Crum
   a. Sylvia reminded the group that WSDOT published an updated [CTR Administrative Guidebook](#).
   b. She also discussed work on draft guidance and templates for local/regional CTR 4-year plans. Template and draft guidance will be ready for use on August 1.
   c. Remote work draft policy presentation: WSDOT wishes to provide clearer guidance on telework and remote work. WSDOT issued temporary guidance in 2021 when it didn't have enough data for decisions. Sylvia shared a [draft Proposed CTR Telework and Remote Work Policy](#). In summary, it states:
      - Employees who telework full-time, part-time, or occasionally are CTR-affected.
      - Remote workers are not CTR-affected if they meet all three of the following requirements:
        o work from home or a site near home, and
        o come to the worksite once per year or less, and
        o live outside a commutable distance from their worksites.

      The draft policy suggests that teleworkers would be CTR-affected, while remote workers (a small group) would not be CTR-affected.

      Group discussion:
      - Jennifer Hass asked whether the implementer group responded to the proposal. Answer: Yes, WSDOT heard back from a few implementers. WSDOT and the TDM Technical Committee should make a decision prior to the survey cycle beginning this September.
      - Heidi Speight indicated that as an employer, it is not always practical to identify the employees who are "remote," and asked where there is a method to remove those who are CTR-affected?
        o Answer: It is difficult for ETCs to determine who commutes in this way. WSDOT needs to provide the policy. Stan suggested that implementers should survey regardless because the count may be small. The policy is more impactful between cities and employers, particularly for employers who would fall below the 100-employee count as a result. This is likely a rare occurrence.
      - Comment from Mary Anderson: Preference that WSDOT defines "commutable distance." Coming to the worksite "once per year or less" criterion seems random.
        o Answer: WSDOT is trying to identify those who are truly not ever coming into the office. Stan mentioned that a commutable distance is not a geographically applicable metric.
      - Comment from Olivia Holden: Commutable distance shouldn't play a role at all. Comment from Michael Wandler: Encouraged group to consider what removing "commutable distance" would do for the program. For example, removing this third criteria would mean that a full-time teleworker who never travels to an office, would no longer be CTR-affected. Many affected worksites feature employees who fit that description.
      - Comments from multiple attendees: desire for WSDOT to identify a "commutable distance."
   d. Sylvia will package thoughts for consideration and continue the discussion electronically.
   e. **Decision:** The vote passed.
      Due to not having a quorum at the meeting, the TDM team solicited an email vote after the meeting to approve the [Final Proposed CTR Telework and Remote Work Policy](#).

Name	Vote Yes	Vote No
Alan Adolf		
Mary Anderson	x	
Zach Carstensen		
Carol Cooper		
Marshall Elizer		
Jennifer Hass	x	
Olivia Holden		
Kristen Melcher	x	
Veronica Jarvis, on behalf of Karen Parkhurst	x	
Michelle Rasmussen	x	
Staci Sahoo		
Heidi Speight	x	
Kim Stolz	x	
Michael Villnave	Non-voting member	
Dustin Watson	x	
Tiff West	x	
Bryce Yadon	x	
Totals:	10	

7. **Equity Research Project** – Linda Howell
   a. Linda provided an overview of the draft CTR Equity Study Project Brief, beginning with an overview presentation
   b. Meeting participants broke into breakout rooms where facilitators led a discussion of the following questions:
      - What is one thing you like about the brief?
      - What is one thing you would change?
   c. After returning to the main meeting, participants reported out on their group's discussion. Key takeaways from the discussion:
      - Appreciation of the effort to bring an equity lens to the program.
      - Lack of clarity around the meaning of "equity" to WSDOT.
      - Challenges with finding the brief understandable.
      - Suggestion to focus on mobility rather than air quality.

8. **CTR-Affected Designation for Cities** – Maya Agarwal
   a. Maya provided an overview of the project, its purpose, background, timeline, and milestones.
   b. The project will update policies and practices around determining which cities are designated as "affected" by the State CTR law.
   c. Background: the CTR law is written so that a city or county becomes CTR-affected when it meets three criteria:
      - location in an urban growth area (UGA)
      - presence of a major employer worksite
      - one-hundred-person hours of delay for a highway segment

d. WSDOT is doing this project because UGAs are listed in the Washington Administrative Code (WAC), but city status may have changed over time (e.g., some cities no longer have a major employer, or they have a major employer and are not in the WAC). Also, the "hours of delay for a highway segment" is no longer a relevant metric because WSDOT hasn't collected those data in ten years. Cities want direction and additional cities trigger funding impacts.

e. Goal at conclusion of project: WSDOT will have a new list of CTR-affected cities; and an updated method, policies, and guidance documents to clarify WSDOT's approach to this matter.

Group discussion:
- Olivia Holden asked why WSDOT is focusing on cities only.
  - Answer: Broadening to counties or regions that would be CTR-affected would require additional funding that the CTR program does not have.

9. **Mobility Partnerships Grant Proposal – Stan Suchan**
   a. WSDOT will not advance proposal as an agency request, but will support it in other ways, e.g., testifying, communicating to decision makers the agency's support, etc.

10. **Legislative Report: Preparation for Biennial Mobility Report** – Stan Suchan
    a. No decision required at this meeting.
    b. WSDOT prepares CTR report to the legislature every other year.
       - The previous drive alone rate goal – did we achieve it?
       - A meeting participant suggested that WSDOT include stories from real people in the report.

11. **Closing Remarks** – Marshall Elizer
    a. No TDM Technical Committee meeting in August 2023. Next meeting is Wednesday, Sep. 6, 2023.

Meeting adjourned at 11:57 AM.