

Transportation Demand Management Technical Committee



Meeting Notes

December 13, 2023
10:00 AM – 12:00 PM

Microsoft Teams

Technical Committee members:

x	Marshall Elizer, chair	x	Angie Coulter	x	Heidi Speight		Tiff West
x	Alan Adolf	x	Jennifer Hass		Kim Stolz	x	Bryce Yadon
x	Mary Anderson	x	Olivia Kahn		Michael Villnave		
	Zach Carstensen	x	Veronica Jarvis	x	Dustin Watson		
x	Carol Cooper	x	Staci Sahoo				

TDM Executive Board members:

	Roger Millar, chair		Celeste Gilman		Kent Keel		Lua Pritchard
	Dave Anderson		Eric Hansen		Charles Knutson		Matt Ransom
	Ken Casavant		Kirk Hovenkotter		David McFadden		Melanie Truhn
	Christine Cooley		Ric Ilgenfritz		Susan Meyer		Laura Watson
	Katie Garrow		Laura Johnson		Chris O'Claire		Anna Zivarts

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

Meeting convened at 10:00 AM by Marshall Elizer.

Meeting purpose statement:

Welcome and Announcements:

Marshall welcomed committee members and partners, took roll call, noted that committee member Kristen Melcher accepted a position with PTD and resigned from the committee. He congratulated People for People and Downtown on the Go for being Transportation Choices 2023 Hall of Fame Inductees. He also congratulated TMD Executive Board member, Kirk Hovenkotter?, on his new role as Transportation Choices Coalition's new executive director.

Sylvia announced that RMG grant call for projects will open January/February 2024. It is the primary competitive funding for CTR jurisdictions. Eligible applicants include cities, counties, ports, and public transit agencies. Eligible projects include TDM, vehicles, capital construction and operations. CTR funds can be used as a match for Regional Mobility Grants, because CTR funds are allocated with a formula!

Question: What is an example of a good CTR project to submit for a Regional Mobility Grant?

Answer: TDM projects of all sorts (including planning projects) are a good fit for this competition. Because the grants are typically small, there is a capacity for many TDM projects around the state. We encourage you to read the guidance when it is released and think about submitting programs that will reflect criteria to reduce trips and connect communities (e.g., TDM programs that serve vulnerable populations, programs that support non-commute trips).

WSDOT Active Transportation is hiring an [Education and Engagement Planner](#).

Ricardo welcomed Angie Coulter from Community Transportation Association of the Northwest (CTANW) as the newest TDM Technical Committee member.

Public comment: None

CTR Tax Credit – Decision item

Jennifer and Patrick presented on a [proposed amendment to the CTR tax credit](#). Since 2016 CTR tax credit applicants have decreased mainly among small and mid-size businesses. The tax credit must go to the state legislature to get the tax credit amended and extended. It will expire in June 2024 if no action is taken. However, the legislature may discuss renewal and amendment before expiration.

[Joint Legislative Audit & Review Committee \(JLARC\) Tax Credit Study](#) recommended renewing the credit. The TDM Technical Committee and implementers, supported by WSDOT, engaged with stakeholders who overall supported keeping the tax credit and increasing the number of applicants statewide.

The TDM Technical Committee and implementers proposed amendments to the tax credit to increase the number of applicants:

- Increase the total credit cap in line with inflation from \$2.75M to \$4.3M.
- Increase the per employee cap from \$60 to \$100 per employee.
- Eliminate the “50% of total incentive cost” from the “per employee” cap limitation.
- Reduce the “per employer cap” from \$100K to \$50K.

The Senate Transportation Committee has requested a recommendation from the TDM Technical Committee in December 2023. The TDM Technical Committee and implementers seek a recommendation from the Technical Committee to move forward with the proposed amendments. Please remember that any recommendation from this committee is one voice, among other stakeholders, that the legislature will consider; the legislature makes the final decision.

Question: What is the purpose of lowering the per employer credit cap?

Answer: The full suite of proposed amendments will maximize efficiency for small- to mid-sized employers.

Comment: Marketing and training should be provided by the state if the goal of the proposed amendments to the tax credit is to increase the number of employer applicants.

Response: WSDOT staff will consider how to provide technical support to implementers to help inform them of the tax credit.

Question: Is it in the WSDOT work plan to provide technical assistance for CTR tax credit?

Answer: WSDOT will add this technical assistance to its internal work plan.

Question: Have small businesses indicated the reasons that they (generally) did not apply for the CTR tax credit (and that the proposed amendments will rectify this)?

Answer: WSDOT's engagement included outreach to small businesses, but we did not hear directly from many small businesses. Nonetheless, our analysis suggests that the full suite of proposed amendments will maximize efficiency for small- to mid-sized employers, encouraging them to apply for the program.

Question: Will the low response from small business make it difficult to renew the tax credit with these proposed amendments?

Answer: We believe that increasing the amount of subsidy that targets small employers, plus technical support, and marketing, will help.

Decision:

Jennifer motioned to approve the modifications above to the tax credit. Carol Cooper seconded. Vote unanimously passed.

Look Ahead: 2024 Legislative Session

Bryce flagged important items for the upcoming legislative session:

- The upcoming legislative session is a short session (60 days) beginning in January 2024.
- The legislature will be focused on the Climate Commitment act (CCA) repeal, and potentially the next round of transportation funding (despite the outcome of the CCA repeal)
- Unlikely that big bills or new revenue will occur in the 2024 session.

Question: This committee voted today to approve the recommended proposed amendments to the CTR tax credit. How likely is it that the legislature will amend the CTR tax credit?

Answer: An increase in funding for the CTR tax credit may not be likely. Suggestion to extend the tax credit for two years; meanwhile there will be an opportunity for a larger conversation on the future of the transportation budget.

CTR-Affected Designation for Cities

Maya updated the committee on the [CTR-Affected Designation for Cities project](#), including project purpose, key issues, and proposed interim guidance: WSDOT will not

consider providing grant funding to cities not designated as CTR-affected in the WAC until 2025. Objection or concerns to the proposed interim guidance were not raised.

Comment: Staff should consider an edit to guidance of not providing CTR grant funding to new cities. For example, staff could highlight Regional Mobility Grant opportunity for TDM funding.

Question: Might a new methodology to determine CTR-affected status impact currently affected cities?

Answer: Yes, it is possible. Staff are aware this will be an item to consider as we develop the new methodology.

Question: Have you laid out a timeline?

Answer: Project schedule (subject to change) is provided below.

TIMELINE	TASK/MILESTONE
Now – 2026 (ongoing)	Temporary processes and practices (interim strategy): modified as needed.
Winter 2024	Recommended option(s) or method(s) to determine CTR-affected status.
Mid-2025	<ul style="list-style-type: none"> Documented new method and new list of CTR-affected cities. Recommended updates to rules (WAC), division policies (POL), and practices necessary to implement documented method.
Mid-2027	<ul style="list-style-type: none"> Updated policies and guidance documents. Training and technical assistance materials.
Late 2027	<ul style="list-style-type: none"> Engagement
2027-2029	<ul style="list-style-type: none"> Place CTR-affected cities on a new list. New list to be used in CTR Budget, for CTR contracts in the two bienniums of 2029-2033
2029-2033	<ul style="list-style-type: none"> State CTR budget reflects the new list of CTR-affected cities.

CTR Tool Update

Rebecca provided an overview of how the launch went this fall, what jurisdictions have tried so far, and what we can expect, and next steps. Launch went well overall. Thurston County has been surveying all its worksites to help us identify issues so that we can rectify them before others start surveying. For example, we have made some small tweaks to the language of the questions.

CTR 4-Year Plan Regional Kick-off Meetings

Sylvia informed the committee of the [schedule of regional kick-off meetings](#). The purpose of the meetings is to gather partners to discuss the process for developing and getting approval for regional 4-year plans in June 2025. Some implementers might need CTR 4-year plan performance measures approval.

Performance targets key points. Guidance for 2025-2029 City, County, Regional Commute Trip Reduction Plans is available online on the [TDM resources webpage](#), under the “CTR Planning Guidance” heading. Appendix B identifies performance targets for commute trip reduction plans as part of 4-year plan development. Options 1 and 2

indicate performance targets that are already approved. If jurisdictions wish to use Options 3 or 4, they must receive approval from the TDM Technical Committee.

The committee requested the process for Option 3 and 4 performance target approval included:

- A consistent review process, perhaps using a template.
- Approval could occur over email.
- A standing agenda item to ensure that the committee is aware of the process.

Top 5

Angie Coulter provided an overview of [CTANW](#) and CTANW's [legislative](#) work, which include Initiatives in Washington, Oregon, and Idaho that support specialized transportation funding efforts that ensure safe, affordable, high quality, competent, accessible, multi-modal transportation options available to all people, regardless of age, income or ability.

CTANW's [2024 annual summit](#) will occur April 17-19 in Ocean Shores, WA.

Closing remarks

Marshall thanked the committee, implementers and partners for their hard work in supporting TDM across Washington and reminded everyone that the next TDM Executive Board meeting is scheduled for Wednesday, December 20, 10:00 a.m. – 12:00 p.m and the committee will meet again on Thursday, January 11, 10:00 a.m. – 12:00 p.m.

Meeting adjourned at 11:53 AM.