

Transportation Demand Management Technical Committee



Meeting Minutes

February 8, 2024
10:00 AM – 12:00 PM

Microsoft Teams

Technical Committee members:

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

TDM Executive Board members

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

WSDOT staff present: Maya Agarwal, Ricardo Gotla, Laura Moxham, Patrick Green, Carol Thompson (consultant), Brian Lagerberg, Emily Watts

Meeting convened at 10:02 AM by Marshall Elizer.

Marshall welcomed the committee, implementers, and partners.

Olivia announced that the [Washington State Ridesharing Organization \(WSRO\) 2024 conference](#), “How a Great City Moves,” will be held in Spokane, WA September 29th through October 1st, 2024. WSRO will open a call for speakers in April 2024.

Marshall reminded that group that the joint committee and board retreat is scheduled for Nov 6-7, 2024 in downtown Seattle. Staff is developing a draft retreat purpose and outcomes and will solicit input from the committee. Heidi Speight and Mary Anderson volunteered to provide feedback on the draft.

Staff are also seeking facilitator recommendations for the retreat. If committee members have any suggestions, please forward them to Maya.

Alex Hudson is Commute Seattle’s new Executive Director. Staff invited her to serve on the board and is awaiting a response.

WSDOT is seeking to fill its transportation planning specialist 4 position that was previously held by Sylvia Crum. The job announcement will be published soon. Please help spread the word.

Public comment: None

CTR 4-year plan milestone minute

Carol shared February [Milestones and timelines](#) that CTR implementers should achieve in order to complete their CTR 4-year plans on time. This include identifying and reviewing planning resources. Who are your staff and partners who will help inform and review your plans?

Implementers can find the timeline in the [guidance on the TDM website](#). This timeline is going by quickly – implementers should not delay on CTR Plan development.

We hope that implementers have already:

- developed a workplan and timeline, and
- selected the performance measurement that make sense for their jurisdiction.

These are valuable tools that will help implementers get to June of 2025 with a completed and approved CTR 4-year plan.

Debbie Germer, Senior TDM Planner, Pierce County Planning & Public Works, shared her experience. She suggested that implementers refer to WSDOT's guidance. It is well written and a great resource. In particular, the sample plan is very helpful.

Committee members discussed the workload to prepare CTR 4-year plans, and the concern that it could redirect effort from other tasks. Because implementers have not prepared CTR 4-year plans in many years, and because this time they are learning WSDOT's new survey platform, this planning cycle may require more effort than future planning cycles.

Please send questions to TDM@wsdot.wa.gov.

Regional Mobility Grant 2025-2027 pre-application process

Megan Reardon shared [information on the preapplication process](#) for 2025-2027 [Regional Mobility Grants](#) (RMGs) including purpose, funding source, eligible project types, eligible applicants, schedule, match, and evaluation criteria.

Applicants must first submit a pre-application if they wish to seek a Regional Mobility Grant. Pre-application deadline: 3 p.m. Tuesday, March 5. Strict deadline, no late applications accepted.

WSDOT encourages applicants to submit a pre-application even if their project is not yet fully formed.

Applicants submit pre-applications through [WSDOT's Grants Management System](#). WSDOT encourages applicants to register here if they have not already done so.

For this biennium newly eligible applicants are regional transit authorities, regional transportation planning organizations, and metropolitan planning organizations.

An eligible project may include elements of more than one eligible project type.

Please submit questions to ptdgrants@wsdot.wa.gov

Discussion:

Question: Are roundabouts an eligible construction cost?

Answer: Yes, Megan believes so, and will follow up with confirmation via email to the inquirer.

Question: Are Regional Mobility Grants federal or state funding?

Answer: They are state funding.

Question: Will the grant criteria include an environmental justice component?

Answer: We don't yet know how environmental justice will impact this grant cycle; this is in process.

Question: Applicants may apply for two-or four-year projects, but construction projects often take longer to complete due to unforeseen issues. Should construction project applicants apply for a four-year project?

Answer: Yes, applying for a four-year project could be a good strategy for a construction project.

Question: Is purchase of e-bike vouchers an eligible project?

Answer: Megan will follow up with confirmation via email to the inquirer.

Question: When will applicants hear from WSDOT whether they should submit a full application?

Answer: Submitting a full application is the choice of the applicant; it is not decided by WSDOT. WSDOT will review pre-applications and may submit feedback to applicants that may influence the full application. To save time, it's encouraged that applicants prepare their full application while WSDOT reviews pre-applications, and be ready to incorporate the WSDOT feedback into the full application if desired.

Legislative update

Bryce explained that the transportation budget will likely be out for public review February 14th or 15th. The main question will be how the budget will distribute extra Climate Commitment Act (CCA) funds. He anticipates the budget will distribute extra CCA funds across capital, operating, and transportation budgets. The transportation budget will not create new programs but will add to existing programs, though he doesn't yet know which programs. Potential programs to receive additional funding may be electrification and capital facilities.

Extension of the CTR tax credit should be in the senate transportation budget. This is a one-year extension of the status quo; otherwise the CTR tax credit in its current form would expire in June 2024.

Question: Will the Mobility Partnerships Grant proposal go to the legislature?

Answer: This item was set aside because the leadership preferred to fund efforts for which they had adequate information. Community Transportation Association of the Northwest (CTANW) intends to hire a lobbyist to advance, champion, and develop strategy for this \$24 million request in the 2025 legislative session.

Draft 2024 committee and board work plan

Ricardo presented the committee's [2024 TDM workplan](#). Key work items and decision points for the committee will be the mobility partnerships grant proposal, reviewing and approving regional CTR 4-year plans, and planning for the retreat in November.

Ricardo will share the work plan via email to committee members for review and comment.

TDM Technical Committee term limits

Ricardo presented a [brief](#) on potentially adding term limits to the committee's bylaws. The CTR statute dictates the technical committee's composition and prescribes four-year terms for many seats but makes not mention of term limits.

For the committee's consideration is a proposal to limit the number of consecutive four-year terms a committee member can serve.

Discussion:

Question: What is the difference between the two proposed statements?

Answer: The first encourages. The second dictates.

Question: Would it still be a 16-member committee?

Answer: The committee's composition would remain the same.

Question: Adding some historic information regarding technical committee service would be helpful.

Answer: We are in a new phase of technical committee, with a refresh and rebranding in 2019, establishment of the TDM Executive Board, and a focus on equity. During this transition there was some shuffling of technical committee members, and there were some challenges with the process. Adding the proposed change to the bylaws would allow for fresh ideas to come onto the board, add some rigor to the process of recruiting technical committee members, and help WSDOT staff prepare to recruit for upcoming expiring seats.

Question: Could technical committee members leave the technical committee at the end of their term for some time, and then later come back to serve on the technical committee?

Answer: Yes, this would be allowable in either option.

Question: Regarding the option that reads, “Committee members who serve in termed positions are limited to serving in the same seat for more than two consecutive four-year terms,” if the goal is to get fresh ideas on the committee should the term limits be strict, not allowing a member to change their seat and begin a new term beyond their two consecutive four-year term limit?

Answer: We suggest maintaining flexibility. For example, it has been challenging to fill the RTPO seat. We would like for the committee to have some discretion.

This conversation is to be continued. We would like to hear from more committee members. We will continue to bring this up at future committee meetings.

CTR Implementers’ Open Floor

Question: Seeking advice. Vancouver received this biennium’s RMG and has just launched a new program. Given its budget, should Vancouver expand their program to a larger geography and serve a greater population, or focus in on a smaller geography and population and have more robust program including more individualized marketing?

Answer: Suggestion to focus on a smaller geography because individual attention influences behaviors and can make a difference in mode shift.

Closing remarks

Marshall reminded the group that the TDM Executive Board meets Wednesday, February 21, 10:00 a.m. – 12:00 p.m., and the next TDM Technical Committee meeting is Thursday, March 7, 10:00 a.m. – 12:00 p.m.

Meeting adjourned at 11:38 AM.

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