

Transportation Demand Management Technical Committee



Meeting Minutes

April 4, 2024
10:00 AM – 12:00 PM

Microsoft Teams

Technical Committee members:

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

*Non-voting member

TDM Executive Board members

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

WSDOT staff present: Maya Agarwal, Laura Moxham, Patrick Green, Carol Thompson, Stan Suchan, Brian Lagerberg, Rebecca Jabbar

Meeting convened at 10:02 AM by Marshall Elizer.

Welcome and announcements – Marshall Elizer

Marshall welcomed the committee, implementers and partners. Marshall announced that [early bird registration](#) is now open for the Washington State Ridesharing Organization (WSRO) conference (“How a Great City Moves,” Spokane, Sep. 29 – Oct. 1, 2024). Olivia Kahn shared that WSRO has released a [call for presenters](#).

Patrick announced that Washington State Department of Transportation (WSDOT) has completed its Transportation Planning Specialist (TPS) 4 hire: Wren Barulich, who has experience in both the consulting and nonprofit sectors (including Commute Seattle), will start April 16. Recruitment for a TPS3 position is also underway.

Maya shared that WSDOT is in the procurement process for facilitation services for the joint retreat (Nov. 6-7, 2024) with Lisa Voight (of Eudaimonia Rising); she is formerly with King County Metro, and recommended by Carol Cooper.

Michael Villnave introduced Paul Muppidi, who will be replacing him as Federal Highway Administration (FHWA) representative.

Commute Seattle is seeking a new [Education and Events Specialist](#). The person in this role will be part of a team that delivers transportation demand management (TDM) consulting services, events, marketing, and data collection/visualization for hundreds of the largest employers and properties in the City of Seattle. Applications accepted through Wednesday, April 10.

Public comment: None

DECISION: City of Kirkland Commute Trip Reduction (CTR) 4-year plan performance target – Maya, Blair Daly

Maya shared a [presentation](#), including:

- Quick background on performance targets
- [City of Kirkland's proposed Option 3 performance target](#)
- WSDOT recommends approval

DECISION: The vote passed; City of Kirkland proposed performance target is approved.

Due to not having a quorum at the meeting, the TDM team solicited an email vote after the meeting to approve City of Kirkland’s proposed performance target. Final vote tally:

TDM Technical Committee Member	Vote Yes	Vote No
Marshall Elizer		
Alan Adolf	X	
Mary Anderson	X	
Zac Carstensen		
Carol Cooper	X	
Angie Coulter	X	
Jennifer Hass	X	
Olivia Kahn	X	
Veronica Jarvis	X	
Staci Sahoo		
Heidi Speight	X	
Kim Stolz	X	
Dustin Watson		
Tiff West		
Bryce Yadon		
TOTAL	9	0

Suggestion: City of Kirkland (and others in the future) should reference plans that the drive alone rate (DAR) performance target reflects.

CTR 4-year plan milestone minutes – Stan Suchan, Carol Thompson

WSDOT created a [tracking sheet](#) for required milestones and demonstrated progress on CTR 4-year plans. Carol Thompson is in discussion with jurisdiction implementers regarding updates.

Grant administration – Laura Moxham

Laura shared that this is a new body of work for the TDM team. TDM-related grants formerly overseen by community transportation planners (who used to be known as community liaisons) have transitioned to the TDM team this past week. In addition, CTR grant administration and Public Transportation (PT) Rideshare will transition to the TDM team.

Patrick and Laura are currently managing this work. Patrick's responsibilities include seven CTR contracts including working with:

- City of Auburn
- City of Kent
- City of Redmond
- City of Woodinville
- King County Metro
- City of Everett
- TPRC

Laura's responsibilities include the nineteen remaining contracts. The new TPS4 will take over some contract management responsibilities. We are working closing to ensure continuity and consistency in how we are managing the contracts.

In the future, we are working to transition TDM-related regional mobility grants to the TDM team, and we anticipate this transition occurring by the end of June.

TDM workplan and Committee workplan – Stan Suchan

WSDOT assembled a [Gantt chart](#) explaining the general timeline for projects/ and tasks for the Tech committee and for implementers.

CTR Implementers' Open Floor – Implementers

Puget Sound Regional Council (PSRC) announced a 4/30/24 regional meeting for CTR plans. Offering an opportunity for folks to discuss with each other and learn more about the review process. Find more information [here](#).

Clark County is starting the survey process for spring and fall. Worksites are interested in the new tool. Also, Clark County has a regional mobility grant for "new movers" when they relocate to the region, and as part of the program they will send a new round of mailers to new arrivals in July.

City of Auburn highlighted a 2024 Employer Bike Summit. Interested attendees should RSVP [here](#).

Closing remarks – Marshall Elizer

Next meetings:

TDM Technical Committee: Thursday, May 9, 10:00 a.m. – 12:00 p.m.

TDM Executive Board: Thursday, May 23, 10:00 a.m. – 12:00 p.m.

Meeting adjourned at 10:43 AM.

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