

Transportation Demand Management Technical Committee



Meeting Minutes

September 5, 2024
10:00 AM – 12:00 PM

Microsoft Teams

TDM Technical Committee members:

x	Marshall Elizer, chair		Jennifer Hass		Staci Sahoo		Bryce Yadon
x	Alan Adolf	x	Olivia Kahn	x	Heidi Speight		
x	Mary Anderson	x	Veronica Jarvis	x	Kim Stolz		
	Zach Carstensen	x	Paul Muppidi*	x	Dustin Watson		
x	Angie Coulter	x	Ina Percival	x	Tiff West		

*Non-voting member

TDM Executive Board members:

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

WSDOT staff present: Maya Agarwal, Ricardo Gotla, Laura Moxham, Patrick Green, Dani Walker, Wren Barulich, Stan Suchan, Michael Wandler

Meeting convened at 10:05 AM by Marshall Elizer.

Welcome and Announcements

Marshall welcomed the committee, implementers, and partners.

Maya shared that time for fall surveying is coming up. Please send questions to tdm@wsdot.wa.gov. We expect it will be a busy time for everyone, including staff.

Maya reminded the group that [commute trip reduction \(CTR\) 4-Year plan performance target](#) options 3 and 4 require TDM Technical Committee approval. Please provide WSDOT staff two weeks to process. Reach out to us soon if you anticipate using options 3 or 4.

Laura announced that the [Transportation Planning Specialist 2](#) position is open.

Public comment:

[Transportation Demand Management \(TDM\) Week Sep. 16-20, 2024](#)
[Switch Your Trips WA](#)

DECISION: CTR 4-year plan performance target: Commute Smart NW – Maya Agarwal, LeAnn Yamamoto

LeAnn shared a [presentation](#) on the Commute Smart NW's proposed option 3 performance targets, including rationale for the performance targets, for review and approval by the Technical Committee. WSDOT had already indicated that it saw no fatal flaws.

Question: How much of current mode share is contributed to telework in your region?

Answer: Pretty large mode split for telework in Spokane, Liberty Lake and Spokane Valley. Those jurisdictions that don't have telework options have higher DAR rates.

Vote: Technical Committee vote on Commute Smart NW's proposed performance targets.

Motion to approve: Angie Coulter

Second to approve: Mary Anderson

Motion approved unanimously.

TDM Technical Committee/TDM Executive Board joint retreat update – Maya Agarwal, Ricardo Gotla

Maya shared an [update](#) on the retreat Nov. 6-7, 2024; including logistics, planning timeline and next steps, and the process for seeking reimbursement for travel costs through the state. Reimbursement from WSDOT for travel subject to WSDOT policies outlined in [Travel Policy and Procedure Manual](#). You may prefer to seek reimbursement for travel costs through your own organization. Look for a follow-up email from WSDOT.

A committee member requested hotel recommendations and a pre-retreat get-together. Another committee member requested to carpool with others from the southwest Washington area.

CTR 4-year plan milestone minute – Wren Barulich

Wren shared a [presentation](#) on the current milestone on the CTR 4-year plan planning timeline: "Engage Stakeholders Summary and Revise Plan;" including information on engagement to date, planning timeline, and plan revision strategies.

4-year plan review subcommittee: CTR 4-year plan review and small group discussion – Alessandra Gonzalez, Veronica Jarvis, Olivia Kahn

Alessandra Gonzalez, Veronica Jarvis, and Olivia Kahn shared the work of the subcommittee to date. Small groups discussed the question, "What information from the local CTR 4-year plans is valuable for the TDM Technical Committee to share?"

Small group share out comments:

- It was interesting to hear about the outliers: who did things a little differently and how it worked.

- It was interesting to hear about the process and how it has gone for implementers.
- City Councils can determine how they want to make decisions on the plans. There could be opportunities to streamline.
- There should be a venue for writers of these plans to provide feedback (e.g., to WSDOT or committee).
- Would like to see more information on rural CTR money and how to create programming for folks in those areas.
- When we are thinking about the state funding formula, we should look for factors and issues that are consistent across multiple jurisdictions. They may suggest outreach strategies and best practices to address common issues.

CTR funding formula update – Wren Barulich

Wren provided an update on the funding formula process, and posed two questions to consider:

1. How is the funding formula working for you in its current state?
2. What are objectives you would like incorporated into the next funding formula?

We are seeking input from the committee, implementers, and partners on these questions. We also recognize that the committee, implementers, and partners discussed many issues during the previous cycle, and that some of those issues may still be relevant. To remind us of the significant work completed during the decision-making process of the previous cycle, we are working on a key decision summary for this body of work. Please email tdm@wsdot.wa.gov with questions.

Comment: It would be helpful to know how people are funding their CTR programs outside of their CTR grant.

Closing remarks – Marshall Elizer

The CTR Equity Study has been published: <https://tdmboard.com/resources/>.

Question: Does WSDOT have requirements as to the local government process for adoption and approval of CTR 4-year plans?

Answer: No. You should work with your local jurisdiction on the local approval process. You may need to consult with your legal department for clarification. Please see [WAC 468-63-040 \(1\) \(b\) \(iv\)](#):

(1) (b) (iv) Public outreach. The local jurisdiction shall follow, at a minimum, a comparable process to the local requirements and procedures established for purposes of public outreach for comprehensive plan development, adoption, or amendment, including public notices and public meetings and hearings.

Meeting adjourned 11:41 am.

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