

Transportation Demand Management Technical Committee

Meeting Minutes

March 6, 2025
10:00 AM – 12:00 PM

Microsoft Teams



Attendance:

TDM Technical Committee member	Present?
Kerri Woehler, chair	Yes
Alan Adolf	Yes
Mary Anderson	No
Priya Balan	No
Angie Coulter	No
Jennifer Hass	Yes
Olivia Kahn	Yes
Veronica Jarvis	No
Paul Muppidi (non-voting member)	No
Ina Percival	Yes
Staci Sahoo	Yes
Dustin Watson	No
LeAnn Yamamoto	No

Executive Board member	Present?
Ken Casavant	No
Christine Cooley	No
Richard de Sam Lazaro	No
Cathy Fazio	Yes
Katie Garrow	No
Jessica Gehle	No
Celeste Gilman	No
Eric Hansen	No
Kirk Hovenkotter	No
Alex Hudson	No
Ric Ilgenfritz	No
Laura Johnson	No
Charles Knutson	No
Chris O'Claire	No
Karl Otterstrom	No
Lua Pritchard	No
Matt Ransom	No
Melanie Truhn	No
Ted Vanegas	Yes
Laura Watson	No

Washington State Department of Transportation (WSDOT) staff present: Patrick Green, Kelly Lauderdale, Dani Walker, Wren Barulich, Brian Lagerberg, Ricardo Gotla, Don Chartock, Allyson Ruppenthal

Welcome and Announcements:

Meeting convened at 10:00 AM by Kerri Woehler.

Kerri welcomed the committee, implementers, and partners.

Announcements:

Kerri shared WSDOT's approach to current federal/executive orders situation/issues. Because there is a lot of information coming from the federal level, WSDOT prefers to take a measured approach and avoid overreacting to information as it comes out. WSDOT staff will take a subject matter expert approach, capturing what we are seeing and what we think the implications may be. WSDOT will continue its equitable approach to the way it provides services statewide and continue (as the governor has reiterated) to support underserved and overburdened communities.

Patrick welcomed new transportation demand management (TDM) team member Allyson Ruppenthal.

Patrick announced the [Comprehensive Climate Action Plan \(CCAP\) virtual roadshow](#) February to April 2025.

Public Comment:

Steven Polunsky, Clean Transportation Policy Specialist, State Energy Office/Washington State Department of Commerce, observing/no comments.

DECISION: CTR 4-year plans for approval:

[Local and regional CTR 4-year plans recommended for approval](#) for the following:

City of Issaquah, City of Bainbridge, City of Bremerton, City of Port Orchard, and Unincorporated Kitsap County.

DECISION: The vote passed; all commute trip reduction (CTR) 4-year plans were approved by the Technical Committee.

Due to not having a quorum at the meeting, there was no vote during the meeting. The TDM team solicited an email vote after the meeting to approve the CTR 4-year plans for City of Issaquah, City of Bainbridge, City of Bremerton, City of Port Orchard, and Unincorporated Kitsap County. Final vote tally:

TDM Technical Committee Member	Vote Yes	Vote No	Abstain
Kerri Woehler			
Alan Adolf	X		
Mary Anderson			
Priya Balan			
Angie Coulter			
Jennifer Hass	X		
Olivia Kahn	X		
Veronica Jarvis	X		
Ina Percival	X		
Staci Sahoo	X		
Dustin Watson	X		
LeAnn Yamamoto	X		
TOTAL	8	0	0

Question: We are receiving feedback from our city council on making non-substantive changes to plan. What is the process for changing them within the compliance review?

Answer: It is not a full review. Please note substantive changes. If they will affect the implementation of the CTR program, then send to us for review.

Question: Does the plan then go back to the region for consistency review?

Answer: Yes, but only if it is a substantive change.

World Cup sprint team report-out:

Jennifer Hass shared highlights about the Technical Committee's sprint team effort with the TDM Executive Board to pull together funding for the World Cup pilot. The concept of a sprint team for World Cup came out of the retreat last November, and a desire to have more actionable work, including statewide advocacy for TDM work.

The sprint team has had one meeting so far, with another planned for Mar. 10. The intent is to go through the legislative process this session to secure funding for the pilot. The sprint team is still working on what the request should be; the team is considering a \$20 million request. The team is also trying to discover who else may be soliciting funds and who might have needs around World Cup.

Jennifer indicated that her role on the sprint team is to serve as an observer/liaison, and to carry forward the voice of the implementers.

The sprint team acknowledges that this may be a challenging effort but recognizes the importance of unifying and coming together and building relationships. If the sprint team is not successful in its World Cup request, then there may be other things they could do between now and next summer/next session to promote TDM.

Ricardo shared that the sprint team has learned, from its research with other host cities, that they aren't any further along than we. What distinguishes Washington's effort is that we have a clear, statewide TDM focus, and we are convening partners around it. In addition, we are focused on residents, and more specifically vulnerable populations. If you are interested in joining this effort, please let us know.

Question: Can Washington host cities also join the effort?

Answer: Yes.

CTR funding formula update and DECISION:

Wren shared a [presentation](#) on the CTR funding formula. Due to not having a quorum at the meeting, there was no vote during the meeting. Instead, the presentation was informative, and staff provided an opportunity for questions and discussion. Highlights of the discussion:

Question: Will worksites still count as active if the jurisdiction has had difficulty contacting the employee transportation coordinator (ETC)?

Answer: Yes.

Question: What is the deadline by which communication with a worksite must take place?

Answer: WSDOT prefers June 30 but is willing to work with jurisdictions on communication options, if communication with a particular worksite has been challenging.

Question: Is a worksite considered active if its survey has only one respondent?

Answer: Yes.

Question: What is an example of “alignment with other planning documents that impact the worksite’s location?”

Answer: An example is anticipated new housing that will impact the worksite.

Question: Our jurisdiction has some worksites for which there are no data in the survey tool; how can we be sure those worksites get counted?

Answer: There are some worksites whose data is still being input. Any worksite that surveys will be included in a jurisdiction’s worksite count based on the worksite’s location (i.e., they will count for their respective jurisdictions).

Please route all inquiries to tdm@wsdot.wa.gov.

CTR-affected cities project update and DECISION

Maya shared a [presentation](#) on the CTR-affected cities project. Due to not having a quorum at the meeting, there was no vote during the meeting. Instead, the presentation was informative, and staff provided an opportunity for questions and discussion. Highlights of the discussion:

Staff presented three options to the Technical Committee:

Option	Notify identified new cities?	Approach
A	Yes.	Communicate with new cities.
B	No. Postpone.	Maintain status quo.
C	No. Postpone.	Integrate CTR into transportation system.

The group (including non-Technical Committee members) discussed the options. Summary of the group’s discussion about each option:

Option A:

Question: What would be the format of the notification?

Answer: Likely an email.

Overall option A was less preferred by those in attendance at the meeting, especially when the CTR program would not have additional budget for new cities to participate in the CTR program.

Option B:

Overall option B was less preferred by those in attendance at the meeting, as this means delaying the decision again, to then be evaluated by a future Technical Committee.

Option C:

Overall option C was more preferred by those in attendance at the meeting. The group expressed general interest in exploring how this option could be structured.

Considerations shared by the group:

- What is the scope of the study (e.g., new methodologies for determining CTR-affected cities, identifying additional resources to bring new cities into the program)?
- What is the cost of doing a study with WSDOT multimodal planning?
- The group had a general interest in seeing the list of cities.
- There was a concern about implications of opening the CTR law for modification, and whether the committee could change the law.
- What is the process of requesting additional CTR program funding?
- One commenter expressed interest in seeing how CTR has mitigated highway delay in the past, and when previous studies were done.
- Interest in being part of the group that develops the scope of the study and makes recommendations about the CTR program.

WSDOT staff will come back to the Technical Committee with more information and next steps on this project.

CTR tax credit update – Ricardo Gotla

Ricardo shared an update on the [CTR tax credit](#). The bill is moving along through the legislative process. It had an initial funding increase which was reduced, and the additional funding was struck out (the bill was amended). Noted that there were other amendments that would be beneficial, especially to smaller employers.

Don shared a legislative update. Revenue is down, including for new pools of new tax dollars. A good portion of the CTR program is funded through sources which can be used for many different efforts. The next revenue forecast will be March 20th.

Question: Could this affect the CTR program?

Answer: It is not guaranteed that the CTR program will continue to receive the same amount of funding. Anyone who is concerned about the CTR program funding should call their legislators, as this feedback is part of the legislative process.

Closing remarks:

Next steps: Email vote on 4-year CTR plan approval more information on CTR-affected cities project, and staff will share meeting materials to the [TDM Technical Committee website](#).

Meeting adjourned 11:49 AM.