

Transportation Demand Management Technical Committee

Meeting Minutes

April 3, 2025
10:00 AM – 12:00 PM

Microsoft Teams



The mission of the TDM Technical Committee and TDM Executive Board is to improve the quality of life for all Washingtonians by shaping and determining policies that support successful, innovative TDM programs statewide. The purpose of the committee and board is to influence broad TDM goals and targets; inform policy; and elevate the profile TDM can play in advancing collective outcomes around public health, economic vitality, climate change, and supporting thriving communities.

Attendance:

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

Executive Board member	Present?
Cecelia Black	No
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	Yes

Executive Board member	Present?
Lua Pritchard	No
Matt Ransom	No
Melanie Truhn	No
Ted Vanegas	No
Laura Watson	No

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

Welcome and Announcements:

Meeting convened at 10:01 AM by Jennifer Hass.

Jennifer welcomed the committee, implementers, and partners.

Announcements:

Kerri is unable to join the meeting today, so Jennifer Hass has stepped in to chair today's meeting.

Welcome to Joel Barnett, who will replace Paul Muppidi as non-voting Technical Committee member. Joel is a Safety & Design Engineer with Federal Highway Administration (FHWA), and the current Intelligent Transportation System (ITS)/Operations Point of Contact for the FHWA Washington Division.

Webinar announcement: Webinar offered by Caltrans: "City Best Practices to Improve Transit Operations and Safety." In this webinar, you'll learn how Caltrans has identified key policies and practices that help (or hinder) surface public transit within the purview of city, local, or state governments. The goal of this research was to create a single list of policies and practices on the part of local governments and roadway owners that can help transit operators and improve passenger access.

Webinar date and time: Thursday, April 10, 2025, 10:00 am - 11:00 am, Pacific Time.

Webinar [registration](#).

Ricardo Gotla teased a special staffing announcement to come at a future meeting.

Commute trip reduction (CTR)-affected cities project. Maya Agarwal shared that WSDOT is continuing to work on next steps based on comments at and after last month's meeting. We recognize that our approach could have ramifications for the CTR program, and we intend to be thoughtful about scope and approach. We don't feel that this is time-sensitive, and we are thankful that we will have time to develop a thoughtful approach. We are grateful for our partners' interest in this work, and we assure them that we will keep them engaged in and apprised of the process. We have some conversations planned with WSDOT Multimodal Planning soon. We hope to come back to the Committee next month with more detail.

Veronica Jarvis shared an implementers' meeting share-out. Veronica hosts these regular quarterly meetings, which were inspired during the COVID-19 pandemic. The purpose of the meetings is to provide feedback to WSDOT about CTR matters, and for implementers to share with each other about programs, promotions, conferences, and other information related to implementation of the CTR program.

Public Comment:

Reminder about the [Washington State Ridesharing Organization \(WSRO\) conference](#) September 28th through September 30th, 2025, in Tacoma, Washington. [Call for presenters](#).

Reminder about Switch Your Trips WA, October 1 to 31, 2025. Switch Your Trips WA is sponsored by WSRO and is a month-long promotion held each October. Log trips like carpooling to work or your bike ride to the grocery store to win prizes.

Shared mobility program:

Elliott McFadden is the interim supervisor of the Mobility Management unit in Minnesota Department of Transportation's (MnDOT's) Office of Transit and Active Transportation, and he leads the state's Shared Mobility efforts. Elliot shared a [presentation](#) about MnDOT's [Moving Greater Minnesota Forward](#) program.

Question: What are the program's funding sources?

Answer: Phase one is funded through rideshare program. Phase two is state-funded, one-time money. MnDOT is considering future funding opportunities (e.g., proposal to legislature for the program's own funding, philanthropic opportunities).

Question: How much administrative time is required when obtaining philanthropic funding and how do you promote their funding?

Answer: It varies, based on the source of funds.

Transportation Research Board experiences – Veronica Jarvis

Veronica Jarvis shared a [presentation](#) and discussed her experiences at the Transportation Research Board's annual meeting in Washington, DC in January 2025.

DECISION: CTR 4-year plan approvals:

Wren shared a presentation on [local and regional CTR 4-year plans recommended for approval](#) for the following city and regional plans:

City of Des Moines, City of Mountlake Terrace, City of Puyallup, City of Tukwila, City of Dupont.

There were no questions from the committee regarding submitted plans.

Veronica Jarvis - Motioned to approve the city plans.

Ina Percival – Seconded the motion.

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

DECISION: CTR funding formula – Wren Barulich

Wren shared a [presentation on the CTR funding formula 2025=2029](#).

Recommended Grant Formula for the 2025-2029 Cycle:

Grant formula (pending the outcome of the legislative budget process):

Step	Funding Formula Distribution
1	Provide \$31,250 to each CTR-affected city and unincorporated area of a CTR-affected county (cities).

Step	Funding Formula Distribution
2	Take remaining funding and distribute on a per worksite basis to cities with more than 5 worksites.
3	Round totals to the nearest hundred.

Wren answered some questions from jurisdictions about the distribution of funds via the funding formula.

Veronica Jarvis - Motioned to approve the recommended grant formula for the 2025-2029 cycle.

LeAnn Yamamoto – Seconded the motion.

DECISION: The vote passed; the recommended grant formula for the 2025-2029 cycle was approved by the Technical Committee (pending outcome of legislature budget planning session).

State budget update – Don Chartock, Ricardo Gotla

Although the House 2025-2027 budget proposal in late March included a proposed reduction to CTR program funding, CTR funding was later restored in the proposed budget that passed. Regional Mobility Grants were funded less than anticipated.

A Committee member mentioned that the Senate budget covered funding for transportation demand management (TDM) projects, and recommended Committee members take opportunities to talk to House members about the importance CTR, the Regional Mobility Grant, etc. Don Chartock discussed Climate Commitment Act funds and Multimodal funds, and how those funds could be used.

No update on World Cup.

Upcoming Technical Committee tasks:

Ricardo Gotla shared a [spreadsheet](#) of TDM Technical Committee tasks for 2025.

Closing remarks:

Action item: Update on CTR-affected cities project at May 1 Committee meeting.

Meeting adjourned 11:59 AM.

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