

Transportation Demand Management Technical Committee



Meeting Minutes

October 2, 2025
10:00 AM – 12:00 PM

Microsoft Teams

Meeting decisions: Approve the [CTR Telework and Remote Work Policy \(Draft Revision\)](#), with addition of “and,” after each of the first two bullets.

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	Yes
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, vice chair	Yes
Ina Percival	Yes
Staci Sahoo	No
Renée Tebow	Yes
Dustin Watson	No
Yes	Yes

TDM Executive Board member	Present?
Cecelia Black	No
Ken Casavant	No
Christine Cooley	No
Richard de Sam Lazaro	No
Cathy Fazio	Yes
Jessica Gehle	No
Celeste Gilman	No
Eric Hansen	No
Kirk Hovenkotter	No
Alex Hudson	No
Ric Ilgenfritz	No
Veronica Jarvis	Yes
Laura Johnson	No
Charles Knutson	No
Julie Meredith	No
Chris O'Claire	No
Karl Otterstrom	No
Travis Phelps	No
Lua Pritchard	No
Matt Ransom	No
Melanie Truhn	No
Ted Vanegas	Yes

Washington State Department of Transportation (WSDOT) staff present: Maya Agarwal, Wren Barulich, Patrick Green, Kelly Lauderdale, Kendra Trachta, Sasha James, Carol Thompson (consultant)

Welcome and announcements:

Meeting convened at 10:01 AM by Kerri Woehler.
Kerri welcomed the committee, implementers, and partners.

Announcements:

Upcoming conferences:
[Association for Commuter Transportation \(ACT\) TDM Forum](#), October 28-29, Portland.

Staffing updates:

As we mentioned last time, Ricardo Gotla is on a developmental assignment in WSDOT's Olympic Region. Wren Barulich and Patrick Green will share Ricardo's role while he is on loan. Wren will cover Oct 1 to Feb 15. Patrick will cover Feb 15 through June.

WSDOT Public Transportation Division open positions:

Demand, Planning & Evaluation Manager (WMS03). This position oversees our TDM, CTR, statewide planning, and data management work. Deadline to apply: Wednesday, Oct. 8.

Community Transportation Planning Supervisor (TPS5). This position leads our place-based community planners and fosters strong partnerships across multiple work groups. This group is one-part local public transportation planning, one part project development and one part grant oversight. Deadline to apply: Tuesday, Oct. 7.

Committee voting procedures follow-up – Maya Agarwal

We have been improving practice toward more transparency. No longer doing committee votes over email. “Special meeting” of technical committee for vote is possible; a special meeting has state-required notification requirements. Please make it a goal to attend regularly scheduled technical committee meetings; these are scheduled and on the calendar the prior year. Quorum is critical for conducting committee business in a timely manner.

Public comment: None.

DECISION: [CTR telework and remote work policy draft revision](#) – Maya Agarwal, Veronica Jarvis

Maya shared the policy background: the technical committee approved the previous CTR telework and remote work policy in 2023, with input from implementers and partners. Its term has come to an end, and we are looking at whether we should continue this policy for the next term (the 2025-2027 biennium). The 2023 CTR telework and remote work policy came out at a time when the country had an increase in employees working remotely, and people were wondering whether an employee who works remotely should participate in the CTR program. In 2023 we developed this policy that said that most remote workers are CTR-affected unless they met specific criteria.

On Sep. 2, 2025 WSDOT staff met with implementers at the regular implementers’ roundtable meeting (hosted by Thurston Regional Planning Council). We heard that it is helpful to our partners to have a policy that provides clarity that teleworking employees are still CTR-affected employees. Our partners also made some suggestions to improve clarity of the policy.

WSDOT incorporated those suggestions into the [CTR telework and remote work policy draft revision](#).

During the group discussion, a meeting attendee suggested adding “and,” after each of the first two bullets, for clarity.

Committee members moved and seconded to vote on the revised CTR telework and remote work policy.

Vote: Does the committee approve the [CTR telework and remote work policy draft revision](#), with the addition of “and,” after each of the first two bullets?

COMMITTEE APPROVED UNANIMOUSLY

Implementers' open forum/WSRO debrief – Kerri Woehler, Veronica Jarvis, and All Implementers and partners had an opportunity to share about issues, challenges, and other relevant matters. Veronica shared a summary of several recent Transportation Research Board papers. The group also shared about their experiences at the Washington State Ridesharing Organization (WSRO) conference.

CTR survey requirements and response trends – Patrick Green
Patrick shared a [presentation](#) about commute trip reduction's (CTR's) performance measurement data requirements, for the purpose of CTR partners understanding its costs and benefits.

The art of storytelling: how to inspire action and drive change – Kelli Refer
Kelli shared about the efforts that she and others have been doing to share the multiple benefits of transportation demand management (TDM).

Closing remarks – Kerri Woehler

Action items: None

Next meetings:

TDM Technical Committee: Nov. 6, 2025; 10:00 a.m. – 12:00 p.m.

TDM Executive Board: Nov. 20, 2025; 10:00 a.m. – 12:00 p.m.

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