



Commuter Connections Subcommittee Meeting Minutes

Tuesday, November 20, 2007

Chairperson: Christopher Hamilton, Arlington County
Vice Chairperson: Anna McLaughlin, District of Columbia Department of Transportation
Staff Contact: Nicholas Ramfos (202) 962-3313

Item #1 Introductions

The Subcommittee members were asked to introduce themselves and to sign the attendance sheet

Chair, Chris Hamilton called the meeting to order by introducing himself and asking the rest of the attendees to do so (*See attached attendance sheet*).

Item #2 Minutes of September 18, 2007

Approval was sought for the September 18, 2007 Commuter Connections Meeting Minutes.

There was a motion and a second to approve the minutes of the September 18th meeting as written.

Item #3 2007 Bike to Work Day Final Draft Report

Mr. Mark Hersey, COG/TPB Staff, discussed the substantive changes made to the final draft of the 2007 Bike to Day Report.

Mr. Hersey reviewed some additional changes that were made to the draft report and reported that at their November 14th meeting, the Bike to Work Day Final Draft Report was approved by the Bike to Work Day Steering Committee.

Item #4 2007 Guaranteed Ride Home Applicant Survey Draft Final Report

Mr. Nicholas Ramfos, COG/TPB Staff, briefed the Subcommittee on the substantive changes made to the final draft of the 2007 Guaranteed Ride Home Applicant Report and Ms. Lorraine Taylor, gave insight on the COG Database and the participants enrolled in this program.

Mr. Ramfos briefed the Subcommittee on substantive changes made to the final draft of the 2007 Guaranteed Ride Home Report. The regional Guaranteed Ride Home Applicant Survey Report is done every three years. The draft report was issued in July to the Subcommittee, with an established comment period through the end of August. The report came back to the Subcommittee in September and an additional comment period was established through October. Mr. Ramfos stated that the final draft Report was issued as part of today's agenda. The Subcommittee approved the report for release. In early to mid-January a final publication will be completed and posted on the COG Website. A larger analysis report, which is used to calculate the overall TERMS, will be available later this year.

Item #5 2007 State of the Commute Draft Technical Report

Mr. Nicholas Ramfos, COG/TPB Staff, briefed the Subcommittee on the changes made to the Final State of the Commute Draft Technical Survey Report.

Mr. Ramfos gave a summary of the substantive changes and outlined some of the changes that were made from the comments that were received. The draft report was issued in July with a comment period through August. The draft report was presented to the Subcommittee at the September 18, 2007 meeting and a review and comment period was established through October. The report was also presented to the TDM Evaluation Group at the July 10 and October 16, 2007 meetings. Some of the changes made were a result of comments received. The Subcommittee approved the report for release.

Mr. Ramfos stated that CD-ROM's with jurisdictional data would be provided to Subcommittee members requesting the information. An email to this effect would be sent in early to mid-January. He also stated that a general public report would be issued by June 30th.

Item #6 Commuter Connections Strategic Plan

Mr. Christopher Arabia of Virginia Department of Rail and Public Transportation, presented The Final Draft of the Commuter Connections Strategic Plan for Subcommittee approval.

Mr. Arabia presented the Subcommittee with the final draft of the Commuter Connections Strategic Plan. Two years ago MD, DC, VA and COG started planning out the Strategic Plan. MDOT let us utilize their contractor, ICF International to conduct a series of strategic planning meetings, which produced a great amount of input.

The State TDM Work Group took a look at the original strategic plan developed in July 2006 and pulled out what was considered the Network Objectives as a whole and for each particular program area; with a proposed date for 2008/2009. Mr. Arabia stated that as part of the exercise, a mission and vision statement were reviewed in terms of how they differ and whether the goals and objectives met the statement. The Subcommittee approved the Strategic Plan.

Item #7 Congestion Management Plan Update

Mr. Nicholas Ramfos, COG/TPB Staff, briefed the Subcommittee on the status of the Regional Congestion Management Plan in relation to transportation demand management. Ms. Melanie Wellman gave a presentation.

Mr. Ramfos stated that the TPB is required by Federal Regulations to approve a Congestion Management Process (CMP) which include TDM as part of the metropolitan transportation plan, in which Commuter Connections constitutes the major demand management component of the congestion management process which is approved by TPB. This was a new federal regulation that was issued in February of 2007; which works in tandem with some of the elements that are in the CCWP.

Ms. Melanie Wellman gave a PowerPoint presentation, with actual excerpts from federal regulation and some graph CRLP Forms that document how this information can be used in significant regional projects. The presentation contained a briefing on the Congestion Management documentation and Federal Regulations. The Congestion Management Process is a requirement in Metropolitan Transportation Planning, which is specified in SAFETEA-LU (March 2006 Federal certification of the TPB process). On February 14, 2007 new federal regulations for metropolitan planning were issued, which address the CMP requirements.

The CMP should provide for a safe and effective integrated management and operation and should be metropolitan wide, encompassing the entire region, it should take into account new and existing transportation facilities, through the use of travel demand reduction and operational management strategies. In TMA's designated as non-attainment for ozone or carbon monoxide, the CMP shall identify reasonable strategies to manage SOV capacity safely and effectively.

Ms. Wellman gave a briefing on the committees and subcommittees (CMP Interactions) that will provide the most data and input for the CMP.

- TPB Technical Committee – CMP Lead
- Travel Monitoring Program – Highways, travel monitoring, and forecasting of future recurring congestion.
- Travel Management Program – Strategy identification and analysis
- Management, Operations and Intelligent Transportation Systems (MOITS) Program – Non-recurring congestion, traffic management, ITS technologies.
- Commuter Connections Program – Implementation and assessment of regional demand management alternatives.
- Regional Bus Planning Program – Public Transportation issues

Ms. Wellman also briefed the subcommittee on the upcoming schedules for the CMP.

Item #8 Carpool Incentive Program Research

Mr. Jonathan Rogers/ COG/TPB Staff briefed the Subcommittee on research findings from other TDM markets on carpooling Incentives, as a follow-on the September 18, 2007 Carpool Incentives presentation he made.

Mr. Rogers presented the second installment of the carpool incentive. He reported that LDA Consulting conducted a number of informative studies with the program. Atlanta has an ongoing program "Cash for Commuters Program" (CFC) in which commuters can earn up to \$190 over a 90 day period (\$3 a day for each day they use a commuting alternative). The top reasons for *continued* alternative modes use are varied due to the convenience, the savings individuals receive from alternative modes, and the enjoyment. The top reasons why respondents *stopped* using alternative modes are due to their schedule/work change and loss of a carpool partner and they stopped receiving the CFC incentive.

Los Angeles has a "Rideshare Rewards Program" which provides \$2 per day for up to 3 months to new ridesharers and participants must work for firms with less than 250 employees. The top reasons for *continued* alternative mode use for this program were due to the convenience, the cost of driving is too expensive and they enjoyment of ridesharing. The top reasons respondents *stopped* using alternative modes were due to a loss of a carpool partner, their schedule/work change and the inconvenience. In comparison with both programs the alternative modes

stopped & continued for the same reasons. Commuter Connections program effectiveness can go a long way with the support of ridesharing through a cash incentive. Sharon Affinito, Robin Briscoe and Chuck Steigerwald have volunteered to work with COG/TPB staff to develop recommendations in a pilot project for a particular corridor in the region.

Item #9 GRH Participation Guidelines

Mr. Jonathan Rogers, COG/TPB Staff, briefed the Subcommittee on recommended changes to the regional GRH Participation Guidelines.

Mr. Rogers briefed the Subcommittee on recommended changes to the Guaranteed Ride Home (GRH) program participation guidelines. In guideline #1, language was added that Commuter Connections is equipped to provide wheelchair accessible transportation as part of the GRH service as needed. Some formatting and some language has been changed such as (acts of God) to natural disasters. A few counties have been added; including, Caroline, Kent, Talbot and Madison. The proposed changes should be reviewed by Subcommittee members on the Extranet and comments should be posted by December 17, 2007. Approval will be sought at the January Subcommittee Meeting.

Item #10 FY2009 Commuter Connections Work Program

Mr. Nicholas Ramfos, COG/TPB Staff, briefed the subcommittee on the bullet points for the FY 2009 CCWP and distributed a handout.

Mr. Ramfos distributed a letter from MWAQC and reviewed a section of the letter that indicated the need for continued commitment and support of the regional terms. Mr. Ramfos briefed the Subcommittee on the proposed work activities for FY 2009 which include; the Commuter Operations Center, Regional Guaranteed Ride Home Program, Marketing, Monitoring & Evaluation, Employer Outreach, Maryland & Virginia Telework and DC Information Kiosks programs. A full presentation on the proposal FY2009 CCWP will be presented to the Subcommittee in January 2008.

Item #11 1st Quarter Budget Report Carpool Incentive Program Research

Mr. Nichols Ramfos, COG/TPB Staff, distributed and discussed the Commuter Connections 1st Quarter Budget Report.

Mr. Ramfos stated that the correct copy of the 1st Quarter Commuter Connections Budget reprint would be posted to the Extranet. Any questions should be directed to his attention.

Item #12 Other Business/Set Agenda for Next Meeting

The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, January 15, 2008.