

**Commuter Connections Subcommittee
Meeting Minutes**

Tuesday, July 15, 2008

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.

Vice Chair, Anna McLaughlin called the meeting to order by introducing herself and asking the rest of the attendees to do so (*See attached attendance sheet*).

Item #2 Minutes of May 20, 2008

Approval was sought for the May 20, 2008 Commuter Connections Meeting Minutes.

There was a motion and a second to approve the minutes of the May 20th meeting as written.

Item #3 Vice Chair Nominating Committee

Mr. Nicholas Ramfos, COG TPB Staff announced the vice chair nominating committee members for approval by the Subcommittee.

Mr. Ramfos stated that the Vice Chair nominating Committee members for approval by the Subcommittee include, Chair Chris Hamilton, Vice Chair Anna McLaughlin and Keith Bounds. The Subcommittee approved the Vice Chair Nominating Committee. Mr. Ramfos stated that a conference call will be held with the Vice Chair Subcommittee in August to select the upcoming vice chair nominee which will be from Maryland. Mr. Ramfos explained that the position is rotated between jurisdictions and by state location each year

Item #4 2007 Bike To Work Day Draft Survey Report

Mr. Nicholas Ramfos, COG TPB Staff asked the Subcommittee to approve the 2007 Bike to Work Day Survey Report.

Mr. Ramfos discussed the 2007 Bike to Work Day Draft Survey Report. The draft report was presented to the Bike to Work Day Steering Committee on March 12th, to the TDM Evaluation Group on March 18th, and to the Subcommittee on May 20th for review and comments. A comment period was established. No comments were received during the most recent comment period. The Bike to Work Day Survey Report was approved by the Subcommittee. Mr. Ramfos stated that the final report would be posted to Commuter Connections website on the publications page and a notice will be sent to Bike To Work Day Steering Committee members. If anyone would like a hard copy of the report, they will have an opportunity to request it as part of the notice that will be sent.

Item #5 FY 2007 Draft GRH Customer Satisfaction Survey Report

Mr. Douglas Franklin, COG/TPB Staff briefed the subcommittee on the Highlights of the draft FY 2007 GRH Customer Satisfaction Survey Report. The report was presented to the Regional TDM Marketing Group for review and comments on March 18, 2008. A comment period was established.

Mr. Franklin briefed the Subcommittee on the GRH Survey Report. A sample of the Survey response card for GRH was included in the draft report. Commuter that receive a GRH Trip will receive a survey and those returning the responses are anonymous. There are several questions on the card as well as a comment area. The response rates can be found on pages five to eight and the written responses on pages ten to thirteen. Out of the 2,690 surveys distributed in fiscal year 2007, 827 completed surveys were received, with 93% satisfied responses. Comments are due by July 29th. Mr. Franklin asked that comments of the draft report be posted on the Extranet no later than close of business on July 29th. A new version of the document will be presented to the Subcommittee for final approval at the September 16th Subcommittee meeting.

Item #6 TDM Ridematching Software System Update

Mr. Ross Edgar, COG/TPB Staff gave an update and brief demonstration on the new TDM Ridematching Software System. Stephen Finafrock COG/TPB Staff I distributed a memo to the Subcommittee for Data Reload.

Mr. Edgar gave a demonstration on how the new web based Ridematching Software System is utilized to generate ridematches for commuters and how to handle their guaranteed ride home registration. Mr. Edgar showed how users can log in, navigate through the system, and how to generate matchletters.

Mr. Finafrock distributed a memorandum which he used to brief the Subcommittee on the preparation of a master data re-load of all the data from the old CCRS and GRH databases. If you can not view an eCommunicator record in the new system, please contact Commuter Connections Staff at commutersupport@mwkog.org or 202-962-3333.

Item #7 Briefing on the Draft Report on "2007 Performance of High Occupancy Vehicle (HOV) Facilities on Freeways in the Washington Region."

Mr. Patrick Zillacus, COG/TPB Staff, briefed the Subcommittee on the draft 2007 HOV performance report which presents spring 2007 travel monitoring information on automobile occupancy, vehicle volumes and classification by time of day, transit passenger volumes, and travel times.

Mr. Zillacus distributed the 2007 Performance of High Occupancy Vehicle Facilities in the Washington Region presentation to the Subcommittee. Mr. Zillacus discussed the HOV Facilities that are monitored and the history of HOV. Comments were presented to Travel Forecasting Subcommittee meeting on May 23, 2008 and to the Technical Committee on June 6, 2008. The full draft report is available on the COG Web Site at: <http://www.mwkog.org/uploads/committee-documents/kl5eXF9X20080606142439.pdf> and the 2007 Performance of High Occupancy Vehicle Presentation given by Mr. Zillacus can be found on the Commuter Connections Extranet.

Item #8 Employer Recognition Awards Update

Mr. Douglas Franklin, COG/TPB Staff, briefed the Subcommittee on the Employer Recognition Awards event that was held on June 25th at The National Press Club and the feedback/input session that will be held for the FY 2009 event.

Mr. Douglas Franklin showed the presentation video from the Employer Recognition Awards held at the National Press Club in Washington DC and a slide show of pictures taken at the event. Speakers at the event included the Master of Ceremonies City of Frederick Alderman Paul Smith, who is a Transportation Planning Board Member from Frederick County and Francine Waters of the Washington Nationals; who presented the *Incentives Award*, to XM Satellite Radio. Sherry Appel from The Association of State Highways and Transportation Officials presented the *Marketing Award* to National Geographic. The *Telework Award* was presented by the appointee to the Virginia office of Telework to Orange Business Services and the *COG Awards* were presented by the TPB Chair Phil Mendelson. The winners of the awards all received a nice glass trophy and recycled journals were provided as giveaways. There will be a call for volunteers to be on the 2009 Employer Recognition Awards Work Group and for those who volunteered to be on the review committee for the program, there will be a conference call/web meeting held on July 29, 2008 at 1:30pm.

Item #9 Car Free Day Steering Committee Update

Mr. Nicholas Ramfos, COG/TPB Staff, briefed the Subcommittee on the Car Free Day Event.

Mr. Ramfos discussed the upcoming meeting which will be held on July 23rd and the actual event which is to be held on September 22, 2008. He stated that the Steering Committee met in June and a goal of 10,000 pledges has been set by the state funding agencies. There was to be a proclamation given at the TPB in order to encourage other jurisdictions to issue proclamations, similar to Bike To Work Day, however given how new the event is and the uncertainty of participation by many of the jurisdictions in the region, Mr. Ramfos stated that both the TPB Technical Committee and the TPB would be briefed on the event in September.

Item #10 Fourth Quarter Budget Report

Mr. Nicholas Ramfos, COG/TPB Staff, distributed and discussed Commuter connections 4th quarter budget report

Mr. Ramfos reviewed the 4th quarter budget and stated that it was draft and that a final budget would be issued in September. He noted the budget changes made to some of the programs to accommodate for the \$150,000 that was used to develop and implement the Car Free Day project. Mr. Ramfos stated that if anyone had questions regarding the draft 4th quarter FY2008 CCWP budget to contact him.

The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, September 16, 2008.