



## Commuter Connections Subcommittee Meeting Minutes

Tuesday, November 16, 2010

**Chairperson: Gabriel Ortiz, City of Alexandria**  
**Vice Chairperson: Lorraine Taylor, (WMATA) Washington D.C.**  
**Staff Contact: Nicholas Ramfos (202) 962-3313**

### **Item #1 Introductions**

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

Gabriel Ortiz called the meeting to order by introducing himself and asking the rest of the attendees to do so.

### **Item #2 Minutes of September 21, 2010**

*Approval was sought for the September 21, 2010 Commuter Connections Meeting Minutes.*

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

### **Item #3 FY 2010 Bike to Work Day Event Draft Report**

*Mark Hersey, COG/TPB staff, briefed the Subcommittee on the BTWD 2010 Event Draft Report.*

Mr. Hersey presented the key highlights from the FY 2010 Bike To Work Day 2010 Event Draft Report. This draft report was presented to the BTWD Steering Committee during the September 8<sup>th</sup> and November 10<sup>th</sup> meetings. The draft report was also presented to the Subcommittee on September 21, 2010. There was a comment period that was established until October 15<sup>th</sup>.

The 2010 BTWD event had over 9,000 registrants and approximately 8,000 participants. The BTWD Steering Committee's efforts contributed to having all jurisdictions in the Washington metropolitan region represented by designating at least one pit stop. There was at least \$40,000 in sponsorship funding for support in the event, including some in-kind donated services. Pages 9-16 of the draft report cover the recaps from each of the event pit stops and the media coverage can be found on pages 9-27 of the report, while pages 32-40 include various event photos. There was a motion and a second to endorse the report for release.

Nicholas Ramfos noted that the final report would be released to the Bike to Work Day Steering Committee and a copy would also be made available on the Publications section of the Commuter Connections web site.

**Item #4      Guaranteed Ride Home (GRH) Applicant Survey Draft Report**

*Nicholas Ramfos, COG/TPB staff, briefed the Subcommittee on the substantive changes made to the draft 2010 GRH Applicant Survey report.*

Mr. Ramfos briefed the Subcommittee on substantive changes made to the Draft 2010 Guaranteed Ride Home Applicant Survey Report. This Draft Report was presented at the July 20<sup>th</sup> Subcommittee meeting and a comment was established for August 20<sup>th</sup> and October 22<sup>nd</sup>. Some changes were made in this report, such as the figures and tables to ensure that the narrative matched with the table and/or chart figures.. There was a motion and a second to endorse the report for release. Mr. Ramfos noted that the report would be prepared for final publication and that it would be sent to the TDM Evaluation Group and a copy would be posted to the Commuter Connections web site publications page.

**Item #5      2010 State Of the Commute Survey Draft Technical Report**

*Mr. Nicholas Ramfos, COG/TPB staff, briefed the Subcommittee on the SOC Draft Technical Report.*

Mr. Ramfos briefed the committee on the substantive changes made to the draft 2010 State of the Commute Survey Technical Report. This Draft Report was presented at the July 20<sup>th</sup> and September 21<sup>st</sup> Subcommittee meetings and comment period deadlines were established for August 20<sup>th</sup> and October 22<sup>nd</sup>, respectively.

Comments and responses were received from VDOT for the Cotober 22<sup>nd</sup> deadline. Mr. Ramfos then distributed two documents; a memorandum detailing the or the comments received and corresponding responses, and an Addendum for the FY10 SOC Report. The Addendum pointed out corrections needed to be made to pages 80-82 & 107. There was a motion and a second to endorse the report for release.

Mr. Ramfos stated that COG/TPB staff would begin working with a consultant to design and publish a general public report. The report will be ready by the end of the fiscal year (June 30, 2011) and will be published and distributed in July or August 2011.

**Item #6      SmartBenefits and SmarTrip Update**

*Ms. Lorraine Taylor, Washington Metropolitan Area Transit Authority briefed the Subcommittee on the upcoming changes to SmartBenefits and SmarTrip.*

Ms. Taylor briefed the Subcommittee on the background SmartBenefits program and upcoming changes. The SmarTrip website now enables you to enroll and establish a SmarTrip account which allows you to view your balance and transactions on your account. The paper bus pass will be discontinued and SmarTrip will also allow you to either tap your SmarTrip card to on the MetroRail farecard machine to upgrade the card format or to the rail faregate or bus farebox to load SmartBenefits. .

**Item #7      2010 Car Free Day Results**

*Mr. Douglas Franklin, COG/TPB staff, briefed the Subcommittee on the Car Free Day Results.*

Mr. Franklin briefed the Subcommittee on the results from the 2010 Regional Car Free Day event that was held on September 22<sup>nd</sup>. CFD incorporates the use of all alternative modes for all trips (transit, bicycling, carpooling, telework etc). For the year 2010 there was exactly 6,918 pledges. The total pledge summary consisted of 44.2% of participants that walked, 34.4% that bicycled, 9.6% that carpooled/vanpooled, 7.8% that teleworked, 5.3% that accessed the train, and 1% that rode the bus. Mr. Franklin also distributed a CFD Participation Map which illustrates the number of participants by residential zip code.

**Item #8      FY2012 Work Program Development and Commuter Connections Strategic Plan.**

*Nicholas Ramfos, COG/TPB staff, briefed the Subcommittee on the FY 2012 CCWP and Strategic Plan.*

Mr. Ramfos briefed the Subcommittee on the draft FY 2012 Commuter Connections Work Program (CCWP) and reviewed the highlights of the program elements and associated projects. The FY 2012 CCWP consists of a core program of regional transportation demand management operational activities funded jointly by state and local jurisdictions, plus jurisdictional programs that are conducted at the discretion of individual state funding agencies. Mr. Ramfos reviewed the budget for FY 2012 as well as new projects that were included in the draft document. He also reviewed the timeline of the preparation and adoption of the FY 2012 CCWP.

Mr. Ramfos also discussed the update to the Commuter Connections Strategic Plan. The Strategic Plan serves as a framework for decisions and gaining support for the Commuter Connections program. The program objectives include providing programs and information that reduce vehicle trips and trip lengths, to assist the region in improving air quality, enhance the Commuter Connections "brand" by increasing awareness that will lead to changes in travel behavior, provide excellent and reliable customer service to residents, employers, employees, and other stakeholders.

A comment period deadline of December 3<sup>rd</sup> was established for both documents. Comments should be posted to the Commuter Connections Extranet.

**Item #9      GRH Participation Guidelines**

*Stephen Finafrock, COG/TPB staff, briefed the Subcommittee on the Commuter Connections GRH Participation Guidelines.*

Mr. Finafrock briefed the committee on the Commuter Connections GRH Participation Guidelines. Mr. Finafrock reported that the only changes to the program participation guidelines was the additional of the jurisdictions where a commuter could work due to the expansion of GRH into the Baltimore region and St. Mary's County. There was a map distributed illustrating the program's coverage area for the Washington and Baltimore metropolitan region's..

**Item #10     1<sup>st</sup> Quarter Budget Report**

*Carlos Tovar, COG TPB staff, distributed and discussed the Commuter Connections 1<sup>st</sup> Quarter budget report for FY 2011.*

A copy of the first quarter Commuter Connections budget report for FY11 was distributed to the Subcommittee. Mr. Tovar reviewed the report and went over the Commitments and Expenditures for FY 11 (July 1, 2010 – September 30, 2010) and asked if there were any questions or comments.

**Item #11 Other Business/Set Agenda for Next Meeting**

Subcommittee members are encouraged to contact Nicholas Ramfos with any particular agenda items they may be interested in seeing on the next agenda.

**The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, January 18, 2011 at 12 noon.**