

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS



## Commuter Connections Subcommittee

### MEETING MINUTES

*Tuesday, May 17, 2005*

**Chairperson: Sharon Affinito, Loudoun County**  
**Vice Chairperson: Leanne Landry, WMATA**  
**Staff Contact: Nicholas Ramfos (202) 962-3313**

#### **Item #1      Introductions**

Ms. Affinito began the meeting by introducing herself and asked all who were in attendance to do the same. Ms. Affinito asked everyone to sign the attendance sheet. (*See attached attendance sheet*).

#### **Item #2      Minutes of March 15, 2005 Meeting**

Ms. Affinito proceeded with the review of the previous meeting minutes asking those in attendance if they had reviewed the minutes dated March 15, 2005 and if there were changes or additions. There were no changes made and the minutes were then approved by the Subcommittee.

#### **Item #3      FY 2005 Placement Rate Study Draft Report**

*The Subcommittee was asked to endorse the FY 2005 Placement Rate draft survey report for final release. Results from the report were presented to the Subcommittee on January 18, 2005 and a comment period was established at the March 15, 2005 Subcommittee meeting.*

Mr. Ramfos stated that he had asked for comments on the report to be sent to him at the March 15, 2005 meeting. He asked if anyone had any additional comments. Ms. Affinito asked for a motion to endorse the report. The Subcommittee endorsed the report for release.

#### **Item #4      FY2006 Commuter Connections Work Program**

*The Subcommittee was briefed on the FY 2006 Commuter Connections Work Program (CCWP).*

Nicholas Ramfos gave a PowerPoint presentation overview of the FY06 CCWP. He spoke about several of the program areas, the budget, and made reference to the funding

agreement between the three state funding agencies. Another meeting is planned for the following week with the state funding agencies to discuss the proposal and next steps in putting together the FY06 CCWP.

**Item #5 Briefing on Expanded Telework TERM**

*The Telecommuting Advantage Group representatives gave a briefing on the preliminary results from the two year effort to assist major employers primarily in Virginia and Maryland to expand their telework Programs.*

The goal of the Expanded Telework TERM is to increase the number of employees working from home or at one of the areas local telework centers, for the purpose of reducing traffic congestion and improving air quality in the Washington metropolitan region.

Mr. Rick Albiero and Michelle Paul Heelan of the Telecommuting Advantage Group, (TAG), were hired to conduct the Expanded-TERM program, which ran from July 1 through June 30, 2005. This TERM was coordinated through Commuter Connections. Handouts were given which referenced the organizations that participated in the TERM including, Arnold and Porter, ATF, Booz Allen & Hamilton, the City of Alexandria, HUD, DOJ Antitrust, the FBI, the ITC, KPMG, Marriott International, MITRE, NIH, and Northrop-Grumman.

Mr. Albiero explained that the project report will be finalized at the end of June and anyone who has questions and needed more information may contact Danette Campbell.

**Item #6 Transportation Demand Management (TDM) Evaluation Project Update**

*The Subcommittee was briefed on the status of the TDM Evaluation project. Staff and Lori Diggins with LDA Consulting gave a status report on the general public report for the 2004 State of the Commute, preliminary results of the Mini-Household telephone survey, data collection activities for the Telework Resource Center, Telecenters, and Employer Outreach, and data collection results for the Employer Outreach for Bicycling survey. A status report was also given on the preparation of the 2005 TERM Analysis Report.*

Lori Diggins gave a quick overview of the evaluation work for FY05. This project is on a three year cycle. The TERM Analysis Report will estimate the transportation and air quality impacts of the Commuter Operation Center and six Commuter Connections TERMS.

The following surveys were covered in Ms. Diggins' presentation:

- The 2004 State of the Commute Survey tracks commute trends and attitudes and collects program data for Commuter Connections and local TDM.
- Database application placement surveys are conducted for the Commuter Operations Center and Guaranteed Ride Home.

- Telecenter surveys are conducted to measure occupancy rates and teleworker travel behavior.
- Bike to Work Day surveys are conducted to measure bicycling activity at employer sites.
- Mini-Household survey was conducted to measure effects of Mass Marketing TERM and Telecommuting.

Ms. Diggins stated that many of the surveys were completed and she is currently analyzing the data and the draft TERM Analysis Report will be distributed at the next Subcommittee meeting.

**Item #7 Briefing on Best Workplaces For Commuters**

*Staff was given an update on a discussion that took place at the April 19<sup>th</sup> Employer Outreach Ad-Hoc Group meeting regarding the EPA's Best Workplaces For Commuters Program. A summary of the discussion was prepared by staff and a draft letter addressed to the EPA outlining the issues was distributed to the Subcommittee.*

A draft letter addressed to the EPA was distributed to the Subcommittee. Mr. Hersey stated that the content of the letter is based upon feedback from the April 19<sup>th</sup> Employer Outreach Ad-Hoc meeting. The draft letter was put together to let the EPA know what our concerns and recommendations are for Best Workplaces For Commuters Program in the Washington metropolitan region. One of the main points we are trying to get across was we need more involvement from EPA. Mr. Ramfos asked the Subcommittee to send their edits and comments to Mr. Hersey and the letter will be reviewed and finalized by the State TDM Work Group.

**Item #8 3rd Quarter Budget Report**

*Nicholas Ramfos distributed and discussed the 3rd quarter budget report for the FY05 CCWP.*

The budget report was distributed and if anyone had any questions or comments they were instructed to contact Mr. Ramfos.

**Item #9 Other Business/Set Agenda for Next Meeting**

*This is an opportunity for Commuter Connections Subcommittee members to bring up other business and to request agenda items for the next meeting.*

Sharon Affinito asked if there were any other agenda items that Subcommittee members wanted to discuss at the next meeting and none were mentioned. The meeting adjourned at 2:00 p.m.

**The next regularly scheduled Commuter Connections Subcommittee meeting will be held on Tuesday, July 19, 2005 at 12 noon.**

# COMMUTER CONNECTIONS SUBCOMMITTEE MEETING SIGN-IN SHEET Tuesday, May 17<sup>th</sup>, 2005

Please place a ✓ beside your name, or add it using the space provided on the second to last page.  
&  
Please cross out your e-mail if you DO NOT wish to receive information electronically.

- \* Leanne Landry
- \*\* Vice Chair-Sharon Affinito
- \*\*\* COG Staff Contact

NAME	ORGANIZATION	CONTACT #	E-MAIL
____ Debra Adams	MD Transit Administration	410-767-8356	<a href="mailto:dadams@mdot.state.md.us">dadams@mdot.state.md.us</a>
✓ Sharon Affinito**	Loudoun County Rideshare	703-771-5251	<a href="mailto:saffinit@loudoun.gov">saffinit@loudoun.gov</a>
____ Renea Bailey	U.S. Nuclear Regulatory Commission	301-415-2265	Arb1@nrc.gov
____ Sue Bethke	LINK	703-318-9663	sbethke@cs.net
✓ Robin Briscoe*	Tri-County Council for Southern Maryland	301-884-2144	rbriscoe@tccsmd.org
✓ Vanessa Vega	Alexandria Rideshare	703-838-3800	Vanessa.vega@alexandria.va.gov
____ Keith Bounds	MDOT	410-865-1305	kbounds@mdot.state.md.us
✓ Muriel Bowser	Montgomery County Government	301-565-5708	muriel.bowser@co.mo.mc.us
____ Leanne Landry	WMATA	202-962-2765	<a href="mailto:llandry@WMATA.com">llandry@WMATA.com</a>
____ Toni Byrd	WMATA	202-962-2765	<a href="mailto:tbyrd@WMATA.com">tbyrd@WMATA.com</a>
✓ Linda Stewart-Byrd	MDOT	410-865-1308	<a href="mailto:Lstewart-byrd@mdot.state.md.us">Lstewart-byrd@mdot.state.md.us</a>
____ Jack Carlile	Maryland Rideshare Corporation	301-384-2233	vpczar@aol.com
____ Randall Carroll	MD Department of Environment	410-537-3252	rcarroll@mde.state.md.us
____ Rick Clawson	DRPT	804-786-7858	rclawson@drpt.state.va.us

<b>NAME</b>	<b>ORGANIZATION</b>	<b>CONTACT #</b>	<b>E-MAIL</b>
<input checked="" type="checkbox"/> Lois DeMeester	Arlington Transportation Partners	703-247-9293	ldemeester@earthlink.net
<input checked="" type="checkbox"/> Lori Diggins	LDA Consulting	202-548-0205	ldacwdc@aol.com
<input type="checkbox"/> Victor I. Egu	P.G. Department of Public & Transpartners	301-883-3115	<a href="mailto:vegu@co.pg.md.us">vegu@co.pg.md.us</a>
<input type="checkbox"/> Christina Gordon	Arlington Transportation Partners	703-247-9291	<a href="mailto:cgordon@transpartners.com">cgordon@transpartners.com</a>
<input type="checkbox"/> Bobbi Greenberg	Arlington County Commuter Services	703-228-4787	<a href="mailto:bgreenberg@co.arlington.va.us">bgreenberg@co.arlington.va.us</a>
<input checked="" type="checkbox"/> Chris Hamilton	Arlington County Department of Public Works	703-228-3725	chamil@co.arlington.va.us
<input type="checkbox"/> Fatimah Hasan	MD Department of Transportation/OPCP	410-865-1279	fhasan@mdot.state.md.us
<input type="checkbox"/> Susan Klasmeier	Washington Area Bicyclist Association	202-628-2500	
<input type="checkbox"/> Kate Konrad	ATP	703-247-9294	kkonrad@transpartners.com
<input type="checkbox"/> Michael Jones	General Services Administration	202-260-4155	mike.jones@gsa.gov
<input type="checkbox"/> Laura Beth Maddox	Crystal City CSC	703-413-4289	
<input type="checkbox"/> Nancy Noonan	MD Transit Administration	410-767-3775	nnoonan@mdot.state.md.us
<input type="checkbox"/> Nancy Norris	Transit Services of Frederick County	301-631-3543	<a href="mailto:nnorris@fredco-md.net">nnorris@fredco-md.net</a>
<input checked="" type="checkbox"/> Valerie Pardo	VDOT-NOVA	703-383-2214	Valerie.pardo@virginiadot.org
<input type="checkbox"/> Linda Provost	Montgomery County Commuter Services	301-565-5884	Linda.Provost@co.mo.md.us
<input type="checkbox"/> Vonnie Reynolds	Northern Neck Rideshare/PDC	804-333-6683	vreynolds@nnpdc17.state.md.us
<input checked="" type="checkbox"/> Charlene Robey	Virginia Department of Rail & Public Transportation	804-786-7968	crobey@drpt.state.va.us
<input type="checkbox"/> Sarabeth Rodriguez	U.S. Census Bureau		sarabeth.rodriguez@census.gov
<input type="checkbox"/> Rick Rybeck	District Department of Transportation	202-671-2325	<a href="mailto:Rick.rybeck@dc.gov">Rick.rybeck@dc.gov</a>
<input checked="" type="checkbox"/> Katie Sihler	Arlington Transportation Partners	703-247-9290	ksihler@transpartners.com

NAME	ORGANIZATION	CONTACT #	E-MAIL
____ Howard Simons	MD Department of Transportation/OPCP	410-865-1296	hsimons@mdot.state.md.us
____ Richard Siskind	Washington Metropolitan Area Transit Authority	202-962-2792	rsiskind@wmata.com
✓ Lynn Sivels	P.G. Department of Public Works & Transportation	301-883-5656	ltsivels@co.pg.md.us
____ Carol Smith	FCDOT	703-324-1204	<a href="mailto:Carol.smith@fairfaxcounty.gov">Carol.smith@fairfaxcounty.gov</a>
____ Chuck Steigerwald	PRTC	703-580-6130	<a href="mailto:csteigerwald@omniride.com">csteigerwald@omniride.com</a>
____ Lorraine Taylor	Washington Metropolitan Area Transit Authority	202-962-2768	ltaylor@wmata.com
____ Steven Taylor	U.S. Census Bureau		stephen.d.taylor@census.gov
____ Diana Utz	RADCO Rideshare	540-373-7665	dutz@radco.state.va.us
____ Walter Daniel	FCDOT	703-324-1168	Walter.daniel@fairfaxcounty.gov
____ Jim Larsen	Dulles Area Transportation Association	703-380-0645	<a href="mailto:jlarsen@datatrans.org">jlarsen@datatrans.org</a>

NAME	ORGANIZATION/AFFILIATION	CONTACT NUMBER
<input checked="" type="checkbox"/> Nicholas Ramfos ***	COG/TPB	202-962-3313
<input checked="" type="checkbox"/> Christopher Arabia	COG/TPB	202-962-3385
<input checked="" type="checkbox"/> Danette Campbell	COG/TPB	202-962-3286
<input type="checkbox"/> Douglas Franklin	COG/TPB	202-962-3792
<input checked="" type="checkbox"/> Mark Hersey	COG/TPB	202-962-3383
<input type="checkbox"/> Owais Rafique	COG/TPB	202-962-3330
<input checked="" type="checkbox"/> Giovanni Balsamo	COG/DTP	202-962-3285
<input checked="" type="checkbox"/> Philo Lovings	COG/DTP	202-962-3327
<input checked="" type="checkbox"/> Ron Kirby	COG/DTP	202-062-3310