



MEETING MINUTES

COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

Tuesday, September 18, 2007

2:00 p.m. - 4:00 p.m.

Metropolitan Washington Council of Governments

777 North Capitol Street, N.E.

COG Board Room, Third Floor

Chairperson: Christine Kingery, Loudoun County

Vice Chairperson: Kevin Thornton, Prince Georges County

COG Staff Contact: Nicholas Ramfos, 202/962-3313 or nramfos@mwkog.org

(Note: If you cannot attend this meeting, please call 202/962-3327.)

ITEM

1. Introductions

2. Minutes of the June 19, 2007 Meeting
The Minutes were approved as written.

3. Change of Chairpersons

Kevin Thornton with Prince George's County is the new chair. He presented an appreciation plaque to outgoing Chair Christine Kingery with Loudoun County. Diana Utz with GW Ride Connect will be the new Vice Chair.

4. Upcoming Fairs and Promotions

Kevin Thornton, Prince George's County: will attend a fair at the University of Maryland on September 19, 2007.

Donna Norfleet, Alexandria: A transportation fair will be held at the King Street Metro Station facility on September 19, 2007. Transportation fairs will be held at Fox Chase Shopping Center and Van Dorn plaza in October.

Dorothy Dalphon, Transit Services of Frederick County: Transportation fairs will be held at Fairfax Community College and in downtown Fairfax in September and October.

Christopher Arabia, DRPT: DRPT will attend a transportation fair at Telework Virginia. Congestion management programs in conjunction with the Silver Line will be taking place throughout the fall.

Heather McColl, ARTMA: ARTMA's annual meeting will take place the week of September 24th 2007.

Robin Briscoe, Tri-County Council: St Mary's County will have a transportation fair September 22-23. Public hearings for alternative modes of transportation will occur in September. Tri-County Council will attend a function for transportation in rural Maryland in October.

Darlene Nader, North Bethesda: North Bethesda will be attending a transportation fair at Lockheed Martin. Fall meetings will also take place with employers to transition over to SmartBenefits.

Glenn Hiner, Fairfax: Fall fair will take place the weekend of Sept 29-30.

COG: COG staff attended a Fair in June in Crystal City and the Telework Exchange on Sept 12th. COG will be present for Alexandria's King Street Metro Station fair.

Charles Steigerwald PRTC: Will attend a transportation fair sponsored by the chamber of commerce on September 26, 2007.

5. TDM Software System Project Update

The Ridematching functionality and the administrative functions of the new system were explained. Administrators login to access their account using their login ID and password. This login information allows administrators access into the administrative section of the program. Commuters can input their information into the program when they register with Commuter Connections. Commuters have control over what information is shared.

Base Technologies then generated a sample Ridematch letter and explained that the matches generated will be based on geographic proximity, work times, as well as other search parameters (such as smoking preference). The contact functions available to commuters were explored. In particular, the emailing function was demonstrated.

Users will be able to choose a different radius for both home and work locations to allow for a more customized search. Commuters will have the option to see their matches in a mapping view. The map will contain various landmarks (which include park-and-ride lots, famous buildings/locations, bus stops, etc.). Users will be able to select which landmarks will show up on the maps. Bus route information will be shown on the final version of the map.

The Commuter Administration pages were presented. Administrators can search the database for commuters using a variety of search fields (CID, first name, last name, phone number, etc). Administrators will have access to the users' information in case any changes (for example member info, commute info, employer info, work schedule, etc) are needed.

The pool administration functionality was also demonstrated. Administrators can manage all aspects of pools including searching existing pools, adding commuters to an existing pool, or creating new pools.

Reports can be generated on the new software. New reports can be added to the list as needed and antiquated reports can be removed from the list. Work will be done to make the interface more user-friendly. The data from the reports will also be exported into Microsoft Excel.

It was reported that the testing phase will begin with Montgomery County, Prince George's County, Fairfax, and PRTC as the testing locations. A schedule will be created for moving all jurisdictions over to the new TDM software after the completion of the testing phase.

The web-based software is available for access to all Commuter Connections Ridematching Committee members through the Extranet.

6. Transit and Street Center Line Updates (15 min) INFORMATION

Street coverage for DC: Ross Edgar reported the following changes to the GIS data in the CCRS:

- Added the 1200 NJ Ave SE and moved the landmark from L'Enfant Plaza to 1200 NK Ave SE.
- Updated transit information for Metro and Baltimore Light Rail to represent a more accurate mapping of stations and routes.

Mr. Edgar stated that the updated information is available on the Extranet along with directions for downloading the new GIS data.

7. Park-and-Ride Maps (10 min) INFORMATION

The new Park-and-Ride Maps are printed. Any additional requests for maps should be directed to Stephen Finafrock at 202-962-3385 or sfinafrock@mwkog.org.

8. Client Site Status/Roundtable (10 min) DISCUSSION/
INFORMATION

It was reported that a patch for Microsoft Word 2007 does not allow Ridematch letters to be sent as an email attachment.

9. Other Business/Upcoming Agenda Items (5 min)

No issues were discussed. Any future agenda items should be sent to the attention of Stephen Finafrock at sfinafrock@mwkog.org.

The next meeting of the Commuter Operations Center Subcommittee will be held on December 18, 2007 from 10 a.m. to 12 noon.

The Commuter Connections Ridematching Committee will meet on the following dates in 2008:

Tuesday, March 18, 2008	10:00 am – 12:00 pm
Tuesday, June 17, 2008	10:00 am – 12:00 pm
Tuesday, September 16, 2008	2:00 pm – 4:00 pm*
Tuesday, December 16, 2008	10:00 am – 12:00 pm

*note change in time