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**MEETING NOTICE AND AGENDA
COMMUTER CONNECTIONS SUBCOMMITTEE**

Tuesday, September 14, 2004

Noon – 2 p.m.

Metropolitan Washington Council of Governments

777 North Capitol Street, N.E.

Fifth Floor, Conference Room

(Note: New Meeting Room)

Chairperson: Robin Briscoe, Tri-County Council for Southern Maryland

Vice Chairperson: Sharon Affinito, Loudoun County

Staff Contact: Nicholas Ramfos 202/962-3313

Note: If you cannot attend this meeting, please call 202/962-3327. On-street parking surrounding the COG offices has been severely restricted and parking in the building fills up fairly quickly, therefore you are strongly encouraged to either use transit to Union Station or to carpool to the meeting. Additional garages are located at 750 First Street and in Union Station; however, there are no guarantees that parking will be available in these garages due to the on-street parking restrictions.

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<u>ITEM #</u>	<u>ACTION</u>
1. Introductions	
2. Minutes of July 20, 2004 Meeting	APPROVE
3. Announcement of New Vice Chair (10 min)	APPROVE
The Commuter Connections Vice Chair Nominating Committee selection for Vice Chair for the Subcommittee will be announced for approval.	
4. Change of Chairpersons	
5. TDM Evaluation Project Update (15 min)	INFORMATION and APPROVAL
Nicholas Ramfos will give an update on the status of the 2004 State of the Commute survey draft Technical Report. The Subcommittee will be asked to approve the 2004 GRH Applicant Survey report, and the 2004 Telecenter Utilization and Teleworker Travel Behavior Survey report that were reviewed At the June and July Subcommittee meetings. Both draft reports are enclosed for review.	

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| 6. | Update on Transportation Emission Reduction Measures (TERMs) for the 2004 Constrained Long Range Plan (CLRP) and FY2005-2010 Transportation Improvement Program (TIP) | (15 min) | INFORMATION |
| | Daivamani Sivasailam will brief the Subcommittee on the review of the effectiveness of the current and proposed TERMS, including changes made to the Telecommuting impacts for the 2004 CLRP and FY2005-2010 TIP. <i>(Enclosed Memorandum)</i> | | |
| 7. | Commuter Connections Ridematching Web Migration Project Update | (15 min) | INFORMATION |
| | Staff will update the Subcommittee on the status of the Commuter Connections ridematching software web migration project. | | |
| 8. | Clean Air Partners Update | (10 min) | INFORMATION |
| | Jenifer Desimone will brief the Subcommittee on the status of this year's ozone season and give an update on Clean Air Partners activities. | | |
| 9. | SmarTrip Update | (15 min) | INFORMATION |
| | Dick Siskind with WMATA will give an update on the status of SmarTrip cards and the installation of SmarTrip fareboxes on transit. | | |
| 10. | Regional TDM Marketing Update | (15 min) | INFORMATION |
| | Douglas Franklin will give an update on upcoming regional TDM marketing campaign activities and the update of the Regional TDM Marketing Resource Guide And Strategic Marketing Plan. | | |
| 11. | Employer Outreach Update | (10 min) | INFORMATION |
| | Mark Heresy will brief the Subcommittee On the FY04 results from Employer Outreach conformity verification and Will also update the group on upcoming Employer Outreach activities. | | |

12. FY06 Commuter Connections Work Program (10 min) INFORMATION

Nicholas Ramfos will give an update on the preparation of the FY06 CCWP.

13. FY04 Annual Report and Budget (5 min) INFORMATION

The FY04 Annual Progress Report will be distributed along with the draft Final budget summary.

14. Other Business/Set Agenda for Next Meeting (5 min)

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

NOTE: The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, November 16, 2004 at 12 noon.

<u>Upcoming Meetings</u>	<u>Date</u>	<u>Time</u>
<i>Commuter Operations Subcommittee</i>	<i>Sept. 14th</i>	<i>10 a.m.</i>
<i>Association for Commuter Transportation International Conference – New Orleans</i>	<i>Sept. 19-22</i>	
<i>Regional TDM Marketing Group</i>	<i>Oct. 5th</i>	<i>10 a.m.</i>
<i>Telecommuting Ad-Hoc Group</i>	<i>Oct. 6th</i>	<i>10 a.m.</i>
<i>Employer Outreach Ad-Hoc Group</i>	<i>Oct. 19th</i>	<i>10 a.m.</i>
<i>GRH Ad-Hoc Group</i>	<i>Oct. 19th</i>	<i>12 noon</i>

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS



Commuter Connections Subcommittee

MEETING MINUTES

Tuesday, July 20, 2004

CHAIR: Robin Briscoe, Tri-County Council for Southern Maryland

VICE CHAIR: Sharon Affinito, Loudoun County

STAFF CONTACT: Nicholas Ramfos (202) 962-3313

Item #1 Introductions

Ms. Briscoe began the meeting by introducing herself and affiliation and all who were in attendance did the same. Ms. Briscoe asked that everyone in attendance sign the attendance sheet. (*See attached attendance sheet*).

Item #2 Minutes of June 15, 2004 Meeting

Ms. Briscoe proceeded with the review of the previous meeting minutes asking those in attendance if they had reviewed the minutes dated June 15, 2004 and if there were changes or additions. Sharon Affinito noted her name and Loudoun County were misspelled in the minutes. The minutes were then approved by the Subcommittee with the noted changes.

Item #3 Vice Chair Nominating Committee

The Commuter Connections Chair appointed the Vice Chair of the nominating committee.

Ms. Briscoe announced that Sharon Affinito will be the next chair of the Subcommittee. She also appointed the nominating committee to select the next Vice Chair. The committee included Ms. Briscoe, Ms. Affinito, and Mr. Ronald Mitchell, last year's Chair. The Subcommittee approved the nominating committee put forth by Ms. Briscoe. Ms. Briscoe then stated that the Committee would be meeting within the next week or so to nominate the next Vice Chair and that it was the District of Columbia's turn to fill the spot. The Subcommittee will be asked to endorse the candidate at the September 14th meeting.

Item #4 TDM Evaluation Project Update

Staff and the consultant presented the draft results from the 2004 State of the Commute survey. A status report was also given on other TDM Evaluation project studies.

Ms. Lori Diggins with LDA Consulting presented the preliminary findings of the 2004 State of the Commute survey which is part of the overall regional TDM evaluation project. There were over 7200 respondents, with interviews done over the course of 3 months. One county's information was collected late due to a need to redo some of the interviews, and that was Fairfax County. There were also changes made to the definition of telecommuting and a handout explaining the changes and the resulting adjustments made to the 2001 Telecommuting results was distributed to the Subcommittee.

Ms. Diggins gave a PowerPoint Presentation entitled, "Commuter Connections TERM Evaluation Project 2004 State of the Commute Survey." Her survey incorporated the following topics:

- SOC Survey Overview (included Survey Sample and the purpose).
- SOC Question Topics
- Commute Patterns- This section included topics such as commute modes, current alternative mode user characteristics, and commute lengths. Detailed graphs were also shown.
- Telecommute Experience- This section included topics such as regional telecommuting basics, a list of people who telecommute, telecommute information sources, and telecommute potential. Percentages were provided to accompany each individual section.
- Awareness/Attitudes on Commuting Options- This section included topics such as public transit and rideshare, HOV lanes and P&R, and perception of commute ease. Percentages were provided to accompany each individual section.
- Commute Advertising- This section included topics such as advertising recall, ad messages, and actions after seeing/hearing ads. Percentages were provided to accompany each individual section.
- Commute Assistance Services- This section included topics such as awareness and use of regional services, awareness of Commuter Connections and GRH. Percentages were provided to accompany each individual section.
- Employer-Provided Services- This section included topics such as incentive/support services offered and used, explanations as to who offers these services, parking services that are offered and commute mode by services offered. Percentages were provided in table format to accompany each individual section.
- InfoExpress Kiosks- This section included topics such as use of kiosks and commute changes after using kiosk information. Percentages were provided to accompany each individual section.
- Conclusions- In the final section Ms. Diggins concluded her presentation with a brief summary of the discussed topics. These topics included commute patterns, telecommuting, ad and regional commute service awareness and employer-services.

In going over commute patterns, Ms. Diggins mentioned four key points: Regional drive alone mode share has increased at the expense of carpooling and vanpooling. Other alternative modes maintained mode shares. More than half current alternative mode users have used these modes for two or more years. Commuters continue to try new alternative modes (22% in the past two years) and 40% of new alternative mode users were driving alone before.

Ms. Diggins continued her conclusion with a brief overview of telecommuting. She stated that about 12.8% of non-self employed commuters telecommute and 19% more “would and could” if their bosses would allow it. Informal telecommuting arrangements predominate, but formal programs appear to have grown since 2001 (27% to 32% of telecommuters). The overwhelming majority (95%) of telecommuters work at home. Also, 5% of telecommuters said they learned of telecommuting opportunities from Commuter Connections/COG, while others learned from ads/employers that could have been indirectly from Commuter Connections/COG.

Ad and regional commute service awareness was summed up by Ms. Diggins with the following five points: Commute information advertising is widely recognized. Ads appear to be influencing consideration of alternative modes and introducing commute services. Regional awareness of commute assistance resources has increased substantially and appears to be related to advertising. Commuter Connections has a high name and service recognition. Awareness of GRH has grown dramatically from 20% of commuters in 2001 to 59% in 2004.

Ms. Diggins finished her conclusion with a brief discussion of Employer Services. She concluded that the availability of worksite commute assistance services is about the same as in 2004 at 53%. The availability of transit and vanpool subsidies and bike/walk programs has gone up slightly. Most employees (69%) still have free parking. Worksite commute services might encourage use of alternative modes. Finally, free parking might discourage alternative mode use.

Mr. Nicholas Ramfos stated that edits to the draft technical report will be accepted by August 16th and to forward the edits to his attention. The draft results will eventually be presented to the TPB Technical Committee and to the TPB. The Subcommittee will be asked to endorse the Technical report at the November Subcommittee meeting and a general public report will then be completed and released later in the fiscal year.

Item #5 Update on Transportation Emission Reduction Measures (TERMs) for the 2004 Constrained Long Range Plan (CLRP) and FY2005-2010 Transportation Improvement Program (TIP).

Mr. Daivamani Sivasailam briefed the Subcommittee on the effectiveness of the current and proposed TERMS including the Commuter Connections TERMS for the 2004 CLRP and FY2005-2010 TIP.

Mr. Sivasailam referred to the memo in the Subcommittee mailout packet that was sent to the technical committee discussing possible TERMS for the upcoming year. The memo contained a table that listed the emissions reductions credits for each potential project. This year, the DC region has a benefit of 4 tons of VOC and 8 tons of NOx. List C in this memo was a carryover from previous years, outlining projects that may be undertaken if additional reductions are needed. A conformity analysis will be undertaken in September, and any shortfall in emissions reductions will be met by using projects off of list C in the handout.

Gus Robey asked when will we know what needs to be done under the 8 hour emissions standards. It was stated that we will be using the 1 hour emissions budget for next year, and that the requirements under the 8 hour standard were not finalized. Gus suggested Commuter Connections should form a task force to analyze what's worked, and create new program options. It was decided that the already established TDM Evaluation Group would take on this function

Item #6 2004 Employer Recognition Awards

Mr. Douglas Franklin gave a status report on the results of the 2004 Commuter Connections Employer Recognition Awards program.

Douglas Franklin gave the committee a brief overview of the recently held employer recognition awards. He explained that the employer recognition awards were given to employers for their work in promoting the use of alternative commuting among their workers. A brief video was shown, highlighting the winners of the awards. Mr. Franklin also noted this was the kickoff of Commuter Connections "Best Workplaces for Commuters" program. A Congratulatory ad about the winners of this program ran in the Washington Times and the Washington Business Journal.

Item #7 FY2004 Employer Telework Workshop Evaluation

Ms. Danette Campbell gave a briefing on the preliminary results from the 2004 Employer Telework Workshops.

Ms. Danette Campbell reviewed the draft report document on the outcome of the 2004 Employer Telework workshops. Ms. Campbell noted some highlights of the draft report. These included on page 4 a breakdown of the cost of the workshops. On page 5 the raised attendance is discussed. Pages 6 thru 7 provide a summary of the evaluation of the scopes. Remarks and ratings made by workshop attendees can be found on page 9. On pages 10-28 there is an evaluation of the information from previous years. Finally, on pages 30-37 the seminars are listed.

She noted that on the enclosed report, on page 3, the last sentence, it should read the "total attendance for all 9 workshops was 224; the average attendance was 25 per workshop" and on table one seminar should read workshop. Comments, edits or anything regarding the report can be forwarded to Ms. Campbell by August 16th via email at dcampbell@mwco.org. The report has also been presented to the Telecommuting Ad-Hoc group for review and comment.

Item #8 TMA Advisory Group Update

Mr. Mark Heresy gave an update on the recent training and summit held by Commuter Connections for the TMA Advisory Group.

Mark Hersey quickly outlined the recently held training seminar. Urbantrans gave a good seminar, discussing business and social aspects of transportation. He also discussed an upcoming summit for employer outreach. The group discussed the reasons for having the summit, and if the meeting was worthwhile.

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.

There were no other business or agenda items requested. The meeting adjourned at 2:00 PM.

The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, September 14, 2004.

COMMUTER CONNECTIONS SUBCOMMITTEE MEETING SIGN-IN SHEET Tuesday, July 20th, 2004

Please place a ✓ beside your name, or add it using the space provided on the second to last page.

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Please cross out your e-mail if you DO NOT wish to receive information electronically.

- * Chair-Robin Briscoe
- ** Vice Chair-Sherry Affinito
- *** COG Staff Contact

NAME	ORGANIZATION	CONTACT #	E-MAIL
<input type="checkbox"/> Debra Adams	MD Transit Administration	410-767-8356	dadams@mdot.state.md.us
<input checked="" type="checkbox"/> Sharon Affinito**	Loudoun County Office of Transportation	703-771-5251	saffinit@loudoun.gov
<input type="checkbox"/> Renea Bailey	U.S. Nuclear Regulatory Commission	301-415-2265	arb1@nrc.gov
<input type="checkbox"/> Sue Bethke	LINK	703-318-9663	sbethke@cs.net
<input checked="" type="checkbox"/> Robin Briscoe*	Tri-County Council for Southern Maryland	301-884-2144	rbriscoe@tccsmd.org
<input checked="" type="checkbox"/> Shauna Brown	Alexandria Rideshare	703-838-3800	shauna.brown@ci.alexandria.va.us
<input type="checkbox"/> Keith Bounds	MDOT	410-865-1305	kbounds@mdot.state.md.us
<input checked="" type="checkbox"/> Muriel Bowser	Montgomery County Government	301-565-5708	muriel.bowser@ontgomerycountymd.gov
<input type="checkbox"/> Toni Byrd	WMATA	202-962-2765	tbyrd@WMATA.com
<input type="checkbox"/> Linda Stewart-Byrd	MDOT	410-865-1308	<u>Lstewart-byrd@mdot.state.md.us</u>
<input type="checkbox"/> Jack Carlile	Maryland Rideshare Corporation	301-384-2233	vpczar@aol.com
<input type="checkbox"/> Randall Carroll	MD Department of Environment	410-537-3252	rcarroll@mde.state.md.us
<input type="checkbox"/> Rick Clawson	DRPT	804-786-7858	rclawson@drpt.state.va.us

NAME	ORGANIZATION	CONTACT #	E-MAIL
___ Lois DeMeester	Arlington Transportation Partners	703-247-9293	ldemeester@earthlink.net
<u>X</u> Victor I. Egu	P.G. Department of Public Work & Transportation	301-883-3115	vegu@co.pg.md.us
___ Christina Gordon	Arlington Transportation Partners	703-247-9291	cgordon@transpartners.com
___ Bobbi Greenberg	Arlington County Commuter Services	703-228-4787	bgreenberg@co.arlington.va.us
___ Christopher Hamilton	Arlington County Department of Public Works	703-228-3725	chamil@co.arlington.va.us
___ Fatimah Hasan	MD Department of Transportation/OPCP	410-865-1279	fhasan@mdot.state.md.us
___ Ken Jarocki	VPSI Inc.	703-329-4001	kjarocki@vpsiinc.com
___ Susan Klasmeier	Washington Area Bicyclist Association	202-628-2500	
___ Kate Konrad	ATP	703-247-9294	kkonrad@transpartners.com
<u>X</u> Michael Jones	General Services Administration	202-260-4155	mike.jones@gsa.gov
___ Laura Beth Maddox	Crystal City CSC	703-413-4289	
<u>X</u> Ronald Mitchell	DC Department of Transportation	202-671-2231	ronald.mitchell@dc.gov
___ Jerry Morrison	VDOT – Richmond	804-225-3709	morrison_gl@vdot.state.va.us
___ Nancy Noonan	MD Transit Administration	410-767-3775	nnoonan@mdot.state.md.us
<u>X</u> Nancy Norris	Transit Services of Frederick County	301-631-3543	nnorris@fredco-md.net
<u>X</u> Valerie Pardo	VDOT–NOVA	703-383-2214	Valerie.pardo@virginiadot.org
___ Linda Provost	Montgomery County Commuter Services	301-565-5884	Linda.Provost@co.mo.md.us
___ Vonnie Reynolds	Northern Neck Rideshare/PDC	804-333-6683	vreynolds@nnpdc17.state.md.us
<u>X</u> Charlene Robey	Virginia Department of Rail & Public Transportation	804-786-7968	crobey@drpt.state.va.us
___ Sarabeth Rodriguez	U.S. Census Bureau		sarabeth.rodriquez@census.gov

NAME	ORGANIZATION	CONTACT #	E-MAIL
___ Rick Rybeck	District Department of Transportation	202-671-2325	Rick.rybeck@dc.gov
___ Katie Sihler	Arlington Transportation Partners	703-247-9290	ksihler@transpartners.com
___ 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
<u>X</u> Lynn Sivels	P.G. Department of Public Works & Transportation	301-883-5656	lsivels@co.pg.md.us
___ Carol Smith	FCDOT	703-324-1204	Carol.smith@fairfaxcounty.gov
___ Chuck Steigerwald	PRTC	703-580-6130	csteigerwald@omniride.com
___ 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	703-292-4268	dutz@radco.state.va.us
Cynthia Capelli	STI	703-684-4476	SRTICONSUL@aol.com
Phyllis Doak	STI	703-684-4476	PHYLLISDOAK@aol.com
Kristin Haldeman	WMATA	202-962-1848	khaldeman@wmata.com
Jim Larsen	DATA	703-380-5645	jlarsen@datatrans.org
Damon Harvey	DDOT	202-671-2556	Damon.harvey@dc.gov
Tim McLendon	NSF	703-292-4268	TMCLENDO@NSF.GOV
Jen Desimone	COG/DEP	202-962-3360	idesimone@mwkog.org

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/DTP	202-962-3383
<input checked="" type="checkbox"/> Douglas Franklin	COG/DTP	202-962-3330
<input checked="" type="checkbox"/> Mark Hersey	COG/DTP	202-962-3286
<input checked="" type="checkbox"/> Owais Rafique	COG/DTP	202-962-3792
<input checked="" type="checkbox"/> Giovanni Balsamo	COG/DTP	202-962-3792
<input checked="" type="checkbox"/> Daivamani Sivasailam	COG/TPB	202-962-3226