



MEETING NOTICE AND AGENDA
COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

Tuesday, December 16, 2008
10:00 a.m. - 12:00 p.m.

Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
COG Board Room, Third Floor

Chairperson: Diana Utz, GW RideConnect
Vice Chairperson: Traci McPhail, Baltimore City

ITEM #

1. Introductions

See attendance sheet.

2. Minutes of the September 16, 2008 Meeting

Minutes were approved.

3. Upcoming Fairs and Promotions

Diana Utz of GWRideConnect discussed a radio advertising campaign.

Robin Briscoe of Tri-County Council discussed an M&T Bank employer services event, an upcoming Patuxent River Naval Station employer service fair, and the planned vanpool driver training sessions.

Heather McColl from ARTMA attended a transportation fair at the Census Bureau in September. ARTMA is also involved with incorporating TDM into development plans as part of the Annapolis general development plan, operating a holiday shuttle service during December, and an advertising campaign featuring MTA Rideshare and Commuter Connections' TV commercials.

Chris Arabia of DRPT discussed efforts to promote the Beltway HOT lanes.

Traci McPhail from Baltimore City announced creating a second TMA in conjunction with MDOT. Baltimore City attended a transportation fair for M&T Bank. Baltimore City is also starting a downtown shuttle service, sponsoring bicycling education courses, and updating their website.

Clint Wade from PRTC attended a transportation fair at National Geographic.

Roberta Jackson from Howard County announced the launch of a newsletter. GRH applications for Howard County are up 700%. Howard County will attend transportation fairs at NSA and Northrop Grumman.

Debra Adams from MTA has attended numerous transportation fairs including an event at the Johns Hopkins Applied Physics Lab.

Glenn Hiner from Fairfax County discussed updates to their website.

Dottie Dalphon from Frederick County announced several radio advertising campaigns. Frederick County also obtained advertising time on a LED billboard. Frederick County is working with VPSI to create a new commercial that will be used in future advertising campaigns.

Donna Norfleet from the City of Alexandria will be attending a transportation fair at GSA in January.

Darlene Nader from North Bethesda discussed promotional efforts at NIH main campus and satellite offices.

Stephen Finafrock from COG discussed recent and upcoming transportation fairs at CGI, Census Bureau, NSF, King Street Metro Station, and Orbital.

4. Outer Jurisdiction Demo - Roanoke

The Commuter Connections TDM Software is being customized for the following Virginia regions: Roanoke, Charlottesville, Middle Peninsula, Hampton Roads and Richmond.

Customization includes updating the look and feel of the software to match that of the outer jurisdictions, and some minor functionality issues.

Development of a timeline and scope of work for the remaining outer jurisdiction sites is underway.

5. TDM System/Error Reporting Update

Several suggestions were made by Ridematching Committee members including: adding a note to the commuters' record when a ridematch letter is sent, allowing ridematch letters to be editable and being able to view employers on a map before selecting a particular employer record. These requests will be compiled into a list of enhancements that will be addressed after the completion of Phase III of the software development process.

6. APP FORM CODE DISCUSSION

The importance on changing the App Form Code was discussed. A list of all commuters without App Form Codes by home jurisdiction was distributed. Local jurisdictions were asked to assign the correct App Form Code to these commuters.

7. Client Site Status/Roundtable

Changes to MOUs: The technical policy support agreement was updated. Commuter Connections network members need to sign two copies of the agreement. A copy signed by COG's Executive Director will be returned to the network member.

The gas price ticker on the Commuter Connections TDM Software login page will be removed.

Commuters who do not have a program association should be contacted to ensure that they are receiving all desired services.

8. Other Business/Upcoming Agenda Items

Customer Service training will be held on February 18, 2009 from 8:30AM – 12:30PM in Training Center A&B at COG.

Volunteers are being requested for the Carpool Incentive Program Demonstration Project Study Work Group.

Two topics were requested to be included on the next agenda: Reporting using the TDM Software and a presentation on the Carpool Incentive Program Demonstration Project Study

The next meeting of the Commuter Operations Center Subcommittee will be held on March 17th 2009 from 10:00 a.m. to 12:00 p.m.