

**Commuter Connections Subcommittee  
Meeting Minutes**

**Tuesday, January 19, 2010**

**Chairperson: Willie Epps, Prince George's County Department of Public  
Works & Transportation**

**Vice Chairperson: Gabriel Ortiz, City of Alexandria**

**Staff Contact: Nicholas Ramfos (202) 962-3313**

**Item #1 Introductions**

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

*Standing Chair (sitting in for Mr. Epps), Samuel Carter called the meeting to order by introducing himself and asking the rest of the attendees to do so (See attached attendance sheet).*

**Item #2 Minutes of November 17, 2009**

*Approval was sought for the November 17, 2009 Commuter Connections Meeting Minutes.*

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

**Item #3 FY 2011 Work Program Development**

*Nicholas Ramfos, COG TPB staff, briefed substantive changes made to the FY 2011 draft CCWP.*

Mr. Ramfos briefed the Subcommittee on the FY 2011 Commuter Connections Work Program development. Mr. Ramfos stated that the draft FY 2011 Work Program was distributed at the last Commuter Connections Subcommittee meeting and a comment period had been established. The Work Program has new updates, primarily in the Employer Outreach program. The District Department of Transportation (DDOT) is going to be contracting the pass through dollars directly, instead of COG hiring a contractor. DDOT will be leaving in the Program Administration funds, in order they can maintain sales and administrative support from COG. Budget updates were made on pages 9 and 10 and a footnote will be added on table two of page 11. In February, the document will be presented to the TBP and to the TPB Tech Committee. Changes were also made on pages 38 & 40 and language was added to page 37. There was a motion and second and an approval to endorse the document for release was unanimous.

**Item #4 Congestion Management Process Update**

*Wenjing Pu and Andrew Meese, COG TPB staff, briefed the Subcommittee on recent activities in the CMP work area.*

Mr. Meese defined the Congestion Management Process (CMP), which is a federal requirement in metropolitan transportation planning.

-SAFETEA-LU: Federal regulations for metropolitan planning issued February 14, 2007 addresses the CMP requirements. Mr. Meese also briefed the Subcommittee on the Federal regulations

that require the long-range plan and CMP to include consideration and implementation of demand management strategies.

Mr. Pu gave a presentation on the Update on the Congestion Management Process (CMP). He discussed the background, major CMP activities and the timeline of the 2010 Technical Report. In January the Major data analysis will be complete, in February the draft report release for committees to comment on will occur, in March the comment period ends and in April the final updated CMP report will be released. A comment period was established for Tuesday Feb. 9<sup>th</sup>. The report will be posted on the Extranet and can be downloaded and then updates can be e-mailed directly to Mr. Pu.

**Item #5      FY 2009 GRH Customer Satisfaction Survey**

*Douglas Franklin, COG TPB staff, briefed the Subcommittee on the Guaranteed Ride Home Customer Satisfaction Survey.*

Mr. Franklin gave a presentation on the draft FY 2009 GRH Customer Satisfaction Survey. This draft report included the survey response rate, the rate of service received from the reservations staff, transportations service, response time, the reason for the trips and overall satisfaction levels. The overall average response time was 15 minutes and the overall satisfaction results in excellent was about 79%. A comment period was established for February 3rd. The Subcommittee will be asked to endorse the report for release at the March 16<sup>th</sup> meeting.

**Item #6      Washington Metropolitan Region Slug Survey**

*Mr. Marc Oliphant, Virginia Tech Graduate, presented results to the Subcommittee on a survey of 300 "sluggers" he conducted.*

Mr. Oliphant gave a presentation on "slugging" in the region based on data he collected from a survey he conducted. Mr. Oliphant shared the survey results, demographics and motivating factors for participation. Slugging is a creative way to form commuter carpools, practiced on the HOV Corridors of San Francisco, Houston, Northern Virginia & Washington DC. With Slugging, no money is exchanged, the drivers save time and the passengers save money. Slugging can be beneficial due to fewer cars, less pollution and congestion. It also lightens the public transit load and saves time and costs, resulting in happier commuters.

**Item #7      Strategic Plan Update**

*Nicholas. Ramfos, COG/TPB staff, briefed the Subcommittee on updates to the Commuter Connections Strategic Plan based on comments received.*

Mr. Ramfos briefed the Subcommittee on the updates of the Commuter Connections Strategic Plan. The first change was made on the background section (Benchmarking and Performance Measures). Under the Commuter Operations center additional bullet points were added, based on the comments. There were some formatting changes as well. A comment period was established for February 5<sup>th</sup>. The Subcommittee will be asked to endorse the plan at the march 16<sup>th</sup> meeting.

**Item #8      Regional TDM Evaluation Project Update**

*Lorri Diggins, LDA Consulting, briefed the Subcommittee on recent activities associated with the regional TDM associated with the regional TDM Evaluation project.*

Ms. Diggins gave a presentation on the Commuter Connections Term Evaluation Update and discussed the recent activities associated with the regional TDM Evaluation project. Ms. Diggins discussed the updates to the Evaluation framework from 2008-2011, the schedule for the remaining term activities and an overview of the data collection activities for the 2010 State of Commute Survey and Guaranteed Ride Home Applicant Survey. The TERM Evaluation Framework is a document that is updated every three years for the training evaluation cycle. The purpose is to define the performance indicators, the methodology for calculation, the evaluation data sources, that will all be used to determine the term impacts. This evaluation cycle, the Commuter Connections TERMS will be included in the document as well as the Commuter Operations Center as well as the Integrated Rideshare TERM pertaining to software upgrades will be also be evaluated. A comment period was established for the draft report for February 10<sup>th</sup>. Changes will be reviewed during the March 16<sup>th</sup> Subcommittee meeting.

**Item #9      2010 Employer Recognition Awards**

*Douglas Franklin, COG TPB staff, briefed the Subcommittee on the Employer Recognition Awards project.*

Mr. Franklin discussed the nomination period for the awards is February 1<sup>st</sup>. The selection committee will meet on March 24<sup>th</sup> at COG and the Awards Ceremony will be on June 23<sup>rd</sup> at the National Press Club and the MC will be Muriel Bowser.

**Item #10      2nd Quarter Budget Report**

*Towanna Hinton, COG/TPB Staff, distributed and discussed the Commuter Connections 2<sup>nd</sup> quarter budget report.*

A copy of the 2nd quarter Commuter Connections budget report was distributed to the Subcommittee. Ms. Hinton reviewed the report and went over the commitments and expenditures for FY 10 (October 1, 2009 – December 31, 2009) 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, March 16, 2010 at 12 noon.**