



**COMMUTER CONNECTIONS SUBCOMMITTEE  
MEETING MINUTES**

**Tuesday, July 18, 2017**

**12 noon – 2:00 p.m.**

**Metropolitan Washington Council of Governments**

**777 North Capitol Street, N.E.**

**Third Floor, COG Board Room**

**Chairperson: Fatemeh Allahdoust, VDOT**

**Vice Chairperson: Janiece Timmons, WMATA**

**Staff Contact: Nicholas Ramfos 202/962-3313**

**Item #1      Introductions**

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

**Item #2      Minutes of May 16, 2017 Meeting**

*Approval was sought for the May 16, 2017 Commuter Connections Subcommittee Meeting Minutes.*

A motion was sought by Subcommittee Chair Fatemeh Allahdoust to approve the minutes of the previous meeting.

A motion was made by George Clark, Tri-County Council for Southern Maryland and seconded by Mark Sofman, Montgomery County.

The Subcommittee unanimously approved the previous meeting's minutes.

**Item #3      Vice Chair Nominating Committee**

*Fatemeh Allahdoust, VDOT, appointed the Nominating Committee that will select the next Subcommittee Vice Chairperson*

Fatemeh Allahdoust, VDOT, shared that she will establish the Vice Chair Nominating Committee. She requested a motion whereas herself, Janiece Timmons, WMATA and Kendall Tiffany, Frederick County will be appointed members of said committee. She noted that the standard procedure for this process has been that the previous and current Subcommittee Chairs, along with the current Vice Chair at the time, convene for the selection process. She also noted that the next Vice Chair of the CCSC must be a representative of Maryland.

A motion was made by Ms. Allahdoust and seconded by Kelly Woodward, DATA. The Subcommittee unanimously voted to approve the three members to the Vice Chair Nominating Committee. Nicholas Ramfos, MWCOG noted that he will coordinate a conference call to facilitate the committee's subsequent meeting in the following month.

**Item #4 Commuter Connections Flextime Incentive**

*Stephen Osborn, COG/TPB staff, briefed the Subcommittee on the substantive changes made to the draft Commuter Connections Flextime Incentive White Paper. The draft White Paper was presented to the Subcommittee on May 16th with a comment period of June 15th. The Subcommittee was asked to endorse the White Paper for release.*

Steven Osborn, COG/TPB Staff drew the Subcommittee's attention to the printed document associated with the agenda item. He shared that he will be reviewing revisions made since the previous presentation of the material, given that there was a good deal of feedback that came from the Subcommittee.

He drew the Subcommittee's attention to pg. 7 where information was added from a 2009 Society of Human Resources Management report that included findings on organizations and their flexible work arrangements. The report found that 58% of organizations that have core hours also formally offer a flexible work arrangement and that 51% of organizations without core hours also offer flexible work arrangements. These statistics were considered important to include to illustrate how many employees do and do not have flexibility in their work arrangements.

Mr. Osborn continued in noting the steps that were taken to clarify the University of Maryland's (UMD) role in the project. He shared that language was added describing how UMD is funding their flextime incentive research from resources received through a grant from the Department of Energy (DOE), and that their main role in the collaboration is to help Commuter Connections develop a test deployment plan which will focus on the implementation of the program. UMD has also provided language based on their data collection efforts for the flextime incentive program regarding performance measures set for congestion delays, energy, emissions and behavioral data obtained from the pilot to produce system-wide benefit estimates.

Mr. Osborn also noted the need to clarify that the program will be sending out notifications to participants for both traffic incidents and unusually high traffic volumes. Moving forward, Mr. Osborn mentioned that on pg. 13 language was deleted regarding future studies from the Netherlands. On pg. 17, the (SOC) survey question was clarified which indicated a repeated incentive which may produce different results if the question was framed based on a one-time reward. Data from the draft report regarding likelihood of using flextime was also condensed into a table as opposed to the original statistics listed by jurisdiction. Also, language on pg. 18 regarding major roads and their usage was edited to better explain the corresponding table.

Mark Sofman, Montgomery County, commented on the layout of the table in question, noting that it should be the only thing on the following page for further clarity. Mr. Sofman also commented that the pagination in the page footer needs to be corrected.

George Clark, Tri County Council for Southern Maryland asked for clarification as to whether the question from the (SOC) survey regarding route 301 MD referred to any specific section of the route, given the length of the route in its entirety is quite substantial. A footnote will be added to the final report indicating that no specific section of the route was identified in the (SOC) survey questionnaire.

Mr. Osborn then moved to pg. 21 where a footnote was included explaining that the listed percentages related to the jurisdictional responses to the SOC question pertained to the acceptance of a small reward for using flextime and would not add up to 100% because the data was extrapolated from different report sections.

Ms. Woodward asked whether staff knew why commuters weren't likely to accept a monetary incentive for flexing their work hours. Mr. Osborn shared that the question was not framed in a way to gather that answer. Ms. Allahdoust, replied that some federal employees are not allowed to participate in such offers.

Mr. Osborn shared that, in a response to a previous feedback question, the selected corridors for the program have been displayed on a map on pg. 24 which correlates to the table on pg. 23, that illustrates bottleneck rankings.

Also, Mr. Osborn shared that more information had been added to pg. 32, which allowed for the enhanced estimation of the annual cost of the program, and that the process describing how these estimates were derived is on pages 32-33. These numbers were based on annual cost estimates derived from scenarios of \$3, \$5 and \$10 per day incentives.

New information was included based on historical travel time index data for non-holiday weekdays in 2015 and 2016, taken in the morning and evening peak hours of 7am and 8am and 5pm and 6pm. The data showed that there are typically about 70 higher than usual traffic delays that are either incident or non-incident related. The average annual cost numbers were derived from this data as well.

Mr. Osborn noted that despite what calculations the cost appears to be based on, there is a general unsureness as to how many commuters will register for the program. It is estimated that 35 notifications would be sent out on annually, however, it is unclear at present as to how many notifications will be accepted or how many commuters will already be in transit at the time of the notification and not able to delay their trip. If 35 notifications at \$3/day were to be sent during the course of the fiscal year, the estimated budget would be \$441,000. In the event that participation would be very high, reward amounts can be capped per person or per amount. Mr. Osborn concluded in noting that there will be a registration goal which will need to be reached prior to the pilot launch. He then opened the floor for further questions.

Ms. Allahdoust, asked how the figure of 6% for Flex likelihood was derived. She also asked what the 50% discount for flex likelihood meant. She suggested that a rewording effort may be helpful in providing clarity to the data.

Mr. Ramfos noted that data has been gathered from specific corridors which helped produce the 6%. Mr. Osborn replied that the 50% discount was based on a speculative estimate regarding prospective registration rates. The 50% takes into account the assumption that half of the potential participants may not want to flex their commute for any given reason.

Marina Budimir, DDOT mentioned that it would be important to know what participation level would be necessary to make a tangible difference. She also asked how the flextime incentive pilot would align with established TDM goals to reduce congestion instead of shifting congestion. Ms. Allahdoust supported this question.

Mr. Osborn replied that reducing congestion would take a large number of participants, potentially the majority of travelers in a given corridor at one time. The goal is to assist in alleviating congestion for peak periods.

Mr. Ramfos joined in noting that travel time information was analyzed resulting in an awareness that delays are typical and there are not specific outliers unless there is a significant event like a snow storm or a special event such as the Pope's visit. Even in the case of the Pope's visit the number of trips was fairly similar to any other day except that they were dispersed throughout various hours. He continued in noting that due to the intense level of traffic, the hope is that the program can improve the flow of traffic. He noted that in terms of specific participation levels affecting traffic delays, COG/TPB staff could not to incorporate this sort of analysis due to the difficulty in anticipating the impacts. The goal of the pilot is to help determine impacts for future evaluation.

Mr. Ramfos also noted 'significant' travel demand days are defined as type of incidents within the 85<sup>th</sup> percentile which is how 70 unusually congested commute days were determined which was halved for the 4 selected corridors for the flextime demonstration project as these were identified as being the most traffic intense in the region and are likely to represent the bulk of significant incidents.

Judy Galen, Loudoun County asked if any preventative measures were in place against commuters who already left outside of the peak period who could exploit the benefits of the program.

Mr. Osborn replied that notifications for the program will be sent exclusively to individuals who already have Commuter Connections accounts, which includes their work hours. COG/TPB staff will have the ability to validate work hours through cross references with supervisors.

Ms. Allahdoust asked a question regarding the next steps in the implementation of the program and whether a work group would be established to evaluate these next steps. Mr. Ramfos noted that after the endorsement of the White Paper, it was his hope to put together a working group to review the program guidelines and eligibility criteria. He stated that COG/TPB staff is currently working with software developers on the development of the mobile app for the program and would like to come back in September with a program framework. Geolocation services may not be immediately available and the initial approach will likely be low-tech where participants would verify that they did make the trip and perhaps be entered into a prize drawing. This would be at a much lower cost than the \$400K-\$500K allocated in the estimated budget. Once geolocation services are available and working confidently, the technology can be introduced and worked into a potentially larger project in FY2019.

Ms. Allahdoust, asked if the White Paper will be presented to the TPB technical committee, to which Mr. Ramfos replied in the negative. He noted that the next comment period will be after the working group has developed eligibility criteria, with implementation happening in the fall of 2017. The final draft of the Flextime Incentive White Paper will be posted to the Commuter Connections website.

Ms. Allahdoust requested a motion to endorse the Flextime Incentive White Paper release.

Mr. Clark made a motion to endorse the document under the condition that the changes discussed would be made.

Mr. Sofman, seconded the motion.

The Subcommittee then voted unanimously to endorse the Flextime Incentive White Paper for release.

**Item #5      Clean Air Partners Update**

*Janiece Timmons, WMATA, briefed the Subcommittee on upcoming Clean Air Partners Activities.*

Ms. Timmons began by drawing the Subcommittee's attention to the meeting materials associated with the item number. Beginning with community and business outreach, she shared that the Clean Air Partners (CAP) Toolkit is now available by request. The toolkit included magnets, rack cards and other items including a customized Clean Air message for social media and web banner which are also available to anyone. She encouraged members to contact Jen Desimone/COG TPB staff, to receive the toolkit.

Regarding marketing and public relations, Ms. Timmons shared that the 2017 campaign is under way, which includes more of an emphasis on digital and social media in addition to transit advertising with a goal of raising awareness of the CAP mission through increased application downloads and a stronger social media presence. She noted that in 2016 the CAP webpage garnered 75,000 page views and 4,500 individual sign ups with the mobile application.

Also, regarding digital and social media Ms. Timmons shared that ads will be running on Facebook throughout July. Additionally, transit ads are being marketed through WMATA on Rail lines and on buses, in addition to other transit agencies in the region. The organization recently reached out to MTA, Arlington Transit and the PRTC for collaborative marketing efforts.

Ms. Timmons continued in noting that the 3<sup>rd</sup> annual #BreatheEasy concert promotion was set to take place, in partnership with WGL holdings. The promotion will provide tickets to see musical performer Bruno Mars at the Verizon center on September 30<sup>th</sup>. The contest encourages participants to perform and share clean air deeds via social media. In 2016, 380 people were reached through #BreatheEasy, 11,600 users visited the landing page and 600 contest entries were received. This year's goal is to meet or exceed last year's publicity numbers. The concert will be promoted via paid media starting on August 1, 2017.

Additionally, CAP is partnered with Commuter Connections in a co-branded campaign to promote Car Free Day (CFD) on September 22<sup>nd</sup> 2017. This will include the CFD video and digital ads encouraging commuters to go to car free or car light that day. Advertisements will ask the viewer to go onto [carfreemetrodc.org](http://carfreemetrodc.org) and take the car-free pledge through September.

Regarding curriculum and outreach, Ms. Timmons mentioned that the education team is undergoing their annual summer outreach program where the program manager and three teaching fellows are visiting campuses throughout the region, promoting clean air activities through the curriculum. The original curriculum was developed for 6<sup>th</sup> grade science teachers in

DC and Maryland and is now available to everyone across the country. The curriculum is based around air quality science and helping to promote healthy living.

She then opened the floor for questions and discussion.

Ms. Allahdoust encouraged Subcommittee members to take any action they can in helping to publicize the CAP campaigns.

**Item #6      2017 Employer Recognition Awards Event**

*Douglas Franklin, COG/TPB staff, briefed the Subcommittee on the 2017 Employer Recognition Awards event held on June 22nd.*

Mr. Franklin began in stating that the Employer Recognition Awards were held on June 22<sup>nd</sup> at the National Press Club in Washington, DC. The event was emceed by City of Rockville Mayor, Bridget Newton who also serves as the Transportation Planning Board's chair.

Mr. Franklin then shared the list of award winners beginning with the Incentives Award winner The Cadmus Group of Arlington County, whose award was presented by Kanathur Srikanth, Director of MWCOG's Department of Transportation Planning.

He stated that the winner of the Marketing Award was the American Society of Health Systems Pharmacists of Bethesda, MD. The award was presented by MTA's Director of Partnerships Janeen Kuser. He also demonstrated how this organization displayed their award on their website. The Telework Award was Presented by the recently retired "Dr. Gridlock," Robert Thompson, to TCG of the District of Columbia. The Sales Team Achievement award was won by Montgomery County Commuter Services and was presented by DC Council member and TPB 1<sup>st</sup> Vice Chair Charles Allen who also presented the Carlyle Council of Alexandria VA with the Organizational Achievement award.

Mr. Franklin shared that a press release was published by MWCOG of the event's winners. Each winner was provided an individual press release for their own publication purposes. He also displayed the advertisement for the event that ran in the Washington Business Journal and informed members that program booklets were available at the meeting for anyone interested in a copy, before presenting the video compilation of the award winners. He noted that the full version of the video is available on the Commuter Connections website and on YouTube and that each winner was provided their own video for their own marketing purposes. Finally, he shared that one of the winners of last year's event now shares their personalized video as part of their recruitment efforts.

**Item #7      VRE's 25th Anniversary**

*Cindy King, VRE, briefed the Subcommittee on VRE's 25th anniversary.*

Cindy King was introduced as the Marketing Administrator with VRE, along with her colleague Planning Program Administrator, Sonali Soneji.

Ms. King noted that VRE recently celebrated its 25<sup>th</sup> anniversary and that she hopes to share through her presentation what VRE is, who is served by the organization and further updates on

current VRE activities. She prefaced her presentation by including an introduction of system, organization history, major highlights, recent successes, VRE's role today in congestion relief, how they work with other rail partners, and the organization's short term and long term goals.

Ms. King then shared that VRE is the child of two parent organizations, the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission. The VRE serves both DC and Northern Virginia with lines that extend as far south as Spotsylvania and as far north as Union Station with an additional line that runs from Manassas to Union Station. She shared that VRE has a total of 19 stations that run on 96 miles of track, with an average of 20,000 riders that are taken off the road as a result of its service.

As part of their anniversary celebration, the VRE commemorated a logo and branded product giveaways for the public along with 'Meet the Management' events at destination stations in Northern Virginia where riders were presented the opportunity to ask questions and talk with different managers and different departmental staff.

Regarding VRE's history, Ms. King noted that the rail service began in the summer 1992 with 3,000/day riders in its first month, and grew to 5,000 riders in its first year. Above all, Ms. King noted that VRE's goal has been to maintain a culture of high satisfaction ratings.

Additionally, in the late 1990s, VRE was able to operate bi-level cars after enhancements were performed to the 1<sup>st</sup> street tunnel approaching Union Station. This transition expanded seating capacity. In 2007 VRE celebrated the completion of the new Quantico bridge which was their largest capacity improvement project to date and created a two-track bridge with added room for a third track, thus solving an operational problem of bottlenecks and taking into account future planning.

Ms. King shared that VRE coordinates with host railroads as it does not own the tracks it operates on.

In 2015 VRE introduced its mobile application, giving riders an alternative means of purchasing tickets and significantly eliminating the cost of paper. Future integrations will include automated counters.

Ms. King continued in noting that the Spotsylvania station, which opened in 2015, was the first system line extension, due to heavy ridership at the station. The line extension consisted of 6 miles of rail track south of Fredericksburg. The station was built to accommodate 8-car track trains, even though it currently has six.

Regarding VRE's impact today, Ms. King noted that the organization currently equates its ridership to 1 lane of peak demand traffic on routes 95 and 66. Also, VRE has reduced interstate delay by 20% during peak times and there is the potential for an additional 14% reduction given future ridership goals.

VRE works with other rail mass transit providers including WMATA, given that the northern most stations are very close to Metro stations. Often, riders will use Metro for their last commute mile. Also, with their partnership with Amtrak, riders can ride at discounted rates which helps avoid overcrowding and provides more options with schedules. VRE also honors MARC tickets.

Regarding what's next for VRE, the organization hopes to double ridership based on area growth projections with a target of 50,000 by 2040. Adopted by VRE's board in 2014, the 2040 plan consists of running longer trains and more of them. Phase one of the plan includes a series of development projects for platform extensions and the identification of five different stations. More train cars will require expanded storage options which are currently being considered.

Finally, Ms. King displayed a map of many projects in different stages of development and design. Other project updates include enhancements to station monitors, improvements in automated passenger counter systems which will better show parking availability, and other enhancements geared towards helping people better plan their commute.

She then opened the floor for questions.

**Item #8      FY2015 – FY2017 TERM Analysis Report**

*Nicholas Ramfos, COG/TPB staff briefed the group on the draft FY2015-FY2017 Commuter Connections TERM Analysis Report. A comment period will be established.*

Mr. Ramfos began by discussing the objective of the evaluation which is to estimate the effectiveness of four Commuter Connection TERMS and to document the results of the Operations Center. The TERMS are Telework Assistance, the Guaranteed Ride Home program, Employer Outreach and Mass Marketing. Impacts are adjusted in order to not duplicate program outcomes. He noted that factors such as performance continuum, awareness, attitude, participation, satisfaction, use of the programs, travel changes associated with program use and motivations for change were all examined. Impacts derived on air quality and transportation were based on these factors. He noted that data collection for the TERM analysis takes place on a three-year cycle and that the most recent cycle was from FY2015 to FY2017. Data including placement rate, vehicle trip reduction, travel distance and emissions are also derived from users' surveys.

Mr. Ramfos cautioned Subcommittee members that the results of his presentation were preliminary and only include data through December of 2016. Data is currently being collected from January through June of 2017 to complete the final draft report. The transportation and emission impacts being measured include trips reduced, VMT reduced, NOx reduced and VOC reduced. In this evaluation cycle, vehicle trips and VMT goals were met, however there was a shortfall in emissions goals due to changes in the emission factors which is likely the result of cleaner cars. The NOx and VOC goals were not met.

Regarding Telework TERM participation, there was a 2% increase in telecommuters at Maryland employer worksites, vehicle trip and VMT goals were met, however emissions goals were not met. Telework is continuing to grow. Commuter Connections continues to be a source of info for telecommuters.

For the Guaranteed Ride Home TERM, there were over 15,000 registrants as of December, 2016. From 2015 to 2017, 45% of registrants started a new alternative mode. There are deficits for the impacts and declining GRH participation which is potentially due to lower awareness of the program along with several other factors.



Regarding the Employer Outreach TERM, there are 3 impact components that make up the overall program; new programs, expanded programs and bike services. A substantial number of employers started new and expanded programs. Overall impacts for the TERM were positive and excluding NOx, all goals were met or exceeded. Results from the 564 new and or expanded employer programs had a high impact.

The Mass Marketing TERM has components included in the analysis with direct and referred influence; the 'Pool Rewards carpool incentive, Bike to Work Day and Car Free Day. In terms of impacts, the Mass Marketing TERM was slightly under the established transportation and emission goals. 69% of vehicle trip impact was from direct influence, while 9% was from referred influence. 22% of vehicle trip impact was from 'Pool Rewards, and the Bike to Work Day and Car Free Day Events.

As it pertains to the Commuter Operations Center, there were 3 components used in the analysis. These include basic services, integrated rideshare/ software upgrades and assisted telework for commuters not covered by the MD/VA Telework TERM. There were about 66,000 commuters assisted during the 3-year evaluation period. About 30,000 of these were new or reapplicants and about 36,000 were follow up applicants. 40% were placed into new alternative modes which equals about 26,300 new alternative mode users. Direct assistance was provided to about 36,000 teleworkers who live and work outside of Maryland. 7.4% of non-Maryland teleworkers cited Commuter Connections as their source for telework information.

Regarding software upgrades, 44% of applicants recalled receiving transit, park and ride, telework or bike information from Commuter Connections. Of these, 8% used the information, 5.4% used the information to change modes which equals about 3,500 commuters. Average daily reductions equated to .43 vehicle trips and 25 vehicle miles of travel.

Regarding Commuter Operations Center Basic Services impacts, the set goals were not met. Participation was lower than anticipated but with the inclusion of January through June data, impact statistics are expected to increase. Similarly, the software upgrades impact did not meet established goals but is expected to increase once the date from January to June 2017 is added.

Finally, Mr. Ramfos provided an overall summary. Collectively the four TERMS met the established vehicle trip and VMT reduction goals. Along with the Commuter Operations Center, the TERMS exceeded the VT reduction goal by 1% and the VMT goal by 2%. Additionally, higher impacts are anticipated with added results from January to June 2017. There were shortfalls related to lower than expected participation, and emissions goals were not met based on emissions factors changing since the goals were initially established. He then displayed comparative impacts between the current and previous data collection cycles, noting a difference of 11% in daily vehicle trips and 13% in vehicle miles traveled. However, because of the change in emission factors there were not enough reductions for the NOx and VOC. A comment period was established to conclude on August 15<sup>th</sup>. The draft document will be posted to the meeting SharePoint site. Comments can be submitted to [docomments@mwkog.org](mailto:docomments@mwkog.org).

**Item #9**

**2017 Car Free Day**

*Douglas Franklin, COG/TPB staff, briefed the Subcommittee on the status of the 2017 regional Car Free Day event.*

Mr. Franklin began his presentation by announcing that this year's Car Free Day (CFD) Event will take place on Friday September 22<sup>nd</sup>. He explained that CFD is an opportunity to promote alternative modes of transportation for both commuters and non-commuters. Community members throughout the region are encouraged visit the CFD website at <http://carfreemetrod.c.org/> and take the online pledge to go car free of car-lite on the day of the event. Through the information provided in taking the pledge, data concerning total miles traveled is gathered which collectively will represent transportation and emissions impacts. Mr. Franklin also shared that the CFD website it is currently live and pledges can be made.

He noted that the event's objectives are accomplished through marketing and outreach to employers, the general public and universities. He shared that in addition to a Proclamation, marketing efforts include the website, posters, radio ads, transit signage, social media, direct mail, emails, and press releases leading up to the event itself. The CFD Proclamation will be presented at the Transportation Planning Board (TPB) meeting, and Mr. Ramfos will give a presentation about the event. Also, during the meeting board members will be asked to pledge and adopt a similar Proclamation for their jurisdictions.

Regarding advertisement for the event, Mr. Franklin displayed the events' poster concept, noting that this year's campaign message is, "Drop it for a Day." The poster concept was selected by the Car Free Day Steering Committee and printed posters will be available by mid-August, however a pdf version of the poster is currently available on the website. The Car Free Day Steering Committee also recently reviewed and selected radio production scripts. The radio ad will air during the first three weeks of September. The hashtag for the event is #carfreeday and the Twitter handle is CarFreeMetroDC.

Mr. Franklin noted that he is speaking with sponsors regarding ad space and prizes are being collected. Currently the program has obtained a Kindle Fire©. He also added that Traci McPhail, North Bethesda TMD and this year's Car Free Day Steering Committee Chair will be appearing in a video promo which will be posted on the event website and on social media. Mr. Franklin will also be attending the Bicycling and Pedestrian Subcommittee meeting where he will be discussing Car Free Day in addition to the "Open Streets" concept.

Marina Budimir, DDOT, stated that goDCgo is willing to donate prizes for the event and suggested that prizes be given to every 50<sup>th</sup> or so person who takes the pledge and promote the prize winners on social media to help market the event.

Mr. Franklin concluded by reiterating the objective of hosting an Open Streets event where a segment of street is closed for the general public to engage in fun outdoor activities and socialize. He noted that this type of event has taken place in the District of Columbia in 2008 where there was support for the event from DDOT as well as a DC Council and TPB Board member at the time.

**Item #10 4th Quarter CCWP Budget Report**

*Barbara Brennan, COG/TPB staff, briefed the Subcommittee on the FY2017CCWP 4<sup>th</sup> quarter preliminary budget report*

Barbara Brennan shared that the 4<sup>th</sup> Quarter FY2017 CCWP budget report is a preliminary one and that the data she will share will change and the final budget expenditures will be provided during the September Commuter Connections Subcommittee meeting. She noted that Commuter

Operations expenditures are running at 85%, Guaranteed Ride Home is running at 74%, Marketing is running at 88%, Monitoring and Evaluation is running at 86%, Guaranteed Ride Home Baltimore is running at 70%, and that the overall spending rate to date was at 83%. She then opened the floor for questions.

**Item #11 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.*

Ms. Woodward shared that the position of Executive Director is open at DATA. Copies of the position description were made available and Subcommittee members were encouraged to share the information and/or apply. Janiece Timmons also shared Metro promotional items with members.

Ms. Allahdoust shared that the Association for Commuter Transportation Conference will be held in New Orleans this year from July 30<sup>th</sup> to August 2<sup>nd</sup>. In response, Ms. Woodward shared that there is one \$400 scholarship available to help offset the cost of the conference and if members would like more information on the scholarship to contact Darlene Nader, North Bethesda.

Ms. Allahdoust requested a motion to adjourn the meeting. Ms. Woodward, DATA, provided a motion to adjourn which was seconded by Leigh Anderson, GW RideConnect.

**The next meeting of the Commuter Connections Subcommittee will be held on Tuesday, September 19, 2017 at 12 noon**