



## MEETING NOTICE AND AGENDA

### COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

Tuesday, March 17, 2009

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
2. Minutes of the December 16, 2008 Meeting

Minutes were approved.

3. Upcoming Fairs and Promotions

Heather McColl from ARTMA announced plans to have a local radio station emcee Bike to Work Day. ARTMA will also be holding a Clean Car Day. ARTMA is also dealing with transit cuts and working to finalize the County and City General Development Plan. ARMTA is in the process of redesigning print advertising materials.

Dottie Dalphon from Frederick County attended a Frederick Community College transit fair and an Alzheimer's disease caregiver conference concentrating on paratransit issues. The county will be offering free rides on all Connector buses as part of the Earth Day celebration.

Pat Fielder from Harford County attended the APG newcomer's orientation. A radio advertising campaign is scheduled for clean commute month. Harford is creating a bicycle helmet safety commercial. Harford is holding an essay contest for elementary school kids. Harford cable network is creating a promotion video for clean commute month.

Roberta Jackson from Howard County is holding a Green Fest at Howard Community College. Howard County will attend a TPM Earth Day event. A bicycle race will be held in support of Bicycle Awareness Month. A Clean Car Clinic will be held in June.

Sharon Affinito from Loudoun County discussed an upcoming Earth Day community event. A first draft of the Loudoun County transit plan is almost complete.

Nichole Huntington from NIH discussed the increase in the transit benefit made available

by the stimulus package. NIH will be holding an Earth Day event as well as participating in a take your child to work day.

Lillian Bunton from BMC discussed an Earth Day event, a special on a local television station, and Bike to Work day plans.

Dawn Bodden from Fairfax County announced that their offices have moved. Fairfax County will hold an employer event and an Earth Day event at the Fairfax County Government Center.

Darlene Nader from North Bethesda discussed the White Flint Sector plan. North Bethesda will hold an Earth Day event, Bike to Work day at NRC, and special promotions at NIH satellite offices.

Donna Norfleet from Alexandria discussed an Earth Day celebration focusing on alternative transportation and planning for Bike to Work Day.

Cynthia Dawson from BWI Business Partnership discussed an Earth Day fair at Northrup Grumman, and advertisement in a monthly business newspaper, and an upcoming Clean Car Clinic.

Clint Wade from PRTC discussed selecting a new contractor for the Live Near Your Work program.

Stephen Finafrock from COG discussed upcoming fairs at HHS (Rockville), HHS (DC), HHS (White Oak), NEA, USPTO, Red Cross, and GAO.

#### 4. Carpool Incentive Program

Jonathan Rogers presented an overview of the Carpool Incentive Demonstration Project Study report. Based on the recommendations of the report, a Carpool Incentive Pilot Program was added to the FY2010 CCWP.

Volunteers were requested to join the Carpool Incentive Pilot Program work group. This group will help shape the structure and policies of the demonstration project that will be implemented in FY 2010.

#### 5. TDM System/Error Reporting Update

Recent fixes to the TDM system were discussed.

Inactive or deleted accounts aren't send purge notification. A year later, "deleted" accounts will be hard deleted from the system. If an account marked as deleted, the commuter won't be able to log into his/her account. They will have to call in and speak to a Commuter Connections representative. Users are still able to log in to "inactive" accounts.

6. New TDM System Report Interface

Reports have been tied to appform. Admins will only be able to see records that have their jurisdiction's appform.

Notes report: Dates refer to the date the note was created. Admins can apply additional filters and select which columns to display. Date format is MM/DD/YYYY.

New Apps: The report provides a list of commuters who registered during a time period.

Pool Admin report: The report is a detail report of anyone in a pool. The report is only as good as the data entered in the system.

Base Technologies will add a summary report for the notes section before deploying the new reports interface.

7. Client Site Status/Roundtable

A review of the purge process was discussed.

Ridematching coordinators requested that vanpool drivers be more visible in Ridematch letters. Base Technologies will display "Vanpool Driver" on the left hand side of the RM list.

Ridematching coordinators requested that the Ridematch letter be editable. This improvement will be addressed once the initial software development phase is complete.

8. Other Business/Upcoming Agenda Items

The spring marketing campaign will soon be underway and there will be a direct mailer associated with the campaign that will have both a rideshare and GRH application form.

**The next meeting of the Commuter Operations Center Subcommittee will be held on June 16<sup>th</sup> 2009 from 10:00 a.m. to 12:00 p.m.**