
**TPB TECHNICAL COMMITTEE
MEETING MINUTES**

April 3, 2020

1. WELCOME AND VIRTUAL PARTICIPATION PROCEDURES, MEMBER ROLL CALL, AND COG MEETING PROTOCOL

Staff described the procedures and protocols for the virtual meeting and conducted a roll call. Meeting participants are documented in the attached attendance list.

Ms. Erickson summarized her memo detailing potential impacts to UPWP planned activities and budget due to the COVID-19 public health emergency. She said that all staff are presently working from home and that there are no in-person meetings through April 17. She said that the March 31 Connected and Autonomous Vehicles workshop was cancelled, and so was the May 15 Bike to Work Day 2020 event. She referred to her memo and said it provides more details on UPWP project disruptions and potential impacts to regional operational programs. She added that recruitment and selection for five staff vacancies have been paused.

2. APPROVAL OF THE MARCH 6, 2020 TECHNICAL COMMITTEE MEETING MINUTES

There were no questions or comments for the minutes for the March Technical Committee meeting. The minutes were approved.

ITEMS FOR THE BOARD AGENDA

3. APPROVAL OF FY 2021 TLC TECHNICAL ASSISTANCE RECIPIENTS

Mr. Swanson said that the TLC Selection Panel met the previous day had finalized its recommendations for funding for TLC projects for FY 2021. He referred to his memo and said that the panel recommended funding for 15 projects for a total of \$857,266. He provided some background on the program and described the process for soliciting and selecting projects. He said the TPB would be asked to approve the recommendations at its meeting on April 15. He said consultants for the projects would be chosen this summer, the projects would begin in the fall, and they would be complete by the end of FY 2021.

Mr. Srikanth provided more background on the different funding sources for the program. He also noted that the solicitation had been conducted a month earlier this year so the projects can begin sooner in the fall.

Mr. Erenrich thanked the panel for recommending funding for the Montgomery County project.

Mr. Weissberg thanked the panel for recommending funding for the Prince George's projects.

4. PROPOSED ADDITION TO TPB BYLAWS

Mr. Srikanth said that the TPB is governed by a set of by-laws that are not frequently reviewed or amended. The most recent update was in 2017 to address MAP-21 activities regarding board representation. He referred to page 2 of his memo and said that the bylaws define the process and timing for board meetings. He said that the current bylaws do not explicitly say anything about virtual meetings. Given the COVID-19 public health emergency, staff met with legal counsel to make changes to the bylaws to allow for virtual meetings under certain circumstances. He said this is detailed on page 3. He said that the board reviewed the suggested changes at the March meeting and suggested some additional changes to the proposed language. He said that all mentions of meetings in the bylaws will be updated to include language about virtual meetings. He said that language was also added to page 7,

regarding public participation. He said that the board is meeting on April 15 and he expects them to approve the changes.

Mr. Erenrich asked how the changes accommodate public comment periods.

Mr. Srikanth said that staff were able to include public comment at the March meeting. He said that since meeting materials are published a week in advance, the public can submit comment via email in advance of the meeting. Those comments will be read during Item 1 at the meeting.

Mr. Erenrich asked if there is a deadline for receiving comments.

Mr. Srikanth said that written communications need to be received by 9:00 a.m. the meeting starts.

Ms. Erickson said that public comment process is already part of the agenda. She said that the language is included on every agenda.

A question was asked about the process for approving amendments to the bylaws. Does it need to be reviewed by FHWA and FTA?

Mr. Srikanth said that bylaws do not need to be approved by FHWA or FTA. They are governed by the Board's own procedures. He said that bylaws are shared with federal partners and oversight agencies and are included as part of the certification review.

5. REGIONAL BIKE TO WORK DAY 2020

Mr. Ramfos announced that the May 15 Bike To Work Day event was canceled in response to the COVID-19 public health emergency. He said the decision was not made lightly and was made after extensive consultation with several groups including COG's senior management and legal staff, WABA, the event's pit stop managers, and the state funding agencies. He said that Commuter Connections will now focus on Car Free Day, which is scheduled for Tuesday, September 22nd. A message will be sent to all current Bike to Work Day event registrants letting them know about the event's cancellation but also to inform them about Car Free Day.

Mr. Ramfos also informed the group that COG/TPB staff had a preliminary indication that there could be some type of "Bike to Anywhere" event that would be organized and held in the region during the month of May or right around Bike to Work Day. He recommended that committee members check with their jurisdictions on any such plans and cautioned that holding or even promoting this type of event could go against stay at home orders and place the jurisdictions in a vulnerable position. He also stated that COG/TPB staff would not be in support of these types of events. He also stated that materials for the event such as posters and rack cards had been printed and that pit stop managers will be asked to recycle and not use any of those materials and either destroy or recycle them.

Ms. Snyder said that Baltimore's Bike to Work Day has been rescheduled for the fall.

Mr. Ramfos said that part of the decision to cancel Bike to Work Day in the Washington region was tied to not being able to recoup costs already placed into the event.

Mr. Erenrich asked what happens to all the t-shirts.

Mr. Ramfos stated that the t-shirts had not been printed.

6. TRAVEL DEMAND MANAGEMENT INITIATIVE – TELEWORK ELEMENT

Mr. Ramfos presented an update on TDM Aspirational Initiatives that was one of the seven Aspirational Initiatives adopted by the TPB in December 2018 as part of Visualize 2045. The adopted resolution directed the TPB's Commuter Connections program staff to: Examine ways in which its existing service applications and programs can be enhanced to integrate the gamification and rewards aspects; develop a process through which TPB member jurisdictions work collaboratively with WMATA to undertake a targeted outreach to employers to increase participation in WMATA's SmartBenefits program; and

develop policy templates for small and mid-size employers to adopt and implement FlexTime and Telework programs at their workplaces as a resource for Commuter Connections Employer Outreach program.

Mr. Ramfos first discussed the FlexTime Incentive program and stated that COG/TPB staff worked to beef up the program which was released in FY 2019. The program provides an incentive to commuters electing to delay their trip during a.m. and p.m. peak hour commuting periods after receiving a notification of congestion along their work route. An \$8 cash incentive is provided (up to \$600 per calendar year) for commuters who track their delay through the Commuter Connections mobile app. Any commuter in the region can receive the congestion notification; however, those eligible to receive the incentive must travel along four identified bottlenecked corridors in the region. Some promotion has occurred this fiscal year and outreach has been conducted with some employers. This program could be good to promote once the region moves to a recovery and stabilization period from the current Coronavirus pandemic since some commuters may be reluctant to share their trip.

Mr. Ramfos discussed the incenTrip mobile application which was launched in the region last August. The mobile app gives commuters in the Washington metropolitan region the ability to avoid both day-to-day congestion and traffic jams caused by traffic accidents, work zones, special events and adverse weather conditions. App users also earn reward points while receiving recommendations on the best travel mode, departure time and/or route recommendations. The app allows users to earn reward points every time a trip is planned through incenTrip and users can take advantage of multimodal travel options. Mr. Ramfos then reviewed the results of the app through mid-January which is as follows:

- 2,503 Commuter Connections accounts created through the app
- 1,320 requests for payment have been screened or are in-process of being screened
- 567 unique users have requested payment
- 718 requests for payment have been paid via check
- \$30,785 in incentive money paid since program launch

Mr. Ramfos discussed improvements to the Commuter Connections CarpoolNow mobile app this fiscal year which allows for dynamic ride matching to occur. The app was released in FY 2018. A driver cash incentive of \$10 per trip (up to \$600 per calendar year) is available to those picking up carpoolers on the way to and from work. Improvements to the app will include adding a layer on top of the current 300 plus park and ride locations which will identify high volume carpool pick up points across the region. High volume afternoon carpool pick-up points in both the District of Columbia and Arlington County will also be included in the new layer. Special attention will be focused on these pick-up points for drivers looking for passengers. This new feature will be used as part of the options offered to commuters during this summer's WMATA Platform Shutdown project.

Mr. Ramfos discussed recent work on coordinating with WMATA on the SmartBenefits program along with local jurisdictions to develop targeted outreach to employers to increase participation in the program. COG/TPB staff worked with WMATA and the local jurisdictions on the sharing of data from COG's Employer Outreach database and to reach out to employers to either start or expand a SmartBenefits program. A three-month pilot program from January to March 2019 was completed and lessons learned were incorporated into a longer-term initiative that is now in full force this fiscal year. Results of the initiative will be examined as part of the Commuter Connections TDM Analysis Report due out later this year.

Mr. Ramfos then discussed the telework initiative. This work commenced earlier this fiscal year with the help of a Commuter Connections Telework Work Group through the exchange of information and discussion of possible ideas. Mr. Ramfos reviewed the telework items that have been updated on the Commuter Connections website (www.commuterconnections.org) in both the "Employer" and "Commuter" sections. The updates include:

- An updated and downloadable Telework Poster that employers may use Tips for teleworking

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- “Do’s and Don’ts” for both managers and employees
 - Updated listing of coworking centers/shared workspaces/Telework Centers
 - Update of a self-help guide for employees seeking to telework
 - Update of a virtual tour and overview presentation of telework centers (e.g. Coworking Centers)
 - Sample program guidelines
 - A sample “teleworker agreement”
 - FAQs

Mr. Ramfos then demonstrated some of the updates on the Commuter Connections web site.

The timing of releasing this information has assisted employers dealing with the COVID-19 pandemic with regards to continuity of business operations. Commuter Connections also began running a social media campaign on March 9th through early April to promote the updated telework resources. The ad is running on Facebook and LinkedIn and has garnered over 14,000 views on Face Book and about 1,000 views on LinkedIn. The LinkedIn campaign was much more targeted towards CEO’s and Human Resource professionals.

He then discussed the work to update Alternative Work Schedules (AWS) information. Sample program guidelines that can be used to develop an AWS policy at worksites were developed. A sample “program agreement” that can be used by employers for individuals who elect to work alternative schedules was also developed. Tips for compressed work week “Do’s and Don’ts” for both managers and employees were also added.

Both the Telework and AWS resources are now available for downloading for review and sharing with employers through the Employer Outreach program. A Teleworking icon has also been added to Commuter Connections home page so specific information can be located for both employers and commuters.

Mr. Phillips asked whether COG would be taking a deeper dive on telework research related to the pandemic in order to develop further knowledge on how businesses have adopted to the situation. It would be good to know whether this will be long term along with AWS because some of the changes could be permanent and will have implications on rush hour commutes. This will also affect how Metro will deploy resources and make long term investment decisions.

Mr. Srikanth stated that some of this information could be determined from the next State of the Commute Survey which will be conducted in 2022.

Mr. Ramfos stated that a Placement Rate survey of Commuter Connections participants would be conducted in the fall which will also allow for the collection of data on commuter behavior changes.

Mr. Phillips said that the research should touch on a wide universe to find out how this latest telework experience changed employers’ business model of how employees get to work.

Mr. Ramfos said that a Telework survey of employers in Maryland was planned to be conducted in March; however, it was postponed due to the fact that a large share of the employers had U.S. postal mail addresses and an alert letter would have had to be sent with a survey link. Given the pandemic and the fact that most of the employer contacts would have been working from home, a decision was made to postpone the survey until May or June. Staff can also work with the state funding agencies to explore adding employers from both DC and Virginia to the survey response from the Employer Outreach program. COG uses results from the Telework!VA survey currently as part of the TDM Project Analysis report; however, the Employer Outreach program will provide an even greater number of employers who could respond to the survey.

Mr. Erenrich stated that it would be good to also document infrastructure needs such as cell towers given the number of individuals currently working from home. He also stated that it would be good to know how many days per week employees can telecommute. Some employees may not have enough work to telecommute every day because of the nature of their position responsibilities.

7. TRANSIT-ORIENTED COMMUNITIES: HIGH-CAPACITY TRANSIT STATION AREA INTERACTIVE MAP

Mr. Kurt Erickson briefed the committee on the findings of the most recent Washington Regional Alcohol Program (WRAP) “How Safe Are Our Roads” annual report and discussed how these findings could inform future TPB safety activities.

Mr. Erickson noted that the most recent “How Safe Are Our Roads” report was published in 2019 and is based on drunk driving data from the year 2018. He also noted that the report covers the WRAP service area which is different than the TPB planning area. Drunk driving related fatalities decreased slightly between 2017 and 2018, while drunk driving crashes increased over that same time period. While historically, the proportion of traffic fatalities that were related to impaired driving are less than that of the nation as a whole, in 2018 the proportion of fatalities was actually higher in the metropolitan Washington area (30%) than it was nationwide (29%). Several jurisdictions had significant reductions in drunk driving fatalities including Prince George’s County and the National Park Service while Prince William and Fairfax Counties experienced significant increases.

Mr. Erenrich said that there is a high correlation between deaths and not using seatbelts. He asked if they have looked at the overlap between alcohol and lack of seatbelt use.

Mr. Erickson said that the correlation is high correlated. He said it protects everybody.

Mr. Srikanth asked for recommendations.

Mr. Erickson emphasized that to reduce impaired driving crashes and fatalities, the region should find ways to 1) increase seat belt use, 2) increase the use of sobriety checkpoint, 3) improve the implementation of ignition interlock programs, 3) increase testing for both alcohol and drug impairment, 4) support pilot passive alcohol detection efforts, 5) promote alternatives to driving impaired (such as the Sober Ride Program), 6) reinstate extended late night and weekend hours for Metro, and 7) promote increased DUI enforcement.

INFORMATION ITEMS

8. REGIONAL TRAVEL SURVEY BRIEFING: DEMOGRAPHIC CHANGES AND TYPICAL COMMUTE

Dr. Joh provided an update on the 2017/2018 Regional Travel Survey (RTS), a once-in-a-decade household travel survey for the National Capital Region. As part of its ongoing presentations on the findings from the RTS, Dr. Joh’s presentation shared results from the recruitment survey, focusing on demographic changes of key variables since 2007/2008, in addition to findings on usual commute mode and telecommuting in the region.

Mr. Erenrich asked about the statistical accuracy of the data presented in the comparative findings between 2007/08 and 2017/18.

Dr. Joh responded that when the tabulations were conducted, confidence intervals and margin of errors were considered and larger percentage point changes (such as the 6% decline in single family detached housing in the core on Slide 11) would be statistically significant at the 95% confidence level.

Mr. Srikanth asked whether the sample size and design of the Regional Travel Survey were intended to provide a high degree of confidence in these findings.

Dr. Joh responded yes, that when the sampling plan was developed for the RTS, it was designed to yield sufficient sample sizes to draw meaningful inferences and comparisons between sub-regional areas (e.g., core, inner suburb, outer suburb) but not for smaller counties and cities. The RTS obtained information from about 16,000 completed households, exceeding the target of 15,000 households.

9. SAFETY STUDY: DEEPER DIVE INTO THE DATA

Ms. Richards briefed the committee on the results of analysis into crashes involving pedestrians, crashes at intersections, and crashes along major arterials.

Ms. Richards reviewed a series of slides showing a variety of crash information for each of the three deeper dive areas: pedestrians, intersections, and major arterials. These data included numbers and rates, both by vehicle miles of travel (VMT) and by population for fatalities and serious injuries. Data on crashes by time of day, day of week, age, gender, crash type, and contributing factors were also presented. Pedestrian fatalities were most frequent between the hours of 6:00 p.m. and midnight and on Thursdays, Friday, and Saturdays. They were also concentrated in the months of October, November, and December when there is less natural light in the evenings. Most pedestrian fatalities occurred in the roadway outside of marked crosswalks. Intersection related fatalities occurred most frequently at signalized intersections and at intersections along major and minor arterials. The most frequent type of crashes at intersections were angle crashes and rear end crashes. Crashes along major arterials occur most frequently between the hours of 6:00 p.m. and midnight and the most common types of fatal crashes along major arterials are angle crashes, rear end crashes, roadway departure crashes, and pedestrian crashes.

Mr. Burns noted that it would be beneficial to see crash rates at roundabouts to which Mr. Hopwood responded that in some but not all cases the crash data includes roundabouts as an intersection type.

Ms. Moore asked about how pedestrian crashes correlate to activity centers. Mr. Hopwood noted that this analysis could be done by incorporating activity center spatial data.

Mr. Malouf asked about how many jaywalking crashes occur in places where crosswalks are available. Mr. Hopwood noted that this could be done if crosswalk location data were available.

Mr. Malouf also asked whether it was possible to get pedestrian crash rate by using Regional Travel Survey data. Mr. Srikanth responded that it would be a stretch to take regional data from the survey and apply it to specific corridors or intersections because you start to lose statistical significance.

OTHER ITEMS

10. OTHER BUSINESS

PERFORMANCE MEASURE UPDATE FOR LONG-RANGE PLAN SYSTEM PERFORMANCE

Staff shared a memo with the committee covering progress to update the performance measures for the system performance of the update to Visualize 2045. The committee was encouraged to read the memo and complete a survey.

STREET SMART

The Street Smart advisory group is working on plans in response to the COVID-19 public health emergency. The April and May 2020 campaign was canceled. They are considering rescheduling for June or September.

CONNECTED AND AUTONOMOUS VEHICLE UPDATE

Staff are working with the CAV advisory group to reschedule the March workshop. They are also considering developing a series of webinars on the topic.

SAFE VEHICLES RULE

Staff said that the NHTSA and EPA released the final version of the Safer Affordable Fuel-Efficient (SAFE) Vehicles Rule. This rule replaces the 2012 rule and sets a lower standard for fuel efficiency. This rule will impact greenhouse gas emissions, it may also impact NoX emissions in the region. Staff will not know about the local impact until the EPA released an updated MOVES model. Staff are still reviewing the rule and are working with DEP staff to prepare a memo to the TPB, CEEPC, and MWAQC.

11. ADJOURN

No other business was brought before the committee.

ATTENDANCE

DC	<ul style="list-style-type: none"> • Mark Rawlings (DDOT) • Kristin Calkins (DCOP)
MD	<ul style="list-style-type: none"> • Ronald Burns (Frederick County) • David Edmondson (City of Frederick) • Kari Snyder (MDOT) • Jamee Ernst (Takoma Park) <ul style="list-style-type: none"> • Gary Erenrich (Montgomery County) • Victor Weissberg (Prince George's County) • Kyle Nemhard (MDOT)
VA	<ul style="list-style-type: none"> • Jim Maslanka (City of Alexandria) • Malcom Watson (Fairfax County) • Robert Brown (Loudoun County) • Sree Nampoothiri (NVTA) <ul style="list-style-type: none"> • Meagan Landu (Prince William County) • Regina Moore (VDOT) • Dan Malouff (Arlington County) • Ciara Williams (VDRPT)
	<ul style="list-style-type: none"> • Mark Philips (WMATA)
TPB/COG Staff	<ul style="list-style-type: none"> • Kanti Srikanth • Lyn Erickson • Tim Canan • Andrew Meese • Jon Schermann • Nicole McCall • Abigail Zenner • Arianna Koudounas • Bryan Hayes • Andrew Austin <ul style="list-style-type: none"> • Dusan Vuksan • Eric Randall • Jane Posey • John Swanson • Karen Armendariz • Matthew Gaskin • Stacy Cook • Sergio Ritacco • Patrick Zilliacus
Other	<ul style="list-style-type: none"> • Chloe Delhomme
Phone	<ul style="list-style-type: none"> • D. Goldfarb • S. Soneji

Alex Waltz

Gaithersburg?