



**Commuter Connections Subcommittee  
Meeting Minutes**

**Tuesday, November 18, 2008**

**Chairperson: Anna McLaughlin, District of Columbia Department of  
Transportation**

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

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

**Item #1 Introductions**

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

Chair, Anna McLaughlin called the meeting to order by introducing herself and asking the rest of the attendees to do so (*See attached attendance sheet*).

**Item #2 Minutes of September 16, 2008**

*Approval was sought for the September 16, 2008 Commuter Connections Meeting Minutes.*

There was a motion and a second to approve the minutes of the September 16<sup>th</sup> meeting as written.

**Item #3 Regional Vanpool Driver Survey**

*Approval was sought for the Vanpool Driver Survey, for the September 16, 2008 Commuter Connections Subcommittee.*

Mr. Ramfos stated that the final draft of the regional Vanpool Driver survey was in the meeting agenda packet. He also stated that staff and the consultant had reviewed the report and made any necessary changes which were needed. There was a motion to approve the Vanpool Driver Survey for release to the general public. Mr. Ramfos stated that the final report would be posted to the Commuter Connections web site and Subcommittee members would be notified when this occurred. Those wishing to receive a hard copy of the report could also do so by request.

**Item #4 Regional Carshare Survey Draft Report**

*Lorri Diggins, LDA Consulting briefed the subcommittee on the Regional Carshare Survey Draft Report and distributed handouts.*

Ms. Diggins briefed the subcommittee on the major changes to the regional Carshare Survey draft report. Comparisons were added for demographics of DC and Arlington carshare members in addition to demographics of all carshare members region-wide, there were changes made to this on pages three and seven. Notes were also added to indicate that carshare travel patterns

might not apply to other household members and noted that it is possible that respondent's travel patterns might not be mirrored by others in the household [Notes to this effect were added on page 26.](#) . On pages 43-44, a section was added to compare changes in auto ownership, commute travel, and annual miles driven for respondents who moved and those who did not. A comment period was established and Ms. McLaughlin asked that comments for this report be submitted on the Extranet by the close of business (5 p.m.) on Friday, November 28<sup>th</sup>. A new draft will be available for review and final approval at the January Subcommittee meeting.

**Item #5 Draft TERM Analysis Report**

*Lorri Diggins, LDA Consulting briefed the subcommittee on substantive changes made to the draft TERM Analysis Report.*

Ms. Diggins gave a presentation on the Commuter Connections 2006-2008 TERM Emission Analysis Results draft report. The Subcommittee was briefed on the effectiveness of the Commuter Operations Center and the five Commuter Connections TERMS. Overall, it seems that the TERMS and the Commuter Operations Center did meet their goals, with the exception of the (VOC) goal, which was short by 1%. Guaranteed Ride Home did not meet all of its goals due to a much lower participation level which may be attributed to less targeted marketing for this TERM. VMT results were discounted to count only VMT reduced within the MSA. GRH results discounted to share 16% of credit with Mass marketing TERM. Employer Outreach Impacts show that this TERM was about 9% short of goals and the shortfall was due to reduced impact for programs continued from 2005. Mass Marketing did not meet goals. 20% of the VMT impact was from "direct influence", 67% from "indirect influence" and 13% from the Bike to Work Day event. Kiosk Impacts met all goals for 2008 for the Integrated Rideshare TERM, with a discounted credit due to the fact that the program was not in operation during the entire evaluation period. Commuter Operation Center impacts and the Ridematching Software Upgrade met all goals. Ms. McLaughlin asked that comments for this report be submitted by the close of business (5 p.m.) on Friday, December 12th on the Extranet.

**Item #6 Carpool Incentive Project Study**

*Mr. Jonathan Rogers COG/TPB Staff briefed the subcommittee on the final draft of the Carpool Incentive Project Study.*

Mr. Jonathan Rogers briefed the Subcommittee on the updates to the Carpool Incentive Project Study draft report. Changes were made to page 22, in section 4.5, a 50% discount rate was applied to each corridor's calculated VT reduction rate. On page 30 under 5.2, a third paragraph was added to describe the tracking capabilities of the new TDM software system Pool Admin module. The biggest change was the addition (section 6), found on page 31 where specific corridors have been recommended for the demonstration project. The recommended corridors are the I-495 corridor from Bethesda to Tysons Corner, the I-495 corridor from I-295 at the BWI Parkway to I-270, and I-395 from Northern Virginia into Washington DC. Ms. McLaughlin asked that comments for this report are be submitted on the Extranet by the close of business (5 p.m.) on Friday, November 28<sup>th</sup>.

**Item #7 FY 2010 Work Program Development**

*Mr. Nicholas Ramfos COG/TPB Staff, briefed the Subcommittee on the timeline of the development of the FY 2010 CCWP.*

Mr. Ramfos briefed the Subcommittee on the FY 2010 Commuter Connections Work draft Program. Commuter Connections is a network of public and private transportation organizations, including COG, state funding agencies, and local organizations that work together to assist and encourage people in the Washington regions to utilize alternative methods of transportation, opposed to single occupant vehicles. The benefits of commuter Connections include reducing impacts of traffic congestion and emissions, offering more commute options to the general public that translate to reduced stress, costs and time spent in traffic. The Census rankings for carpools show that the Washington Region has a 14% carpool rate which translates to about 343,000 workers that carpool.

Next, Mr. Ramfos discussed regional TDM requirements including the following:

- The TPB is required by Federal regulations to approve a congestion management process which includes TDM as part of the metropolitan transportation plan.
- Commuter Connections constitutes the major demand management component of the region's congestion management process.
- Commuter Connections also provides transportation emission reduction measure benefits for inclusion in the air quality conformity determination approved by the TPB. This is part of the annual update of the region's Constrained Long Range Plan and Transportation Improvement Program
- Commuter Connections programs may be needed to meet Climate Change and Green House Gas emission targets that may be set for the transportation sector in the region.

Next, Mr. Ramfos discussed the cost effectiveness of Commuter Connections and provided the following information:

- Cost per Vehicle Trip reduced \$0.15
- Cost per Vehicle Mile of Travel Reduced \$0.01
- Cost per ton of NOx Reduced \$10,000
- Cost per ton of VOC Reduced \$20,000

Mr. Ramfos stated that the proposed FY 2010 CCWP Budget will have an overall 7% increase from FY 2009. Next, he indicated what was new in the FY 2010 CCWP in terms of projects which included:

- Carpool Incentive Demonstration Project
- Continuation of Car Free Day Event
- Changes to the Employer Recognition Awards Project
- Update of TDM Evaluation Framework Methodology Document
- 2010 State of the Commute Survey Data Collection and Draft Technical Report
- Guaranteed Ride Home Applicant Survey and Report

The next steps would be that the state funding agencies will review the document and submit comments in December for final review and approval in January. A revised document will be available for the January Subcommittee for further review and final approval. The document would then go to the TPB Technical Committee and to the TPB for review, public comment and final approval.

Ms. McLaughlin asked that comments for the CCWP report are due by the close of business (5 p.m.) on Friday, December 5<sup>th</sup> and should be posted to the Extranet.

**Item #8        2008 Bike To Work Day Draft Report**

*Mr. Mark Hersey, COG/TPB Staff, presented the Draft 2008 BTWD event report.*

Mr. Mark Hersey briefed the subcommittee on the Bike to Work Day 2008 Washington DC Metropolitan Region Final Report. He also stated that the Bike TO Work Day Steering Committee was briefed on the draft report during their November 12<sup>th</sup> meeting. Bike to Work Day has been held annually in the Washington metropolitan region with a main rallying point or Pit Stop in downtown DC. In September 2000, the Commuter Connections program as a part of the metropolitan Washington Council of Governments partnered with WABA to form a regional Bike To Work Day Steering Committee to examine the feasibility of adding additional Bike To Work Day Pit Stops or rallying points throughout the region. For the past eight years , BTWD planning begins in the fall and ends after the May event.

The BTWD Steering Committee's goal for the event in 2008 was 7, 300 registrants. Overall the May 16<sup>th</sup> event generated over 6, 957 registrants. There were various marketing materials presented for this event: Radio advertising & media coverage, Bike to Work Day posters, banner rack cards and interior circulator bus cards.

Ms. McLaughlin asked that comments for this report are be submitted on the Extranet by the close of business (5 p.m.) on Tuesday, December 9<sup>th</sup>.

**Item #9        GRH Participation Guidelines**

*Mr. Stephen Finafrock, COG/TPB Staff briefed the subcommittee on recommended changes to the regional Guaranteed Ride Home Participation Guidelines.*

Mr. Stephen Finafrock briefed the Subcommittee and distributed the current Washington Metropolitan Area Guaranteed Ride Home Program Participation Guidelines. Mr. Finafrock then outlined the recommended changes for the program guidelines. Guideline #1 had language added to explain that GRH is only available to people commuting to and from work, and Guideline #7 had language added which stated "*to ensure that the commuter has received their ride.*"

Ms. McLaughlin asked the Subcommittee whether or not additional review time on these minor changes was needed or whether other changes were needed and changes should be adopted at the January meeting. The Subcommittee chose to accept the recommended changes as presented today and no further review would be necessary.

**Item #10       1<sup>st</sup> Quarter Budget Report**

*Townanna Hinton, COG/TPB Staff, distributed and discussed Commuter connections 1<sup>st</sup> quarter budget report.*

A copy of the 1<sup>st</sup> quarter budget report was distributed to the Subcommittee. Ms. Hinton reviewed the report and went over the Commitments and Expenditures for FY 09 (July 1, 2008 – September 30, 2008) 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, January 27, 2009 at 12 noon.**