

**COMMUTER CONNECTIONS  
RIDEMATCHING COMMITTEE  
MEETING MINUTES**

**Tuesday, June 18, 2013**

**10:00 a.m. - 12:00 p.m.**

**Metropolitan Washington Council of Governments**

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

**COG Board Room**

**Chairperson: GERALYN TAYLOR, City of Alexandria LocalMotion**

**Vice Chairperson: MARGIE WEAVER, TransIT Services of Frederick County, MD**

COG Staff Contact: Stephen Finafrock, 202/962-3385 or [sfinafrock@mwkog.org](mailto:sfinafrock@mwkog.org)

*(Note: If you cannot attend this meeting, please call 202/962-3327.)*

**1. Introductions**

Geralyn Taylor, Alexandria LocalMotion, called the meeting to order by introducing herself. Attendees were then asked to introduce themselves and sign the attendance sheet.

**2. Minutes of the March 19, 2013 Meeting**

Approval was sought for the March 19, 2013 Commuter Connections Ridematching Committee meeting minutes. The meeting minutes were approved as written.

**3. July 2013 Resource Directory**

Stephen Finafrock, COG/TPB staff, stated the Operations Center will be updating the Commuter Connections Resource Directory for the second time during FY 2013. Committee members should make sure to respond to email and telephone requests for updated information. Those that do not respond will have the information used "as-is."

**4. Upcoming Fairs and Promotions**

Lisa DuMetz-Rosier, DRPT: Keep Tyson's moving event.

Holly Morello (PRTC): Mark Center Transit Fair on 6/19/13 and Keep Tyson's Moving event on 6/27/13.

Margie Weaver (TransIT): Dump the Pump event on 6/20/13, Banner Life Employee Transportation Fair on 6/20/13, Aeroflex Employee Transportation Fair during the summer, "Commuter Café" at Monocacy MARC Station on 7/24/13, Summer Freedom Pass for teens 13-18 from June 1 to August 31, the Great Frederick Fair, Family Day on 9/15/13, Chamber Expo on 9/24/13, Senior Expo in October 2013.

Keith Bounds (MDOT): Participated at BMC booth as a representative of MDOT and Clean Air Partners at the Towson Festival in May.

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD,  
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**THE COMMUTER INFORMATION SOURCE FOR MARYLAND, VIRGINIA AND THE DISTRICT OF COLUMBIA**

Deanna Reed (PGC): County Fair in September 2013, Comcast Spotlight GRH commercials in June 2013, District 9 Family and Friends in August 2013, Ribbon cutting Charles County in July 2013, Housing Fair on June 1, 2013, running commercials during the BET Music Awards on June 30, 2013.

George Clark (TCCSMD): NGA Commuter Fair, Mark Center Fair, JC Hall Commuter Fair, Bike to Work Day, St Mary's Chamber Business Expo, Pax River Commuter Fair, Comcast TV spots, newspaper ads in St. Mary's, Charles, and Calvert County, Coast Guard Commuter Fair.

Michelle Landrum (Enterprise): Mark Center Fair, Keep Tyson's Moving event, NGA Commuter Fair, Freddie Mac, Pentagon, Coast Guard, NRC Bike to Work Day, US Patent Office, Loudoun Vaniversary, Fort Belvoir, HHS Food Fiesta, FDA, NSA Bethesda, Barbecue with North Bethesda, and Virginia Megaprojects events.

Michael McNulty (COG/TPB): Mark Center Fair on 6/19, Aerospace Transit fair on 6/5, NSA Bethesda on 5/29, USCG on 5/15, Pentagon/DOD on 5/14..

#### **5. TDM System - Generation II Update**

Stephen Finafrock, COG/TPB staff, demonstrated some of the updates to the TDM System REV II. The new look and feel for administrators was shown, including the tabs being moved to the right hand side. Tool tips were revealed, as well. Responsive Web Design will be implemented to allow smart phones and tablets easier access to the web pages. The functionality will remain largely the same in almost all tabs.

The reports tab will be further filtered into GRH, CCRS, and Others. Once selected; the reports that are part of those services will be the only ones in the next drop down. This will allow for a cleaning look and hopefully prove less intimidating than the current, long list of reports.

George Clark, TCCSMD, asked if the back button would be enabled and Mr. Finafrock responded that it would not be enabled at this time. Tammy Bowles, MCCSS, and George Clark, TCCSMD, asked how COG was managing the issue of commuters leaving no contact information. Nicholas Ramfos, COG/TPB staff, responded that a phone number will be required for ridematching, but an e-mail address will not be required because many commuters object to giving out their e-mail addresses.

Beverly Green, Howard County, inquired if the updated TDM System will allow tracking of ridership in vanpools. Stephen Finafrock, COG/TPB staff, responded that it will be able to be tracked through the Pool Admin module, as it is now. Mr. Finafrock continued by saying the added CMS feature will more easily allow special text and customization of graphics to appear on screens, implementation of Google V3 API will allow maps to be better displayed on mobile devices and may address some current display issues experienced in several desktop web browsers, and matchletter customization will be included. Mr. Finafrock concluded by indicating testing will be occurring soon, and COG/TPB staff is seeking volunteers from the Ridematching Committee.

#### **6. 'Pool Rewards for Vanpools**

Stephen Finafrock and Ross Edgar, COG/TPB staff, demonstrated the functionality of the

new vanpool pages. Mr Finafrock stated that there will be additional roles, such as the driver, back-up driver, and coordinator, who will be able to enter trip information on behalf of the entire vanpool. COG/TPB staff will be able to log trip information if no one in the vanpool can though that will not be publicized. Logs will show when they were entered and some aspects of data entry may be automated after deployment to assist in obtaining quality data. He concluded by reminding the Committee that all data being collected is for NTD reporting purposes, and it currently is being collected through paper submissions.

#### **7. GIS Information Update**

Ross Edgar, COG/TPB staff, requested members of the Committee submit or request from their respective agencies, updated Park N' Ride lot information.

Stephen Finafrock, COG/TPB staff, stated that this should be done at a minimum of once every six months, in December and June for the January and July publications of the Commuter Connections Resource Directory, respectively and as needed for printing of the paper Commuter Connections Park N' Ride Lot Map. Tammy Bowles, MCCSS, asked if a new Park N' Ridelot map would be printed. Nicholas Ramfos, COG/TPB staff, said that a new map would be printed once current supplied fell short.

#### **8. Client Site Status/Roundtable**

Nicholas Ramfos, COG/TPB staff, stated that COG/TPB staff will be looking at cleaning up employer data in the TDM software system and hopefully have a protocol in place that will slow down the addition of duplicate employers. He continued that COG/TPB staff will also try to set up the ridematching system to recognize water boundaries and possibly attempt route-based ridematching in addition to radius based matches. Deanna Reed, Prince George's County, asked about maybe setting up a separate system for commuters with non-traditional work hours. Mr. Ramfos replied that the current system can handle this problem; it's a matter of having the critical mass of commuters in the system with similar work hours and travel patterns.

Mr. Finafrock requested that the committee members look through the Quarterly Progress Report, and informed the Committee that there are currently four vanpools on the road with two pending in 'Pool Rewards for Vanpools.

#### **9. Other Business/Upcoming Agenda Items**

There was no other business brought before the Committee and there were no agenda items suggested.

The next meeting of the Commuter Connections Ridematching Committee will be held on September 17th 2013 from 2:00 p.m. to 4:00 p.m.