

**Commuter Connections Subcommittee  
Meeting Minutes**

**Tuesday, September 21, 2010**

**Chairperson: Gabriel Ortiz, City of Alexandria**  
**Vice Chairperson: Lorraine Taylor, (WMATA) Washington D.C.**  
**Staff Contact: Nicholas Ramfos (202) 962-3313**

**Item #1 Introductions**

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

Gabriel Ortiz called the meeting to order by introducing himself and asking the rest of the attendees to do so.

**Item #2 Minutes of July 20, 2010**

*Approval was sought for the July 20, 2010 Commuter Connections Meeting Minutes.*

There was a motion and a second to approve the minutes of the meeting as written.

**Item #3 Announcement of New Vice Chair**

*Nicholas Ramfos, COG TPB staff, announced the new Vice Chair of the Subcommittee.*

Mr. Ramfos first stated that the Subcommittee Vice Chair nominating committee met by conference call on August 9<sup>th</sup> to discuss a new Vice Chair for the Subcommittee. It was the District of Columbia's turn to fulfill the Vice Chair position. The group nominated Lorraine Taylor with the Washington Metropolitan Area Transit Authority for the position. The Subcommittee was asked to approve the nominating committee's recommendation. The Subcommittee approved Lorraine Taylor as the Subcommittee's new Vice Chair. Ms. Taylor will also be representing Commuter Connections on the Clean Air Partners Board.

**Item #4 FY 2010 Bike to Work Day Event Draft Report**

*Mark Hersey of COG/TPB Staff briefed the Subcommittee on the draft BTWD 2010 Event Report.*

Mr. Hersey presented the Bike To Work Day 2010 Event Draft Report to the Subcommittee that was presented to the BTWD Steering Committee on September 8, 2010. Bike to Work Day has been held annually in the Washington metropolitan region with a main rallying point or Pit Stop in downtown DC. This event has been coordinated by the Washington Area Bicyclists Association (WABA) for over a decade. The Steering Committee's goal for this year's event was set at 8,415, a 10% increase above the total registration mark set in 2009 of 7,640 registrants. BTWD 2010

collateral materials used included (50,000) rack cards, (20,000) 8½" x 11" Posters, 24 Interior Bus Signs on Downtown DC Circulator Buses, (7,500) T-Shirts, E-mail marketing message to previous year participants, Web Site Twitter feed and Facebook page and 8' x 4' Banners available for every pit stop. Radio advertising and media coverage was provided by DC101, WJFK-FM 106.7 The Fan and EPSN 980. Television and video included NBC 4 (WRC), FOX 5 (WTTG), ABC 7 (WJLA), News Channel 8, and WUSA 9. A comment period was established for October 15<sup>th</sup>. Comments should be posted to the Commuter Connections Extranet.

**Item #5 Briefing on the Draft 2010 Guaranteed Ride Home (GRH) Applicant Survey Report**

*Nicholas Ramfos of COG/TPB Staff briefed the Subcommittee on the GRH Applicant Survey Report.*

Mr. Ramfos briefed the Subcommittee on the Draft 2010 Guaranteed Ride Home Applicant Survey Report. The draft Report was presented at the July 20<sup>th</sup> Subcommittee meeting and a comment period deadline was established for August 20<sup>th</sup>. This report presents the results of a (GRH) survey of 1,033 commuters who currently participate or who have participated in the Commuter Connections regional (GRH) Program operated by the Metropolitan Washington Council of Governments (MWCOG). The survey has been conducted four times. Information was collected to see what changes people made in travel as a result of GRH and their satisfaction.

Mr. Ramfos reviewed the substantive changes made to the draft report. A new comment period was established for October 22<sup>nd</sup>. Comments should be posted to the Commuter Connections Extranet.

**Item #6 Briefing on the draft 2010 SOC Survey Technical Report**

*Mr. Nicholas Ramfos COG/TPB Staff briefed the Subcommittee on the SOC Draft Report.*

Mr. Ramfos briefed the Subcommittee on the substantive changes made to the draft 2010 State of the Commute (SOC) Survey Technical Report. The draft report was presented at the July 20<sup>th</sup> Subcommittee meeting and a comment period deadline was established for August 20<sup>th</sup>. Comments and responses were received on pages 10 and 114 and on Table 31, page 114.

Mr. Ramfos also discussed the response letter sent to Representative Connolly regarding questions related to the results on telework and bicycling from the State of the Commute survey. A new comment period for the 2010 SOC draft Technical Report was established for October 22<sup>nd</sup>. Comments should be posted to the Extranet.

**Item #7 Car Free Day Event Update**

*Mr. Douglas Franklin COG/TPB Staff updated the Subcommittee Car Free Day Event.*

Mr. Franklin updated the Subcommittee on the regional Car Free Day (CFD) event that was held on September 22<sup>nd</sup>. CFD incorporates the use of all alternative modes for all trips (transit, bicycling, carpooling, telework etc). For the year 2009 there was a 14% participation increase from 2008 with (6,200 pledges and for the year 2010 there was an 11% increase with (6,900

pledges). A letter was also sent to President Obama in regards to the CFD International Event asking for participation support from the federal agency workers .

**Item #8      FY2012 Work Program Development**

*Nicholas Ramfos COG/TPB Staff briefed the Subcommittee on the FY 2012 CCWP and the highlights of the program projects.*

Mr. Ramfos briefed the Subcommittee on the FY12 Commuter Connections Work Program timeline milestones from September 2010 to July 2011 related to the development and adoption of the FY 2012 CCWP. In September 2010, program elements will be verified; in October, 2010 the draft work plan document will be developed for the STDM Work Group's review and comment; in November, 2010 the draft work program will be presented to the Subcommittee and a comment period will be established; in January 2011, a final approval will be sought for release of the draft document from the Commuter Connections Subcommittee as well as final approval from the STDM Work Group; in February 2011, the draft Work Program will be presented to the TPB Technical Committee and TPB and be released for public comment; in March 2011 final approvals will be sought from the from TPB Technical Committee and the TPB; in May 2011, COG/TPB staff will send funding commitment letters to the state funding agencies and identify any adjustments that need to be made to the TIP; and in June, 2011 any TIP funding changes will be implemented (if needed); and in July 2011 implementation on the FY 2012 CCWP will begin.

Next, Mr. Ramfos reviewed the Commuter Connections Proposed Work Activities for FY 2012 which included the Commuter Operations Center, Regional Guaranteed Ride Home Program, Marketing, Monitoring and Evaluation, Employer Outreach and GRH Baltimore program elements.

**Item #9      Commuter Connections Strategic Plan**

*Nicholas Ramfos COG/TPB Staff briefed the Subcommittee on the Commuter Connections Strategic Plan.*

Mr. Ramfos stated that the Subcommittee needed to review the current Commuter Connections 2009-2010 Strategic Plan. The Strategic Plan serves as a framework for decisions and gaining support for the Commuter Connections program and provides the basis for more detailed planning and the development of the annual Commuter Connections Work Program. Commuter Connections assists and encourages people in the Washington region to use alternatives to the single occupant automobile. The Commuter Operations Center, maintains and updates local information for transit, telework centers, park and ride lots and bicycle route information. This draft strategic plan incorporates contributions from the Metropolitan Washington Council of Governments, state funding agencies, and local stakeholders. A comment period was established for October 29<sup>th</sup> Comments submitted will be considered and possibly incorporated into an updated 2010 – 2011 Commuter Connections Strategic Plan. All comments should be posted to the Extranet.

**Item #10     Budget Report & Annual Report**

*Carlos Tovar, COG TPB staff distributed and discussed the Commuter Connections final budget report and FY 2010 Annual Report.*

A copy of the final Commuter Connections Work Program budget report for FY10 was distributed to the Subcommittee. Mr. Tovar reviewed the report and went over the Expenditures for FY 10 (July 1, 2009 – June 30, 2010) and asked if there were any questions or comments.

Next, Mr. Tovar distributed and discussed the FY10 Annual Progress Report for the Commuter Connections Work Program. The Annual Report includes completed program statistics for the Commuter Connections Operations Center, Regional Guaranteed Ride Home Program, Marketing, Monitoring & Evaluation, Employer Outreach and Maryland Telework Programs. Mr. Tovar asked the Committee to review the report and to direct questions or concerns to him. Additional hard copies of the report can also be requested.

**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, November 16, 2010 at 12 noon.**