MEETING MINUTES

COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

Tuesday, March 18, 2008
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: Kevin Thornton, Prince Georges County
Vice Chairperson: Diana Utz, GW RideConnect

COG Staff Contact: Nicholas Ramfos, 202/962-3313 or nramfos@mwcog.org
(Note: If you cannot attend this meeting, please call 202/962-3327.)

1.   Introductions

Nicholas Ramfos facilitated the meeting in the absence of Mr. Thornton and Ms. Utz.

2.   Minutes of the December 18, 2007 Meeting

Minutes were approved.

3.   Upcoming Fairs and Promotions

Renee Robertson, Howard County: Commuter Solutions of Howard County will attend GreenFest on April 5. Howard County also plans to attend an employer outreach event in Solysis Park in the Maple Lawn development. Howard County will hold its first ever Bike to Work Day event this year.

Glenn Hiner, Fairfax County Ridesources: Fairfax County representatives attended a transportation fair at the Pentagon on March 17 and at Value Solutions on March 18. Fairfax County is planning to attend upcoming events with at Booz Allen Hamilton and KPMG, both of McLean, VA.

Donna Norfleet, Alexandria Local Motion: Alexandria will be participating in several Earth Day events in April. Alexandria has an ongoing effort called Eco City Charter, and will be holding a café and summit in support of that project. Alexandria is planning to promote transportation alternatives at the Waterfront Festival in June.

Christopher Arabia, DRPT: DRPT is participating in ongoing series of community outreach events promoting TDM. DRPT has also attended business meetings pertaining to the Dulles Rail project.

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD, 777 NORTH CAPITOL STREET, N.E., SUITE 300, WASHINGTON, DC 20002-4239

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Chris Kingery, Loudoun County: Loudoun County has attended several "reality stores" (an exercise that simulates "real life" in an effort to make high school students think about realities they will face in their post-school lives) at local high schools.

Robin Briscoe, Tri-County Council: Tri-County will attend a transportation fair at the Naval Air Systems Command on April 4. Tri-County will also be participating in a Telework seminar in conjunction with MWCOG on May 28.

Heather McColl, ARTMA: ARTMA is preparing for Bike to Work Day. ARTMA will be attending an Earth Day fair at Northrop Grumman in April. ARTMA will also begin their "Commuting Made Simple" marketing campaign.

Traci McPahil, Baltimore City: Baltimore City is working to bring back the downtown shuttle by July 2009. Baltimore City is working to create the first TMA in the city. Work is also underway to promote Bike to Work Day.

Will Doane, Harford County: Harford County is promoting Bike to Work Day. Harford County has been promoting bicycling and pedestrian safety through displays and events at local libraries.

Darlene Nader, North Bethesda: North Bethesda is promoting Bike to Work Day. North Bethesda will be holding employer outreach events with several local companies and is in the process of receiving annual reports from employers.

Dotty Dalphon, TransIT Services of Frederick County: Frederick County will be attending an Earth Day event at Fort Detrick. Frederick County also plans to hold a Live Near Your Work event. Promotion of Bike to Work Day is underway. As part of Earth Day celebrations, riders will be able to use Frederick County transit free of charge.

Joe Cox, NIH: NIH held a Lunch and Learn event specializing in Vanpooling (held February 26) and will be hosting a Bicycling Lunch and Learn event in April. NIH has also begun promoting Bike to Work Day.

DDOT – DDOT is planning to launch an expanded version of goDCgo.com that covers all of Washington, DC.

Stephen Finafrock, COG: COG attended the NIH Vanpool Lunch and Learn event on February 26 and a transportation fair at the Pentagon on March 17. COG will attend multiple Earth Day events at the National Guard-DC Armory, HHS Rockville, GSA, HHS Headquarters at KPMG in McLean, VA in April.

4. TDM Software System Project Update

Base Technologies is moving ahead with feedback from the test sites and training session. Based on the feedback, a list of 25 fixes and enhancements was generated. At present time, 23 of those fixes/enhancements have been addressed and incorporated into the software. Changes include:
- Changed some of the text/language to clarify certain portions of the Rideshare application and Pool Admin

- Tied "Pool Current Size" to the actual number of people in the carpool
- Allowing Administrators to stay logged in to a commuter's file and move within multiple components of the software

Base Technologies is working on storing alternative addresses on Ridematching and implementing appropriate expiration dates for all commuters. Data is also in the process of being cleaned. Ross Edgar is cleaning Employer information while local jurisdictions are tasked with cleaning up commuter data.

Google has released Version 2 of their API, which will allow for a bicycle map and routing function and other capabilities.

Jurisdictions will receive unique logins and passwords prior to their migration date. It is not recommended that multiple people use the same username. COG with work with jurisdictions to provide the proper number of login names with appropriate access controls.

When someone registers in Ridesharing, the person will be automatically coded into their home jurisdiction. Home jurisdictions are determined by zip codes. Jurisdictions will be alerted of the new registrant via email. Jurisdictions concerned with receiving credit for registrants that were reached through a transportation fair should let COG Staff know of the fair in advance so COG staff can change the registrant's affiliation. Jurisdictions will not be able to change affiliation. No records will be moved from one jurisdiction to another during migration.

Jurisdictions will be able to view all records and run Ridematches for those records. They will not be able to alter information in a record that does not belong to them.

Access controls for outer jurisdictions will be ready with a demonstration available within a week.

Jurisdictions will be able to customize Ridematch letters.

Administrators should not expect the exact same Ridematch results when comparing the old Ridematching software with the new software. Jurisdictions can compare the matches when they migrate to the new system. Any drastically different Ridematch results should be reported to Commuter Operations staff at COG by calling the Help Line or e-mailing the Help e-mail box.

5. TDM Software System Training

Overall feedback from the TDM Software Testing was positive.

Further training may be held if it is requested after everyone is migrated over to the new software. A survey during the summer would help determine what type of training would be desired. Training would likely be held in Fall 2008.

6. Data Migration Plan Update

A second revision of the migration plan has been finalized. The plan calls for fewer jurisdictions to be migrated each week (2 per week starting March 31, 3 per week starting May 12, 4 per week starting May 27) to ensure that migration runs smoothly.

The purge process will be frozen at the end of March to minimize changes to the data during migration. A catch up purge will be performed after all sites have been migration. The preferred method of contacting people will be to email them. Anyone without an email will be contacted via US Mail as is currently done.

Jurisdictions will be contacted with specific migration instructions prior to their migration date.

All commuter data needs to be cleaned up prior to the first round of migration (no later than March 25, 2008).

7. GIS Update

A new GIS Update is posted on the Extranet. The GIS Update includes new information on Park and Ride lots in Fairfax and landmarks in Albemarle county. Directions regarding the installation of the update are forthcoming.

8. Client Site Status/Roundtable

No issues were discussed.

9. Other Business/Upcoming Agenda Items

Feedback on software is still welcomed. The concentration is on preparing for migration. Feedback would likely be added to a list of enhancements to be made in the future.

**The next Commuter Connections Ridematching Committee meeting will be held on
Tuesday, June 17, 2008 at 10 a.m.**