



COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

MEETING MINUTES

Tuesday, December 19, 2006
10:00 a.m. – 12:00 p.m.
Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.
First Floor, Room 1

Chairperson: Chris Kingery, Loudoun County
Vice Chairperson: Kevin Thornton, Prince Georges County
COG Staff Contact: Nicholas Ramfos, (202) 962-3313

Items addressed and issues discussed were as follows:

1. **Introductions** (see attached attendance sheet).
2. **Minutes of the September 19, 2006 Meeting**

The minutes of the September 19, 2006 meeting were approved as written.

3. **Upcoming Fairs and Promotions**

Montgomery County transportation staff distributed 37,000 flyers featuring the new Silver Spring Transit Center. Transportation staff announced the center will be coming Fall of 2009. This center will be an all-in-one customer-friendly transportation hub. Features will include local, commuter, and intercity buses, Metrorail and MARC trains, Kiss & Ride, taxis, hiker/bike trail, and a new commuter store. The facility will be bordered by Colesville Road, Wayne Avenue, Ramsey Avenue, and the Metro station.

Ms. Nader, North Bethesda Transportation staff, set up a display in various locations, the Marriott International and North Bethesda Conference Center.

Ms. Richards, Hartford County Transportation staff, participated in a Business to Business event. Harford County Transportation staff encouraged local business to participate in the annual fair.

Ms Dalphon, Frederick County Transportation staff participated in the Employer outreach program and other events to show different alternatives to commute.

Ms. Norfleet, Alexandria Transportation staff is in the process of enhancing the City's TDM programs. The newsletter has been re-designed and will be published January 2007.

Ms. Robertson, Baltimore County Transportation staff announced starting in January they will have a new promotional campaign.

Prince William County participated in an event on George Mason University Campus.

Ms. McColl, ARTMA staff campaigned to promote rideshares at BWI and attended a fair at the new census building in Suitland.

Mr. Ramfos reported a new marketing campaign. This campaign would include radio, direct mail, and wall covering adds to promote the Live Near Your Work program starting January 10th. This program works with employers, encouraging employees to live closer to where they work.

4. New Regional TDM Software System Update

Mr. Ramfos and Base Technologies representatives presented and discussed the status of the TDM Web-Based Software System Project.

Base Technologies presented their first example of the web based software which provided an introduction to the initial layout. The application has a familiar look and the commuter will find the application process easier. The register feature requires at least one address and phone number. The commuter can now estimate the distance from home to work. The CCRS and GRH data element process has been completed.

Base Technologies is currently in the process of integrating both databases into one system.

Mr. Ramfos discussed future ideas of integrating bicycling options into the new TDM Software system. Final comments on the designs should be submitted within 30 days. Comments can be posted to the Extranet. Staff will be sending out a link later on this week with log-on information.

5. Transit and Street Center Line Updates

Mr. Edgar handed out an updated CD-ROM with the new street files for the current CCRS geocoding. The disk included the most up to date information on 83 jurisdictions. Mr. Edgar prepared an installer to ease the process of downloading the new version for client member sites. Three counties from Delaware have been added thanks to information obtained from counties, public domains, files, and the Census Bureau.

Clients are encouraged to call the Commuter Connections Help Line to solve problems with the installation. It is recommended to install it only on one computer. Questions can be emailed to Mr. Edgar through the operations center. Be sure to include "Geo Code" in the subject line so it may be forwarded to the correct person.

6. Landmark & Building Look-up Table

Mr. Edgar mentioned the new deadline to submit changes, edits, additions and deletions to both the Landmark and Building Code Tables is Monday, January 15, 2007. The next process is to update new and old building locations.

Points of interest can be added from the extranet. the new information can be useful and be transferred with the migration. It was pointed out to use caution when deleting old landmarks, because they are sometimes associated with active records.

7. Extranet

Mr. Edgar discussed the status of the Commuter Connections Extranet. New functionalities are to be extended. Feedback for things that are not working properly can be provided through the Extranet or through E-Support.

8. Technical Assistance Policy Update

Mr. Ramfos handed out a draft of an updated Memorandum of Understanding (MOU) that all client members will be asked to sign. He also discussed certain points in the MOU including COG's Rules of Procedure when it comes to the confidentiality of data for both applicants and for client sites. Mr. Ramfos stressed the importance of why information is currently encrypted on the CCRS which was due to information being leaked to a terrorist organization. This action gained the attention of the FBI and also led to the current set-up of the confidentiality rules. Mr. Ramfos also mentioned this new MOU will update some of the pricing and also outlines both the responsibilities of COG and local client members. Comments or questions on the new draft MOU should be posted to the Extranet by the end of January 2007.

9. Park-n-Ride Lots

Mr. Edgar handed out samples of the current Park-n-Ride Lot regional map published by Commuter Connections. The map includes landmarks, points of interest, and other lots that may be used as Park-n-Ride lots. Staff is looking to update the map during this current fiscal year.

The maps are currently posted on the Commuter Connections website. Changes to Park-N-Ride lots and comments should be submitted on the Extranet by the end of January.

10. Client Site Status/Roundtable

Mr. Ramfos discussed "Duplicate Records" for the CCRS and for client members to review their Bi-Weekly reports and in order to delete these out of the system. He also reminded clients to contact COG with any discrepancies in records. He also advised members to conduct follow-ups with electronic application and to change the app codes. Cleaning the database up will assist with the migration of data to the new TDM software system.

Montgomery County reported a problem with the database which may have been corrupted.

Mr. Shaw noted that before you delete a duplicate record check the third page to see if a GRH number is in the lower dialog box. This is to ensure that this number stays with the

new record. This will help when merging CCRS and GRH for the new TDM software system.

11. Other Business/Agenda Items for Next Meeting

Mr. Ramfos encouraged committee members to request and send agenda items for the upcoming meeting.

The next meeting of the Commuter Connections Ridematching Committee will be held on Tuesday, March 20, 2007.