

Joint Comprehensive CTR Plan Task Force

Wednesday, October 20, 2010

Meeting #4

Meeting Notes

Task Force Members Attending

Commerce: Carolyn Hojem

Early Learning: Linda Jennings

Ecology: Margaret Hill

Employment Security: Arthur Florence

Information Services: Robin Todd

Intercity Transit: Kris Fransen

Licensing: Annette Gavette

Lottery: Bruce Eisentrout

Thurston Regional Planning Council: Karen

Parkhurst

WSU: Monica Babine

WSDOT: Christopher Aiken, Dacia Stricklett

Task Force Members Absent

Evergreen State College: Susie Seip

Federation of State Employees: Tim Welch

General Administration: Michael Van Gelder

Personnel: Darrin Litchfield

Public Disclosure Commission: Suemary

Trobaugh

Secretary of State: Steve Lyle

Social & Health Services: Bob Hubenthal

South Puget Sound Community College: Donna

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Cluster Locations Identified

TRPC help to identify areas of similarity for the clusters. Several worksites were noted to be outside of any logical cluster area, meaning that they are scattered from each other, are not in areas served easily by transit, or are warehouses and are sites with a small number of employees.

Four distinct areas were identified as clusters

- ◇ Capitol Campus, downtown Olympia, east to Eastside Street
- ◇ West Olympia, including SPSCC
- ◇ Tumwater, north of Airport
- ◇ Lacey, including Ecology

Several outlining area clusters

- ◇ South Tumwater – south, east, and west of the airport
- ◇ Northeast Lacey – east and north of the Ecology Building
- ◇ Northwest Olympia – including TESC
- ◇ An additional scattered worksites not in any of the above

TRPC will put together lists of the worksites in each identified cluster and will provide links to their website where maps will be available.

Plan Outline Discussion

The Joint Comprehensive CTR Plan (Plan) versus agency/worksites CTR Programs: The Plan will be a document providing guidance to agencies that they will use as they develop a CTR program for their employees. The Plan will include a list of elements that each CTR Program must include as well as optional elements that may be included. Mandated elements are outlined in the CTR Law (RCW 70.94.521-551 and in local CTR ordinances); optional elements such as offering employee subsidies to

not commute in drive alone vehicles, are determined by agency policy and management and with consideration of an agency's budget, culture, and mission.

Once the Joint Comprehensive CTR Plan is adopted by the Interagency CTR Board, agencies will have 90 days to develop and implement a CTR program for their employees. TRPC and WSDOT will offer workshops to assist the new agencies as they develop their CTR programs.

Agencies that have developed CTR programs will need to review them to insure that their programs are in compliance with the Joint Comprehensive CTR Plan.

Comments/discussion of the Plan outline:

- ◇ Introduction needs to have additional background information because many of the new agencies are not familiar with CTR. Could put background information in the appendix so that the plan is applicable to both new and CTR already affected agencies.
- ◇ Note laws and local ordinances
- ◇ Have a "to do " list near the beginning so agencies can quickly see what they are expected to do.
- ◇ Have a check list for steps taken as CTR program is developed
- ◇ List the benefits of reducing drive alone trips to the worksite

Comments on Menu of Options

- ◇ Note that agency employee transportation coordinators (ETC) must attend an ETC training within one year of becoming an ETC. TRPC offers training twice yearly.
- ◇ Add "gap analysis" for elements in "Best Practices" section
- ◇ Provide links to the guidelines adopted by the Interagency CTR Board

Next Steps

Joan will send Task Force members a draft of the Plan at least one week before the November 16th meeting (by November 9th). Members are asked to review the document prior to the meeting.

Next Meeting

November 16. WSDOT Mt Rainier Conf Rm (3F22), 1:30 to 4:30: Plan review;; measuring and reporting

Notes prepared by Joan Cullen, Staff

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