

State Agency CTR Board
Meeting Minutes
Wednesday, October 9, 2024
1:00 – 2:00 pm Teams Meeting

Attendees: Jeff Coler (HCA), Veronica Jarvis (TRPC), Stacey Brewster (UTC), Millie Gonzalez (DFI), Jim Hazzard (DOR), Diane Graf (ATG), Lynne Cunningham (Intercity Transit), Monica Corral (DNR), Michael Rathke (ATG), Patrick Green (WSDOT), Dani Walker (WSDOT), Pam McCaslin (DSHS)

AGENDA ITEMS

1. Welcome and Introductions

Dani: 15 minutes

2. Review of [Charter](#)

3. Confirmed commitment and structure (presentation attached)

Patrick: 10 minutes

4. Vanpool benefits overview for state employees.

- Gave overview and history of vanpool.
- Shared updated agency list and budget update (big budget items, Ben Franklin and Clallam – two largest state worker vanpool programs with around \$200,000).
- Thinks there will be greater interest in the next biennium – going back to legislature (likely somewhere around the million-dollar range).
- Q/A
 - Veronica asked if legislative staff are eligible. Patrick replied it is OFM negotiated – part of CBA – question is whether temporary staff get the benefit.
 - Lynne said that she would like to be able to offer it to those folks to get them engaged in vanpool.
 - Patrick to group: do you have travel needs during session, there may be opportunity to expand what that can look like.
 - Lynne brought up that there are two participant agreement forms (one to join subsidy one to join vanpool); guidance around both is helpful.
 - Pam: questions about tracking; concerned re: trying to keep things off the transit agency. How are other agencies/coordinators addressing this?
 - Lynne: please don't hesitate to reach out to IT with vanpool questions.
 - Patrick: invoices are used to report to the legislature. Want transit agencies to know who is utilizing program but they do not need to retain agreement info.

- Monica: check by going to payroll once a month to see if folks are no longer with DNR and didn't let them know, then sends message to WSDOT.
- Veronica: happy to connect with neighboring ETCs.

Veronica: 15 minutes

5. CTR program reporting (questions about instructions)
6. Recent/current campaigns
7. Check in on agency in-office requirements
 - Week without Driving was successful!
 - [Switch your trips](#) is under way – it has been rebranded from Wheel Options
 - Networking session on how to do report – any questions?
 - Lynne: report requires specifying vanpool (asks for vanpool number).
 - Veronica said leave it blank / put in '99' as holder number, but Lynne says it doesn't work. Solution to be determined.
 - Michael: is there a list of signed on transit agencies? Patrick said yes and dropped in chat, find list [here](#).

Dani: 5 minutes

8. Action items for next meeting
 - Dani to send out notes.
 - WSDOT to develop structure for applicant review and decision making, send out board application form.
 - Attendees who would like to be members to fill out application in advance of next meeting.