

State Agency CTR Advisory Board  
Meeting Minutes  
Thursday, January 16<sup>th</sup>, 2025: 1 - 2 pm

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**Attendees:** Shannon Angwin (DOL), Jeff Coler (HCA), Veronica Jarvis (TRPC), Stacey Brewster (UTC), Chris Cantrell (ECY), Millie Gonzalez (DFI), Jim Hazzard (DOR), Kyle McPherson (IT), Lynne Cunningham (IT), Monica Corral (DNR), Chana LaChapelle (DFW), Patrick Green (WSDOT), Lisa Kinney (DOC), Danelle Guerin (DES), Dani Walker (WSDOT), George Castillo (TRPC), Pam McCaslin (DSHS), Carmen Quenga (Commerce), Derick Newton (DOH)

**Guest:** Kelly Lauderdale (WSDOT)

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AGENDA ITEMS

<u>Welcome and Introductions:</u> <ul style="list-style-type: none"><li>All attendees shared names, agency and goals for 2025.</li></ul>
<u>Administration:</u> (See attached presentation) <ul style="list-style-type: none"><li>Bylaws for review: to be voted on at April meeting.</li><li>Membership application forms: due by February 1<sup>st</sup>.</li><li>Confirmed next three quarterly meetings (hold invites being sent out next week):<ul style="list-style-type: none"><li>April 24<sup>th</sup>, 2025</li><li>July 24<sup>th</sup>, 2025</li><li>October 23<sup>rd</sup>, 2025</li></ul></li></ul>
<u>Vanpool and ORCA updates:</u> <ul style="list-style-type: none"><li>Kelly Lauderdale introduced herself as PTD's new ORCA program lead.</li><li>Kelly discussed upcoming ORCA card order/deactivation processes and links.</li><li>Vanpool updated FAQ coming soon.</li><li>Patrick gave overview of vanpool<ul style="list-style-type: none"><li>i. All transit agencies with rideshare programs have signed on.</li><li>ii. Reminder that some state agencies may still need to sign agreement.</li></ul></li><li>IT has a new DOC group starting 2/1.</li><li>DOR is working on vanpool application.</li></ul>
<u>Initial CTR report analysis &amp; Program updates:</u> <ul style="list-style-type: none"><li>Veronica highlighted early results from reports, including state agency prevalence of monthly parking fees, bike parking and incentives for walking and rolling to work (including carpool).</li><li>Regarding parking fees and use, TRPC staff encouraged state agency CTR reps to connect with facilities staff at their respective agencies.</li><li>TRPC offered to work with any state agencies on deciphering and further analyzing reports/offering strategic support.</li><li>Ecology noted that they had parking fees in place until the pandemic, after switching to the telework model, there isn't a lot of parking happening at the building now.</li><li>Route 14 Scavenger Hunt announcement.</li></ul>

Agency updates:

- Monica announced DNR CTR video will likely be ready to share with group at April 24<sup>th</sup> meeting.
- DOR Tumwater is consolidating and removing 2<sup>nd</sup> floor from use/lease.
- DNR and DFW are partnering with Intercity Transit to present to employees in March.
- DNR CTR 1-year plan coming soon.

Action items for next meeting:

- Voting on bylaws.
- Confirming membership.