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## **Travel Reduction Program Regional Task Force (TRP RTF)**

### **Minutes of October 27, 2009, Meeting**

#### **Committee Members Present**

Charles Franz, University of Arizona  
Ron Gonzales, Raytheon Missile Systems  
Barbara Ricca, IBM  
Jenny Sirnio, alternate for Kate Riley,  
Sun Tran  
Willie Wash, Arizona State Prison-Tucson  
Complex

#### **Staff**

David Joseph  
Zonia Kelley  
Ruth Reiman

#### **Jurisdiction Representatives**

Beth Gorman, Pima County DEQ  
Yolanda Parker, City of Tucson

## 1. Call to Order and Introductions

The meeting was called to order by Ruth Reiman at 1:32 p.m. and introductions were made.

## 2. Call to the Audience

No comments were provided.

## 3. TRP Status Update/Announcements

**2009 Activity Inventory Report/Results** - Ruth Reiman distributed a summary of the Activity Inventory Report (AIR). Ruth informed the members that this report took the place of the plan.

Ruth Reiman mentioned that the AIR report showed that sites are not promoting the GRH program or carpooling. The activities are down compared to other years, and this could be attributed to the economy.

Next year the AIR report will go out on June 1 and sites will have 30 days to fill out and return. There will be some modifications to the AIR report next year. There were some problems with sites submitting their report via the Internet and we hope to resolve those issues next year. Some of the members who have very strict firewalls had the most problems getting their report submitted.

Jenny Sirnio asked if she could obtain the AIR report information electronically. Ruth Reiman responded that she would make sure and sent to her. Jenny used the plan information in the past to update her information.

### **TRP TC Update Newsletter – June, September 2009 edition**

<http://www.pagnet.org/documents/TRP/TCUpdate2009-06.pdf> /  
<http://www.pagnet.org/documents/TRP/TCUpdate2009-09.pdf>

The TC Update Newsletter is sent out quarterly. The last issue was sent in September. The links above are for the last two issues. Ruth Reiman asked the group to let her know if they had anyone in mind that could be highlighted in the upcoming issues.

**TRP RTF Announcements** – Ruth Reiman informed the members that the funding from ADEQ has been partially received. At this time only half of the funding has come in. ADEQ informed PAG that the remainder of the funding may be received later in the year.

**The quarterly progress report** to ADEQ will be sent to ADEQ in the next few days.

**The annual report for TRP** has already been submitted to ADEQ and was sent out to the TRP RTF members under a separate e-mail.

**The TRP ordinance** is still in effect, and according to the stipulations, there are four things that need to be implemented. First is to appoint a Transportation Coordinator (TC), second is to disseminate information, third is to do a plan and lastly is to do a survey.

**The Survey** will be done again next year and will be re-done every 4 years. Ruth Reiman explained that 25 percent of the sites will be surveyed the first year and 25 percent the following year and so on. The response rate will be lowered so that it becomes more realistic for sites to complete. Ms. Reiman asked the members to provide any suggestions they may have. There will be a TRP RTF meeting approximately in March to discuss the survey. Charles Franz questioned if the same cycle would be used according to the start month of the site for surveying. Ms. Reiman replied that the start dates will be different than before, but that is still in the decision stage and may just start all sites at the same time since only 25 percent will be surveyed at once. Barbara Ricca conveyed concerns about not staggering with possibly overloading the servers if everyone uses the electronic survey format.

Ms. Reiman asked the members for input on how much time they felt was needed to complete the survey and the members responded that four weeks would be enough time for completion.

**New marketing materials** have been designed and are available if needed. All materials are available in PDF format and can be printed at your site in any size that is needed.

**TRP/RideShare Contest** – A new contest begins on Nov. . More information regarding the contest will be provided at the Workshop following this meeting. The prizes for the contest will be purchased from TRP companies and a new contest will begin each month.

**Future TRP RTF meetings** – TRP RTF meetings will be business items only and will be held on a as needed basis.

**Workshops** – Four workshops a year will be held for TRP and Rideshare sites.

**TRP RTF Announcements** – Yolanda Parker, COT, informed the group of the next CTAC meeting coming up on Nov. 2, 2009.

Beth Gorman announced that PDEQ is co-sponsoring green living fair with the HabiStore on Saturday, Nov. 14, 2009, from 10 a.m. t o 2 p.m. All proceeds will fund the Habitat Tucson mission of eliminating poverty housing within our community.

Barbara Ricca asked if the funding shortage from ADEQ would affect operations of the TRP program. Ruth Reiman replied that it has already affected it by the staff cuts that where done in June. We also borrowed the marketing material information from Valley Metro, which helped with the cost. We are also advertising for free on the Transview Web site, and are looking into providing outreach via Facebook and Twitter. The question also came up on what the role of the TRP RTF will be. Ruth Reiman replied that the members would be a sounding board for the program. TRP RTF members mentioned that a lot of them have Facebook blocked from their computers at work.

Ruth Reiman encouraged the members to participate in the workshops. This would provide good testimonials to all attending.

TRP RTF Elections – Ruth Reiman informed the group that we will be discussing TRP RTF elections at the next meeting in March.

**4. Approval of Minutes of May 18, 2009.**

Approval of minutes was tabled for next meeting due to quorum shortage. Members suggested looking into approval by e-mail. Staff will look into the possibility of approving minutes via e-mail.

**5. In-Kind Forms**

In-kind form was routed to members.

**6. Future agenda items – next meeting date: March 2010**

TRP RTF Election Discussion  
Employee Survey  
Activity Inventory Report

**7. Adjournment** – Meeting adjourned at 2:05p.m.