The March 15th Networking Session was a huge success. Thank you to everyone who joined us. It was one of the biggest turnouts ever! If you couldn’t attend, we hope to see you at the next one on June 7, 2016. In the mean time, here’s a summary of what you missed.

**CTR Worksite Requirement**

Holly Gilbert, TRPC, talked about the Annual Reports.

**Annual Reports**

All CTR affected worksites must submit Annual Reports which are **due March 31, 2016**. Worksite management must review and sign the reports prior to submittal. Please notify us if your report will be submitted past the due date which is March 31, 2016.

The last page of the Annual Report form contains submittal instructions. Use the opportunity to discuss the worksite’s CTR program with management and review both its strengths and how it can be improved. The Annual Report form can be found online [here](#).

**Thurston County Bicycle Commuter Contest**

ETCs heard from Duncan Green, Intercity Transit.

**May is Bike Month**

Intercity Transit’s Bicycle Commuter Contest (BCC) - a month long event in May - encourages Thurston County residents to try bicycling as a means of transportation and rewards those that do. Thanks to the generous support of volunteers, business sponsors, and most of all contest participants, the Thurston County Bicycle Commuter Contest is gearing up for its 29th year! To participate:

- Register starting **April 1**
- Ride in **May**
- Report your participation by **June 5**

Ride as an individual, or for more fun and community spirit, join or form a team! Participants gain health and fitness benefits, connect with community, help the environment, and have fun! Plus:

- **Coupons** for all participants
- Over **200 prizes** for dedicated riders and random winners
- Multiple prize categories and **random drawings**
- Over **50 sponsors** donate coupons and prizes
- Participants can enter for a chance to **win a new bike!**

For more information about the Bicycle Commuter Contest please visit [www.thurstonbcc.blogspot.com](http://www.thurstonbcc.blogspot.com).

**Mark Your Calendar CTR 2016**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Annual Report</td>
<td>Due March 31</td>
</tr>
<tr>
<td>Sustainability Fair</td>
<td>Dept. of Enterprise Services&lt;br&gt;1500 Jefferson St. &lt;br&gt;April 14, 11:00 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td>Register for the Bicycle Commuter Contest</td>
<td>April 1-30</td>
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<tr>
<td>ETC Basic Training</td>
<td>April 28, 1:00 - 4:00 p.m.</td>
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Department of Enterprise Services

Transportation Demand Manager

ETCs heard from Tomy Mollas, new Transportation Demand Manager with the Department of Enterprise Services (DES), who is working with the Capitol Campus worksites. Below is a message from Tomy regarding his role and responsibilities.

With limited resources to build new capacity and continued employment growth, Transportation Demand Management (TDM) strategies are cost-effective, complementary, and efficient alternatives to additional investment in transportation facilities. Consequently, TDM will become a bigger part of the effort to achieve the Capitol Campus transportation objectives. Over the past few years, the business and government community has become more proactive in providing travel choices for their employees through support of programs like the STAR Pass. The community must build on its partnerships with business and state government to both achieve the transportation objectives and to continue as an attractive and vital employment center.

TDM promotes more efficient use of the existing transportation systems by influencing the time, route, or mode selected for a given trip. TDM strategies increase travel choices, offering the opportunity to choose how, when; and if travel will be by car or in some other way, with the aim of balancing demand with the transportation system.

My efforts for the first year will focus on coordinating Campus CTR Programs and helping to establish agency leadership for ETCs. In addition, efforts will be made to reduce congestion, limit the increase in vehicle miles traveled, and coordinate efforts on the Capitol Campus to resolve parking concerns.

City Of Olympia - Bike Corridor Project

Michelle Swanson, City of Olympia, talked about a pilot Bike Corridor Project.

Bike Project Overview

On April 4th, the City of Olympia will begin building a Bike Corridor pilot project. Bike Corridors are streets with a few slow-moving cars, so it’s easier for people biking and people driving to share the same lane. We retrofit these streets to make them more inviting to people riding bikes. The route will connect the eastside neighborhood to downtown, from Lions Park to Sylvester Park. People can learn more [here](#) or by attending our Open House on March 30th at City Hall, from 6:00 pm until 8:00 pm.

If you have any questions please contact Michelle Swanson, mswanson@ci.olympia.wa.us.

CTR Display Material & Examples

ETCs heard from Burlina Montgomery, TRPC.

Display Material & Examples

[ThurstonCommutes.org](http://www.thurstoncommutes.org) is a great resource to spread the word about Commute Trip Reduction at your worksite. Visit the Display Materials page to download and print handouts for employees, and posters to put around your worksite. You’ll also find an order form if you want to request materials be mailed to you.

Are you looking for ideas to create your own CTR related bulletin board? Go to the newly created Display Examples page on [ThurstonCommutes.org](http://www.thurstoncommutes.org), where you’ll find examples of ETC’s bulletin boards, and other CTR examples, to help spark your own ideas. Email montgomeryb@trpc.org with your examples to share with other ETCs!
Planning a Transit Fair or Lunch & Learn
Donna Feliciano, Intercity Transit, talked about Transit Fairs and Lunch & Learns.

Transit Fair
A Transit Fair is an opportunity for staff to discover ways to drive less, increase awareness of the Commute Trip Reduction Program (CTR), and the STAR Pass that is available for state agency employees who work in Thurston County. Fairs increase awareness of special promotions like the Bicycle Commuter Contest, Wheel Options, and vanpool promotions. They also count as attendance at an ETC Networking Session, and helps meet the good faith effort requirements in the CTR law for your worksite.

What Intercity Transit Will Do
Intercity Transit’s knowledgeable staff can help employees plan transit trips, find rideshare partners, discover ways to drive less, and increase awareness of CTR and Intercity Transit programs and services. Intercity Transit will help ETCs plan and prepare for the Transit Fairs or Lunch & Learns, set-up an attractive display, bring Transit Guides, brochures, and giveaways.

Things to Consider When Planning a “Transit Fair”
- Does your agency have another “event” you can piggyback with, like wellness, health, or sustainability fair?
- Is there a holiday or other theme you can use like Earth Day, St. Patrick’s Day, “Green” Day, or high gas prices?
- Are there other worksites nearby you can plan with and combine resources with?

Getting Started
- Get management buy-in/support.
- Contact other ETCs or agency committees.
- Select date, time, and location.
- Contact Intercity Transit.

What You Do
- Plan and promote the event.
- Provide a room, table, chairs, internet access.
- Attend the event to help promote CTR.
- Make it FUN!

What helps attendance
- Fun.
- Food.
- Prizes/Giveaways.

Lunch & Learn
A Lunch & Learn is an informal way to learn something new!
Topic ideas include:
- Travel training - FREE Intercity Transit program that teaches new riders the basics of bus riding.
- Ride the bus to lunch and back (meet at a specific location and ride the bus together).
- Vanpool presentation.
- RideshareOnline demonstration.

For questions on Transit Fairs and Lunch & Learns contact Donna Feliciano, dfeliciano@intercitytransit.com or 360-705-5891.

Transit Updates
Donna Feliciano, Intercity Transit, discussed transit updates.

Transit Guides
New Transit Guides, effective March 27, 2016, are now available. State Agencies can contact Consolidated Mail Services at 360-664-9616 for a supply.

Dash
The free downtown Olympia shuttle, Dash, operates Monday - Friday, 7:00 am - 6:00 pm, every 15 minutes.
Saturday service resumes April 2nd, 7:00 am - 5:00 pm, every 10 minutes.
Dash daily parking at the Olympia Farmers Market ends March 31.
Pierce and Sound Transit have fare increases effective March 1st.

Rural & Tribal Transportation

Updated Routes
Effective March 21st, 2016, the Rural & Tribal Transportation System will operate under an updated route schedule. An updated Rider Guide and a detailed list of system changes can be found at online.
The Rural & Tribal Transportation System serves the Nisqually Indian Tribe, the Confederated Tribes of the Chehalis Reservation, Rochester, Tenino, Bucoda, Rainier, and Yelm and connects those communities to Intercity Transit in Thurston County and Twin Transit in Lewis County.
CTR In The Workplace

Paul Brewster, TRPC, facilitated an ETC small group discussion.

Small Group Discussion

ETCs worked in small groups to brainstorm about promoting CTR events and distributing information to coworkers. Each group focused on a topic: the Bicycle Commuter Contest, Wheel Options, a commuter fair, commuter information display boards, or highlighting both a free bus pass and emergency ride home program. The “expert” ETCs had no difficulty sharing useful tips and ideas with their colleagues. Consider implementing these tips in your workplace:

- Combine a CTR promotion with a worksite’s wellness fair or sustainability fair to double the theme of an event.
- Request assistance or invite staff from Intercity Transit, TRPC, and other outside resources like a bike shop to attend a worksite’s commuter fair.
- Coordinate with neighboring ETCs to co-sponsor a workplace event. TRPC can help invite other worksites to attend these events.
- Recruit a coworker who leads by example. For instance, someone who regularly rides her bike to work can serve as a key resource to other employees interested in participating in the Bicycle Commuter Contest.
- Sponsor a mini-event within a larger promotion. Host a Lunch & Learn to demonstrate how to properly lockup a bicycle or fix a flat tire.
- Ensure that bulletin boards, transit guides, maps, posters, and other information are maintained, highly visible, and kept up-to-date.
- Minimize email clutter and send impactful messages sparingly. Excess email often goes unnoticed.
- ETCs of smaller worksites have the advantage of readily communicating more directly and frequently with coworkers.
- Share information about CTR benefits in new employee orientation processes. For state employees, make sure they receive a free bus pass and understand how to use the Emergency Ride Home Program (SAFE Ride).

Thurston Regional Planning Council
Holly Gilbert
Paul Brewster
Burilna Montgomery
www.thurstoncommunes.org
360-956-7575
*State & Local Requirements & Compliance
*Training & Technical Support
*Surveys & Annual Program Reports
*Networking & Promotions

WA State Department of Transportation (for state worksites)
www.wtrw.gov
stateagencyctr@wadot.wa.gov
360-709-8088
*State Agency CTR Program
*STAR Pass
*SAFE Ride Home

Intercity Transit
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*Public Transportation Services & Support
*Transit Guide
*Promotions

Carolyn Newsom
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360-705-5829
*Vanpools

RideshareOnline
Find a Rideshare Partner
www.rideshareonline.com

Rural & Tribal Transportation*
www.thurstonRT.org
1-800-650-7846

*Rural & Tribal Transportation serves rural portions of Thurston County and connects to Intercity Transit in Thurston County and Twin Transit in Lewis County. State Employees can use their STAR Pass.