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**SUBSTITUTE SENATE BILL 6566**

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**State of Washington**

**59th Legislature**

**2006 Regular Session**

**By** Senate Committee on Transportation (originally sponsored by Senators Eide, Esser, Swecker, Haugen, Prentice and McAuliffe; by request of Department of Transportation)

READ FIRST TIME 02/02/06.

1 AN ACT Relating to commute trip reduction; amending RCW 70.94.524,  
2 70.94.527, 70.94.531, 70.94.534, 70.94.537, 70.94.541, 70.94.544,  
3 70.94.547, and 70.94.551; and adding a new section to chapter 70.94  
4 RCW.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6 **Sec. 1.** RCW 70.94.524 and 1991 c 202 s 11 are each amended to read  
7 as follows:

8 Unless the context clearly requires otherwise, the definitions in  
9 this section apply throughout this chapter.

10 (1) "A major employer" means a private or public employer,  
11 including state agencies, that employs one hundred or more full-time  
12 employees at a single worksite who begin their regular work day between  
13 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous  
14 months during the year.

15 (2) "Major worksite" means a building or group of buildings that  
16 are on physically contiguous parcels of land or on parcels separated  
17 solely by private or public roadways or rights of way, and at which  
18 there are one hundred or more full-time employees (~~of one or more~~

1 employers)), who begin their regular work day between 6:00 a.m. and  
2 9:00 a.m. on weekdays, for at least twelve continuous months.

3 ~~(3) ("Commute trip reduction zones" mean areas, such as census~~  
4 ~~tracts or combinations of census tracts, within a jurisdiction that are~~  
5 ~~characterized by similar employment density, population density, level~~  
6 ~~of transit service, parking availability, access to high occupancy~~  
7 ~~vehicle facilities, and other factors that are determined to affect the~~  
8 ~~level of single occupancy vehicle commuting.~~

9 ~~(4))~~ "Major employment installation" means a military base or  
10 federal reservation, excluding tribal reservations, at which there are  
11 one hundred or more full-time employees, who begin their regular  
12 workday between 6:00 a.m. and 9:00 a.m. on weekdays, for at least  
13 twelve continuous months during the year.

14 (4) "Person hours of delay" means the daily person hours of delay  
15 per mile in the peak period of 6:00 a.m. to 9:00 a.m., as calculated  
16 using the best available methodology by the department of  
17 transportation.

18 (5) "Commute trip" means trips made from a worker's home to a  
19 worksite during the peak period of 6:00 a.m. to 9:00 a.m. on weekdays.

20 ~~((+5))~~ (6) "Proportion of single-occupant vehicle commute trips"  
21 means the number of commute trips made by single-occupant automobiles  
22 divided by the number of full-time employees.

23 ~~((+6))~~ (7) "Commute trip vehicle miles traveled per employee"  
24 means the sum of the individual vehicle commute trip lengths in miles  
25 over a set period divided by the number of full-time employees during  
26 that period.

27 ~~((+7))~~ (8) "Base year" means the ((year January 1, 1992, through  
28 December 31, 1992, on which goals for vehicle miles traveled and  
29 single-occupant vehicle trips shall be based. Base year goals may be  
30 determined using the 1990 journey to work census data projected to the  
31 year 1992 and shall be consistent with the growth management act. The  
32 task force shall establish a method to be used by jurisdictions to  
33 determine reductions of vehicle miles traveled)) twelve-month period  
34 commencing when a major employer is determined to be participating by  
35 the local jurisdiction, on which commute trip reduction goals shall be  
36 based.

37 (9) "Growth and transportation efficiency center" means a defined,  
38 compact, mixed-use urban area that contains jobs or housing and

1 supports multiple modes of transportation. For the purpose of funding,  
2 a growth and transportation efficiency center must meet minimum  
3 criteria established by the commute trip reduction board under RCW  
4 70.94.537, and must be certified by a regional transportation planning  
5 organization as established in RCW 47.80.020.

6 (10) "Affected urban growth area" means an urban growth area,  
7 designated pursuant to RCW 36.70A.110, whose boundaries contain a state  
8 highway segment exceeding the one hundred person hours of delay  
9 threshold calculated by the department of transportation, an urban  
10 growth area containing a jurisdiction with a population over seventy  
11 thousand that adopted a commute trip reduction ordinance before the  
12 year 2000, and any contiguous urban growth areas listed by the  
13 department of transportation in the rules for this act.

14 (11) "Certification" means a determination by a regional  
15 transportation planning organization that a locally designated growth  
16 and transportation efficiency center program meets the minimum criteria  
17 developed in a collaborative regional process and the rules established  
18 by the department of transportation.

19 **Sec. 2.** RCW 70.94.527 and 1997 c 250 s 2 are each amended to read  
20 as follows:

21 ~~(1) Each county ((with a population over one hundred fifty~~  
22 ~~thousand, and each city or town within those counties containing a~~  
23 ~~major employer shall, by October 1, 1992, adopt by ordinance and~~  
24 ~~implement a commute trip reduction plan for all major employers. The~~  
25 ~~plan shall be developed in cooperation with local transit agencies,~~  
26 ~~regional transportation planning organizations as established in RCW~~  
27 ~~47.80.020, major employers, and the owners of and employers at major~~  
28 ~~worksites)) containing an urban growth area, designated pursuant to RCW~~  
29 ~~36.70A.110, and each city within an urban growth area with a state~~  
30 ~~highway segment exceeding the one hundred person hours of delay~~  
31 ~~threshold calculated by the department of transportation, as well as~~  
32 ~~those counties and cities located in any contiguous urban growth areas,~~  
33 ~~shall adopt a commute trip reduction plan and ordinance for major~~  
34 ~~employers in the affected urban growth area by a date specified by the~~  
35 ~~commute trip reduction board. Jurisdictions located within an urban~~  
36 ~~growth area with a population greater than seventy thousand that~~  
37 ~~adopted a commute trip reduction ordinance before the year 2000, as~~

1 well as any jurisdiction within contiguous urban growth areas, shall  
2 also adopt a commute trip reduction plan and ordinance for major  
3 employers in the affected urban growth area by a date specified by the  
4 commute trip reduction board. Jurisdictions containing a major  
5 employment installation in a county with an affected urban growth area,  
6 designated pursuant to RCW 36.70A.110, shall adopt a commute trip  
7 reduction plan and ordinance for major employers in the major  
8 employment installation by a date specified by the commute trip  
9 reduction board. The ordinance shall establish the requirements for  
10 major employers and provide an appeals process by which major  
11 employers, who as a result of special characteristics of their business  
12 or its locations would be unable to meet the requirements of the  
13 ordinance, may obtain waiver or modification of those requirements.  
14 The plan shall be designed to achieve reductions in the proportion of  
15 single-occupant vehicle commute trips and (~~the commute trip vehicle~~  
16 ~~miles traveled per employee by employees of major public and private~~  
17 ~~sector employers in the jurisdiction)) be consistent with the rules  
18 established by the department of transportation. The county, city, or  
19 town shall submit its adopted plan to the regional transportation  
20 planning organization. The county, city, or town plan shall be  
21 included in the regional commute trip reduction plan for regional  
22 transportation planning purposes, consistent with the rules established  
23 by the department of transportation in RCW 70.94.537.~~

24 (2) All other counties, (~~and~~) cities, and towns (~~in those~~  
25 ~~counties,~~) may adopt and implement a commute trip reduction plan  
26 consistent with department of transportation rules established under  
27 RCW 70.94.537. Tribal governments are encouraged to adopt a commute  
28 trip reduction plan for their lands. State investment in voluntary  
29 commute trip reduction plans shall be limited to those areas that meet  
30 criteria developed by the commute trip reduction board.

31 (3) The department of ecology may, after consultation with the  
32 department of transportation, as part of the state implementation plan  
33 for areas that do not attain the national ambient air quality standards  
34 for carbon monoxide or ozone, require municipalities other than those  
35 identified in subsection (1) of this section to adopt and implement  
36 commute trip reduction plans if the department determines that such  
37 plans are necessary for attainment of said standards.

1 (4) A commute trip reduction plan shall be consistent with the  
2 (~~guidelines~~) rules established under RCW 70.94.537 and shall include  
3 but is not limited to (a) goals for reductions in the proportion of  
4 single-occupant vehicle commute trips (~~and the commute trip vehicle~~  
5 ~~miles traveled per employee~~) consistent with the state goals  
6 established by the commute trip reduction board under RCW 70.94.537 and  
7 the regional commute trip reduction plan goals established in the  
8 regional commute trip reduction plan; (b) (~~designation of commute trip~~  
9 ~~reduction zones; (c)~~) a description of the requirements for major  
10 public and private sector employers to implement commute trip reduction  
11 programs; ((d)) (c) a commute trip reduction program for employees of  
12 the county, city, or town; ((e) a review of local parking policies and  
13 ordinances as they relate to employers and major worksites and any  
14 revisions necessary to comply with commute trip reduction goals and  
15 guidelines; (f) an appeals process by which major employers, who as a  
16 result of special characteristics of their business or its locations  
17 would be unable to meet the requirements of a commute trip reduction  
18 plan, may obtain waiver or modification of those requirements; and  
19 (g)) and (d) means, consistent with rules established by the  
20 department of transportation, for determining base year values ((of the  
21 proportion of single-occupant vehicle commute trips and the commute  
22 trip vehicle miles traveled per employee)) and progress toward meeting  
23 commute trip reduction plan goals ((on an annual basis. Goals which  
24 are established shall take into account existing transportation demand  
25 management efforts which are made by major employers. Each  
26 jurisdiction shall ensure that employers shall receive full credit for  
27 the results of transportation demand management efforts and commute  
28 trip reduction programs which have been implemented by major employers  
29 prior to the base year. The goals for miles traveled per employee for  
30 all major employers shall not be less than a fifteen percent reduction  
31 from the worksite base year value or the base year value for the  
32 commute trip reduction zone in which their worksite is located by  
33 January 1, 1995, twenty percent reduction from the base year values by  
34 January 1, 1997, twenty five percent reduction from the base year  
35 values by January 1, 1999, and a thirty five percent reduction from the  
36 base year values by January 1, 2005.

37 (5) A county, city, or town may, as part of its commute trip  
38 reduction plan, require commute trip reduction programs for employers

1 ~~with ten or more full-time employees at major worksites in federally~~  
2 ~~designated nonattainment areas for carbon monoxide and ozone. The~~  
3 ~~county, city or town shall develop the programs in cooperation with~~  
4 ~~affected employers and provide technical assistance to the employers in~~  
5 ~~implementing such programs)).~~ The plan shall be developed in  
6 consultation with local transit agencies, the applicable regional  
7 transportation planning organization, major employers, and other  
8 interested parties.

9 ((+6+)) (5) The commute trip reduction plans adopted by counties,  
10 cities, and towns under this chapter shall be consistent with and may  
11 be incorporated in applicable state or regional transportation plans  
12 and local comprehensive plans and shall be coordinated, and consistent  
13 with, the commute trip reduction plans of counties, cities, or towns  
14 with which the county, city, or town has, in part, common borders or  
15 related regional issues. Such regional issues shall include assuring  
16 consistency in the treatment of employers who have worksites subject to  
17 the requirements of this chapter in more than one jurisdiction.  
18 Counties, cities, ((or)) and towns adopting commute trip reduction  
19 plans may enter into agreements through the interlocal cooperation act  
20 or by resolution or ordinance as appropriate with other jurisdictions,  
21 local transit agencies, transportation management associations or other  
22 private or nonprofit providers of transportation services, or regional  
23 transportation planning organizations to coordinate the development and  
24 implementation of such plans. Transit agencies shall work with  
25 counties, cities, and towns as a part of their six-year transit  
26 development plan established in RCW 35.58.2795 to take into account the  
27 location of major employer worksites when planning and prioritizing  
28 transit service changes or the expansion of public transportation  
29 services, including rideshare services. Counties, cities, or towns  
30 adopting a commute trip reduction plan shall review it annually and  
31 revise it as necessary to be consistent with applicable plans developed  
32 under RCW 36.70A.070. Regional transportation planning organizations  
33 shall review the local commute trip reduction plans during the  
34 development and update of the regional commute trip reduction plan.

35 (6) Each affected regional transportation planning organization  
36 shall adopt a commute trip reduction plan for its region consistent  
37 with the rules and deadline established by the department of  
38 transportation under RCW 70.94.537. The plan shall include, but is not

1 limited to: (a) Regional program goals for commute trip reduction in  
2 urban growth areas and all designated growth and transportation  
3 efficiency centers; (b) a description of strategies for achieving the  
4 goals; (c) a sustainable financial plan describing projected revenues  
5 and expenditures to meet the goals; (d) a description of the way in  
6 which progress toward meeting the goals will be measured; and (e)  
7 minimum criteria for growth and transportation efficiency centers. (i)  
8 Regional transportation planning organizations shall review proposals  
9 from local jurisdictions to designate growth and transportation  
10 efficiency centers and shall determine whether the proposed growth and  
11 transportation efficiency center is consistent with the criteria  
12 defined in the regional commute trip reduction plan. (ii) Growth and  
13 transportation efficiency centers certified as consistent with the  
14 minimum requirements by the regional transportation planning  
15 organization shall be identified in subsequent updates of the regional  
16 commute trip reduction plan. These plans shall be developed in  
17 collaboration with all affected local jurisdictions, transit agencies,  
18 and other interested parties within the region. The plan will be  
19 reviewed and approved by commute trip reduction board as established  
20 under RCW 70.94.537. Regions without an approved regional commute trip  
21 reduction plan shall not be eligible for state commute trip reduction  
22 program funds.

23 The regional commute trip reduction plan shall be consistent with  
24 and incorporated into transportation demand management components in  
25 the regional transportation plan as required by RCW 47.80.030.

26 (7) Each ((county, city, or town)) regional transportation planning  
27 organization implementing a regional commute trip reduction program  
28 shall, ((within thirty days submit a summary of its plan along with  
29 certification of adoption)) consistent with the rules and deadline  
30 established by the department of transportation, submit its plan as  
31 well as any related local commute trip reduction plans and certified  
32 growth and transportation efficiency center programs, to the commute  
33 trip reduction ((task force)) board established under RCW 70.94.537.  
34 The commute trip reduction board shall review the regional commute trip  
35 reduction plan and the local commute trip reduction plans. The  
36 regional transportation planning organization shall collaborate with  
37 the commute trip reduction board to evaluate the consistency of local  
38 commute trip reduction plans with the regional commute trip reduction

1 plan. Local and regional plans must be approved by the commute trip  
2 reduction board in order to be eligible for state funding provided for  
3 the purposes of this chapter.

4 (8) Each ~~((county, city, or town))~~ regional transportation planning  
5 organization implementing a regional commute trip reduction program  
6 shall submit an annual progress report to the commute trip reduction  
7 ~~((task force))~~ board established under RCW 70.94.537. The report shall  
8 be due ~~((July 1, 1994, and each July 1st thereafter through July 1,~~  
9 ~~2006))~~ at the end of each state fiscal year for which the program has  
10 been implemented. The report shall describe progress in attaining the  
11 applicable commute trip reduction goals ~~((for each commute trip~~  
12 ~~reduction zone))~~ and shall highlight any problems being encountered in  
13 achieving the goals. The information shall be reported in a form  
14 established by the commute trip reduction ~~((task force))~~ board.

15 (9) Any waivers or modifications of the requirements of a commute  
16 trip reduction plan granted by a jurisdiction shall be submitted for  
17 review to the commute trip reduction ~~((task force))~~ board established  
18 under RCW 70.94.537. The commute trip reduction ~~((task force))~~ board  
19 may not deny the granting of a waiver or modification of the  
20 requirements of a commute trip reduction plan by a jurisdiction but  
21 they may notify the jurisdiction of any comments or objections.

22 (10) ~~((Each county, city, or town implementing a commute trip~~  
23 ~~reduction program shall count commute trips eliminated through work-at-~~  
24 ~~home options or alternate work schedules as one and two tenths vehicle~~  
25 ~~trips eliminated for the purpose of meeting trip reduction goals.~~

26 ~~((11) Each county, city, or town implementing a commute trip~~  
27 ~~reduction program shall ensure that employers that have modified their~~  
28 ~~employees' work schedules so that some or all employees are not~~  
29 ~~scheduled to arrive at work between 6:00 a.m. and 9:00 a.m. are~~  
30 ~~provided credit when calculating single occupancy vehicle use and~~  
31 ~~vehicle miles traveled at that worksite. This credit shall be awarded~~  
32 ~~if implementation of the schedule change was an identified element in~~  
33 ~~that worksite's approved commute trip reduction program or if the~~  
34 ~~schedule change occurred because of impacts associated with chapter~~  
35 ~~36.70A RCW, the growth management act.~~

36 ~~((12))~~ Plans implemented under this section shall not apply to  
37 commute trips for seasonal agricultural employees.





1 financing techniques consistent with chapter 47.29 RCW, including  
2 public/private partnerships, to finance needed facilities, services,  
3 and programs; (iii) a proposed organizational structure for  
4 implementing the program; (iv) a proposal to measure performance toward  
5 the goal and implementation progress; and (v) an evaluation to which  
6 local land use and transportation policies apply, including parking  
7 policies and ordinances, to determine the extent that they complement  
8 and support the trip reduction investments of major employers. Each of  
9 these program elements shall be consistent with the rules established  
10 under RCW 70.94.537.

11 (d) A designated growth and transportation efficiency center shall  
12 be consistent with the land use and transportation elements of the  
13 local comprehensive plan.

14 (e) Transit agencies, local governments, and regional  
15 transportation planning organizations shall identify certified growth  
16 and transportation efficiency centers as priority areas for new service  
17 and facility investments in their respective investment plans.

18 (2) A county, city, or town that has established a growth and  
19 transportation efficiency center program shall support vehicle trip  
20 reduction activities in the designated area. The implementing  
21 jurisdiction shall adopt policies, ordinances, and funding strategies  
22 that will lead to attainment of program goals in those areas.  
23 Jurisdictions may apply but are not limited to any of the following  
24 strategies, as long as the minimum state requirements are met:

- 25 (a) Lowering the size threshold of a major employer; and
- 26 (b) Adjusting the morning commute window.

27 **Sec. 4.** RCW 70.94.531 and 1997 c 250 s 3 are each amended to read  
28 as follows:

29 (1) State agency worksites are subject to the same requirements  
30 under this section and RCW 70.94.534 as private employers.

31 (2) Not more than (~~six months~~) ninety days after the adoption of  
32 (~~the~~) a jurisdiction's commute trip reduction plan (~~by a~~  
33 ~~jurisdiction~~), each major employer in that jurisdiction shall perform  
34 a baseline measurement consistent with the rules established by the  
35 department of transportation under RCW 70.94.537. Not more than ninety  
36 days after receiving the results of the baseline measurement, each  
37 major employer shall develop a commute trip reduction program and shall

1 submit a description of that program to the jurisdiction for review.  
2 The program shall be implemented not more than (~~six months~~) ninety  
3 days after (~~submission to~~) approval by the jurisdiction.

4 (~~(+2)~~) (3) A commute trip reduction program of a major employer  
5 shall consist of, at a minimum (a) designation of a transportation  
6 coordinator and the display of the name, location, and telephone number  
7 of the coordinator in a prominent manner at each affected worksite; (b)  
8 regular distribution of information to employees regarding alternatives  
9 to single-occupant vehicle commuting; (c) (~~an annual~~) a regular  
10 review of employee commuting and reporting of progress toward meeting  
11 the single-occupant vehicle reduction goals to the county, city, or  
12 town consistent with the method established in the commute trip  
13 reduction plan and the rules established by the department of  
14 transportation under RCW 70.94.537; and (d) implementation of a set of  
15 measures designed to achieve the applicable commute trip reduction  
16 goals adopted by the jurisdiction. Such measures may include but are  
17 not limited to:

18 (i) Provision of preferential parking or reduced parking charges,  
19 or both, for high occupancy vehicles and motorcycles;

20 (ii) Instituting or increasing parking charges for single-occupant  
21 vehicles;

22 (iii) Provision of commuter ride matching services to facilitate  
23 employee ridesharing for commute trips;

24 (iv) Provision of subsidies for transit fares;

25 (v) Provision of vans for van pools;

26 (vi) Provision of subsidies for car pooling or van pooling;

27 (vii) Permitting the use of the employer's vehicles for car pooling  
28 or van pooling;

29 (viii) Permitting flexible work schedules to facilitate employees'  
30 use of transit, car pools, or van pools;

31 (ix) Cooperation with transportation providers to provide  
32 additional regular or express service to the worksite;

33 (x) Construction of special loading and unloading facilities for  
34 transit, car pool, and van pool users;

35 (xi) Provision of bicycle parking facilities, lockers, changing  
36 areas, and showers for employees who bicycle or walk to work;

37 (xii) Provision of a program of parking incentives such as a rebate  
38 for employees who do not use the parking facility;

1 (xiii) Establishment of a program to permit employees to work part  
2 or full time at home or at an alternative worksite closer to their  
3 homes;

4 (xiv) Establishment of a program of alternative work schedules such  
5 as compressed work week schedules which reduce commuting; and

6 (xv) Implementation of other measures designed to facilitate the  
7 use of high-occupancy vehicles such as on-site day care facilities and  
8 emergency taxi services.

9 ~~((3))~~ (4) Employers or owners of worksites may form or utilize  
10 existing transportation management associations or other  
11 transportation-related associations authorized by RCW 35.87A.010 to  
12 assist members in developing and implementing commute trip reduction  
13 programs.

14 ~~((4))~~ (5) Employers shall make a good faith effort towards  
15 achievement of the goals identified in RCW 70.94.527(4)~~((g))~~ (d).

16 **Sec. 5.** RCW 70.94.534 and 1997 c 250 s 4 are each amended to read  
17 as follows:

18 (1) Each jurisdiction implementing a commute trip reduction plan  
19 under this chapter or as part of a plan or ordinance developed under  
20 RCW 36.70A.070 shall review each employer's initial commute trip  
21 reduction program to determine if the program is likely to meet the  
22 applicable commute trip reduction goals. The employer shall be  
23 notified by the jurisdiction of its findings. If the jurisdiction  
24 finds that the program is not likely to meet the applicable commute  
25 trip reduction goals, the jurisdiction will work with the employer to  
26 modify the program as necessary. The jurisdiction shall complete  
27 review of each employer's initial commute trip reduction program within  
28 ~~((three months))~~ ninety days of receipt.

29 (2) Employers implementing commute trip reduction programs are  
30 expected to undertake good faith efforts to achieve the goals outlined  
31 in RCW 70.94.527(4). Employers are considered to be making a good  
32 faith effort if the following conditions have been met:

33 (a) The employer has met the minimum requirements identified in RCW  
34 70.94.531; ~~((and))~~

35 (b) The employer has notified the jurisdiction of its intent to  
36 substantially change or modify its program and has either received the

1 approval of the jurisdiction to do so or has acknowledged that its  
2 program may not be approved without additional modifications;

3 (c) The employer has provided adequate information and  
4 documentation of implementation when requested by the jurisdiction; and

5 (d) The employer is working collaboratively with its jurisdiction  
6 to continue its existing program or is developing and implementing  
7 program modifications likely to result in improvements to the program  
8 over an agreed upon length of time.

9 (3) Each jurisdiction shall (~~annually~~) review at least once every  
10 two years each employer's progress and good faith efforts toward  
11 meeting the applicable commute trip reduction goals. If an employer  
12 makes a good faith effort, as defined in this section, but is not  
13 likely to meet the applicable commute trip reduction goals, the  
14 jurisdiction shall work collaboratively with the employer to make  
15 modifications to the commute trip reduction program. Failure of an  
16 employer to reach the applicable commute trip reduction goals is not a  
17 violation of this chapter.

18 (4) If an employer fails to make a good faith effort and fails to  
19 meet the applicable commute trip reduction goals, the jurisdiction  
20 shall work collaboratively with the employer to propose modifications  
21 to the program and shall direct the employer to revise its program  
22 within thirty days to incorporate those modifications or modifications  
23 which the jurisdiction determines to be equivalent.

24 (5) Each jurisdiction implementing a commute trip reduction plan  
25 pursuant to this chapter may impose civil penalties, in the manner  
26 provided in chapter 7.80 RCW, for failure by an employer to implement  
27 a commute trip reduction program or to modify its commute trip  
28 reduction program as required in subsection (4) of this section. No  
29 major employer may be held liable for civil penalties for failure to  
30 reach the applicable commute trip reduction goals. No major employer  
31 shall be liable for civil penalties under this chapter if failure to  
32 achieve a commute trip reduction program goal was the result of an  
33 inability to reach agreement with a certified collective bargaining  
34 agent under applicable laws where the issue was raised by the employer  
35 and pursued in good faith.

36 (6) Jurisdictions shall notify major employers of the procedures  
37 for applying for goal modification or exemption from the commute trip

1 reduction requirements based on the guidelines established by the  
2 commute trip reduction (~~((task-force))~~) board authorized under RCW  
3 70.94.537.

4 **Sec. 6.** RCW 70.94.537 and 1997 c 250 s 5 are each amended to read  
5 as follows:

6 (1) A (~~((twenty-eight))~~) sixteen member state commute trip reduction  
7 (~~((task-force))~~) board is established as follows:

8 (a) The secretary of the department of transportation or the  
9 secretary's designee who shall serve as chair;

10 (b) (~~((The director of the department of ecology or the director's~~  
11 ~~designee;~~

12 (~~(c) The director of the department of community, trade, and~~  
13 ~~economic development or the director's designee;~~

14 (~~(d) The director of the department of general administration or the~~  
15 ~~director's designee;~~

16 (~~(e) Three representatives from~~) One representative from the office  
17 of the governor or the governor's designee;

18 (c) The director or the director's designee of one of the following  
19 agencies, to be determined by the governor:

20 (i) Department of general administration;

21 (ii) Department of ecology;

22 (iii) Department of community, trade, and economic development;

23 (d) Three representatives from cities and towns or counties  
24 appointed by the governor for staggered four-year terms from a list  
25 (~~((of at least six))~~) recommended by the association of Washington cities  
26 or the Washington state association of counties;

27 (~~((f) Three representatives from cities and towns appointed by the~~  
28 ~~governor from a list of at least six recommended by the association of~~  
29 ~~Washington cities;~~

30 (~~(g) Three~~) (e) Two representatives from transit agencies appointed  
31 by the governor for staggered four-year terms from a list (~~((of at least~~  
32 ~~six))~~) recommended by the Washington state transit association;

33 (~~((h) Twelve))~~ (f) Two representatives from participating regional  
34 transportation planning organizations appointed by the governor for  
35 staggered four-year terms;

36 (g) Four representatives of employers at or owners of major  
37 worksites in Washington, or transportation management associations,

1 business improvement areas, or other transportation organizations  
2 representing employers, appointed by the governor (~~from a list~~  
3 ~~recommended by the association of Washington business or other~~  
4 ~~statewide business associations representing major employers,~~ provided  
5 ~~that every affected county shall have at least one representative; and~~  
6 ~~(i) Three~~) for staggered four-year terms; and  
7 (h) Two citizens appointed by the governor for staggered four-year  
8 terms.

9 Members of the commute trip reduction (~~task force~~) board shall  
10 serve without compensation but shall be reimbursed for travel expenses  
11 as provided in RCW 43.03.050 and 43.03.060. Members appointed by the  
12 governor shall be compensated in accordance with RCW 43.03.220. The  
13 (~~task force~~) board has all powers necessary to carry out its duties  
14 as prescribed by this chapter. The (~~task force~~) board shall be  
15 dissolved on July 1, (~~2006~~) 2014.

16 (2) By March 1, (~~1992~~) 2007, the (~~commute trip reduction task~~  
17 ~~force~~) department of transportation shall establish (~~guidelines~~)  
18 rules for commute trip reduction plans and implementation procedures.  
19 The commute trip reduction board shall advise the department on the  
20 content of the rules. The (~~guidelines~~) rules are intended to ensure  
21 consistency in commute trip reduction plans and goals among  
22 jurisdictions while fairly taking into account differences in  
23 employment and housing density, employer size, existing and anticipated  
24 levels of transit service, special employer circumstances, and other  
25 factors the (~~task force~~) board determines to be relevant. The  
26 (~~guidelines~~) rules shall include:

27 (a) Guidance criteria for (~~establishing commute trip reduction~~  
28 ~~zones~~) growth and transportation efficiency centers;

29 (b) (~~Methods and information requirements for determining base~~  
30 ~~year values of the proportion of single-occupant vehicle commute trips~~  
31 ~~and the commute trip vehicle miles traveled per employee~~) Data  
32 measurement methods and procedures for determining the efficacy of  
33 commute trip reduction activities and progress toward meeting commute  
34 trip reduction plan goals;

35 (c) Model commute trip reduction ordinances;

36 (d) Methods for assuring consistency in the treatment of employers  
37 who have worksites subject to the requirements of this chapter in more  
38 than one jurisdiction;

1 (e) An appeals process by which major employers, who as a result of  
2 special characteristics of their business or its locations would be  
3 unable to meet the requirements of a commute trip reduction plan, may  
4 obtain a waiver or modification of those requirements and criteria for  
5 determining eligibility for waiver or modification;

6 ~~(f) ((Methods to ensure that employers shall receive full credit  
7 for the results of transportation demand management efforts and commute  
8 trip reduction programs which have been implemented by major employers  
9 prior to the base year;~~

10 ~~(g) Alternative commute trip reduction goals for major employers  
11 which cannot meet the goals of this chapter because of the unique  
12 nature of their business;~~

13 ~~(h) Alternative commute trip reduction goals for major employers  
14 whose worksites change and who contribute substantially to traffic  
15 congestion in a trip reduction zone; and~~

16 ~~(i) Methods to insure that employers receive credit for scheduling  
17 changes enacted pursuant to the criteria identified in RCW  
18 70.94.527(11).~~

19 ~~(3))~~ Establishment of a process for determining the state's  
20 affected areas, including criteria and procedures for regional  
21 transportation planning organizations in consultation with local  
22 jurisdictions to propose to add or exempt urban growth areas;

23 (g) Listing of the affected areas of the program to be done every  
24 four years as identified in subsection (5) of this section;

25 (h) Establishment of a criteria and application process to  
26 determine whether jurisdictions that voluntarily implement commute trip  
27 reduction are eligible for state funding;

28 (i) Guidelines and deadlines for creating and updating local  
29 commute trip reduction plans, including guidance to ensure consistency  
30 between the local commute trip reduction plan and the transportation  
31 demand management strategies identified in the transportation element  
32 in the local comprehensive plan, as required by RCW 36.70A.070.

33 (j) Guidelines for creating and updating regional commute trip  
34 reduction plans, including guidance to ensure the regional commute trip  
35 reduction plan is consistent with and incorporated into transportation  
36 demand management components in the regional transportation plan;

37 (k) Methods for regional transportation planning organizations to



1 evaluate and certify that designated growth and transportation  
2 efficiency center programs meet the minimum requirements and are  
3 eligible for funding;

4 (l) Guidelines for creating and updating growth and transportation  
5 efficiency center programs; and

6 (m) Establishment of statewide program goals. The goals shall be  
7 designed to achieve substantial reductions in the proportion of  
8 single-occupant vehicle commute trips and the commute trip vehicle  
9 miles traveled per employee, at a level that is projected to improve  
10 the mobility of people and goods by increasing the efficiency of the  
11 state highway system.

12 (3) The board shall create a state commute trip reduction plan that  
13 shall be updated every four years as discussed in subsection (5) of  
14 this section. The state commute trip reduction plan shall include, but  
15 is not limited to: (a) Statewide commute trip reduction program goals  
16 that are designed to substantially improve the mobility of people and  
17 goods; (b) identification of strategies at the state and regional  
18 levels to achieve the goals and recommendations for how transportation  
19 demand management strategies can be targeted most effectively to  
20 support commute trip reduction program goals; (c) performance measures  
21 for assessing the cost-effectiveness of commute trip reduction  
22 strategies and the benefits for the state transportation system; and  
23 (d) a sustainable financial plan. The board shall review and approve  
24 regional commute trip reduction plans, and work collaboratively with  
25 regional transportation planning organizations in the establishment of  
26 the state commute trip reduction plan.

27 (4) The ((task—force)) board shall work with affected  
28 jurisdictions, major employers, and other parties to develop and  
29 implement a public awareness campaign designed to increase the  
30 effectiveness of local commute trip reduction programs and support  
31 achievement of the objectives identified in this chapter.

32 ~~((4) The task force shall assess the commute trip reduction~~  
33 ~~options available to employers other than major employers and make~~  
34 ~~recommendations to the legislature by October 1, 1992. The~~  
35 ~~recommendations shall include the minimum size of employer who shall be~~  
36 ~~required to implement trip reduction programs and the appropriate~~  
37 ~~methods those employers can use to accomplish trip reduction goals.))~~

1       (5) The board shall evaluate and update the commute trip reduction  
2 program plan and recommend changes to the rules every four years, with  
3 the first assessment report due July 1, 2011, to ensure that the latest  
4 data methodology used by the department of transportation is  
5 incorporated into the program and to determine which areas of the state  
6 should be affected by the program. The board shall review the  
7 definition of a major employer no later than December 1, 2009. The  
8 board shall regularly identify urban growth areas that are projected to  
9 be affected by this act in the next four-year period and may provide  
10 advance planning support to the potentially affected jurisdictions.

11       (6) The ((task-force)) board shall review progress toward  
12 implementing commute trip reduction plans and programs and the costs  
13 and benefits of commute trip reduction plans and programs and shall  
14 make recommendations to the department by October 15, the governor by  
15 November 1, and the legislature by December 1, ((1995, December 1,  
16 1999, December 1, 2001, December 1, 2003, and December 1, 2005))  
17 beginning in 2009, and every two years thereafter. In assessing the  
18 costs and benefits, the ((task-force)) board shall consider the costs  
19 of not having implemented commute trip reduction plans and programs.  
20 The ((task-force)) board shall examine other transportation demand  
21 management programs nationally and incorporate its findings into its  
22 recommendations to the legislature. The recommendations shall address  
23 the need for continuation, modification, or termination or any or all  
24 requirements of this chapter. ((The recommendations made December 1,  
25 1995, shall include recommendations regarding extension of the  
26 requirements of this chapter to employers with fifty or more full-time  
27 employees at a single worksite who begin their regular work day between  
28 6:00 a.m. and 9:00 a.m. on weekdays for more than twelve continuous  
29 months.))

30       (7) The board shall invite personnel with appropriate expertise  
31 from state, regional, and local government, private, public, and  
32 nonprofit providers of transportation services, and employers or owners  
33 of major worksites in Washington to act as a technical advisory group.  
34 The technical advisory group shall advise the board on the  
35 implementation of local and regional commute trip reduction plans and  
36 programs, program evaluation, program funding allocations, and state  
37 rules and guidelines.

1       **Sec. 7.** RCW 70.94.541 and 1996 c 186 s 515 are each amended to  
2 read as follows:

3       (1) ~~((A technical assistance team shall be established under the~~  
4 ~~direction of the department of transportation and include~~  
5 ~~representatives of the department of ecology.))~~ The ~~((team))~~  
6 department of transportation shall provide staff support to the commute  
7 trip reduction ~~((task force))~~ board in carrying out the requirements of  
8 RCW 70.94.537 ~~((and to the department of general administration in~~  
9 ~~carrying out the requirements of RCW 70.94.551)).~~

10       (2) The ~~((team))~~ department of transportation shall provide  
11 technical assistance to regional transportation planning organizations,  
12 counties, cities, and towns, the department of general administration,  
13 other state agencies, and other employers in developing and  
14 implementing commute trip reduction plans and programs. The technical  
15 assistance shall include: (a) Guidance in ~~((determining base and~~  
16 ~~subsequent year values of single-occupant vehicle commuting proportion~~  
17 ~~and commute trip reduction vehicle miles traveled to be used in~~  
18 ~~determining progress in attaining plan goals))~~ single measurement  
19 methodology and practice to be used in determining progress in  
20 attaining plan goals; (b) developing model plans and programs  
21 appropriate to different situations; and (c) providing consistent  
22 training and informational materials for the implementation of commute  
23 trip reduction programs. Model plans and programs, training, and  
24 informational materials shall be developed in cooperation with  
25 representatives of regional transportation planning organizations,  
26 local governments, transit agencies, and employers.

27       (3) In carrying out this section the department of transportation  
28 may contract with statewide associations representing cities, towns,  
29 and counties to assist cities, towns, and counties in implementing  
30 commute trip reduction plans and programs.

31       **Sec. 8.** RCW 70.94.544 and 2001 c 74 s 1 are each amended to read  
32 as follows:

33       A portion of the funds made available for the purposes of this  
34 chapter shall be used to fund the commute trip reduction ~~((task force))~~  
35 board in carrying out the responsibilities of RCW ~~((70.94.541))~~  
36 70.94.537, and the ~~((interagency technical assistance team))~~ department  
37 of transportation, including the activities authorized under RCW

1 70.94.541(2), and to assist regional transportation planning  
2 organizations, counties, cities, and towns implementing commute trip  
3 reduction plans. The commute trip reduction board shall determine the  
4 allocation of program funds made available for the purposes of this  
5 chapter to regional transportation planning organizations, counties,  
6 cities, and towns implementing commute trip reduction plans. If state  
7 funds for the purposes of this chapter are provided to those  
8 jurisdictions implementing voluntary commute trip reduction plans, the  
9 funds shall be disbursed based on criteria established by the commute  
10 trip reduction board under RCW 70.94.537.

11 **Sec. 9.** RCW 70.94.547 and 1991 c 202 s 18 are each amended to read  
12 as follows:

13 The legislature hereby recognizes the state's crucial leadership  
14 role in establishing and implementing effective commute trip reduction  
15 programs. Therefore, it is the policy of the state that the department  
16 of general administration and other state agencies, including  
17 institutions of higher education, shall aggressively develop  
18 substantive programs to reduce commute trips by state employees.  
19 Implementation of these programs will reduce energy consumption,  
20 congestion in urban areas, and air and water pollution associated with  
21 automobile travel.

22 **Sec. 10.** RCW 70.94.551 and 1997 c 250 s 6 are each amended to read  
23 as follows:

24 (1) ~~The director of ((general administration, with the concurrence~~  
25 ~~of an interagency task force established for the purposes of this~~  
26 ~~section, shall coordinate a commute trip reduction plan for state~~  
27 ~~agencies which are phase 1 major employers by January 1, 1993)) the~~  
28 department of general administration may coordinate an interagency  
29 board for the purpose of developing policies or guidelines that promote  
30 consistency among state agency commute trip reduction programs required  
31 by RCW 70.94.527 and 70.94.531. The ((task force)) board shall include  
32 representatives of the departments of transportation ((and)), ecology,  
33 and community, trade, and economic development and such other  
34 departments and interested groups as the director of the department of  
35 general administration determines to be necessary ((to be generally  
36 representative of state agencies. The state agency plan shall be

1 consistent with the requirements of RCW 70.94.527 and 70.94.531 and  
2 shall be developed in consultation with state employees, local and  
3 regional governments, local transit agencies, the business community,  
4 and other interested groups. The plan shall consider and recommend)).  
5 Policies and guidelines shall be applicable to all state agencies  
6 including but not limited to policies and guidelines regarding parking  
7 and parking charges, employee incentives for commuting by other than  
8 single-occupant automobiles, flexible and alternative work schedules,  
9 alternative worksites, and the use of state-owned vehicles for car and  
10 van pools and guaranteed rides home. The ((plan)) policies and  
11 guidelines shall also consider the costs and benefits to state agencies  
12 of achieving commute trip reductions and consider mechanisms for  
13 funding state agency commute trip reduction programs. ((The department  
14 shall, within thirty days, submit a summary of its plan along with  
15 certification of adoption to the commute trip reduction task force  
16 established under RCW 70.94.537.))

17 (2) ((Not more than three months after the adoption of the commute  
18 trip reduction plan, each state agency shall, for each facility which  
19 is a major employer, develop a commute trip reduction program. The  
20 program shall be designed to meet the goals of the commute trip  
21 reduction plan of the county, city, or town or, if there is no local  
22 commute trip reduction plan, the state. The program shall be  
23 consistent with the policies of the state commute trip reduction plan  
24 and RCW 70.94.531. The agency shall submit a description of that  
25 program to the local jurisdiction implementing a commute trip reduction  
26 plan or, if there is no local commute trip reduction plan, to the  
27 department of general administration. The program shall be implemented  
28 not more than three months after submission to the department. Annual  
29 reports required in RCW 70.94.531(2)(c) shall be submitted to the local  
30 jurisdiction implementing a commute trip reduction plan and to the  
31 department of general administration. An agency which is not meeting  
32 the applicable commute trip reduction goals shall, to the extent  
33 possible, modify its program to comply with the recommendations of the  
34 local jurisdiction or the department of general administration.

35 (3)) State agencies sharing a common location ((may)) in affected  
36 urban growth areas where the total number of state employees is one  
37 hundred or more shall, with assistance from the department of general  
38 administration, develop and implement a joint commute trip reduction

1 program (~~or may delegate the development and implementation of the~~  
2 ~~commute trip reduction program to the department of general~~  
3 ~~administration~~). The worksite shall be treated as specified in RCW  
4 70.94.531 and 70.94.534.

5 ~~((4))~~ (3) The department of general administration (~~in~~  
6 ~~consultation with the state technical assistance team~~) shall review  
7 the initial commute trip reduction program of each state agency subject  
8 to the commute trip reduction plan for state agencies to determine if  
9 the program is likely to meet the applicable commute trip reduction  
10 goals and notify the agency of any deficiencies. If it is found that  
11 the program is not likely to meet the applicable commute trip reduction  
12 goals, the ~~(team)~~ department of general administration will work with  
13 the agency to modify the program as necessary.

14 ~~((5) For each agency subject to the state agency commute trip~~  
15 ~~reduction plan, the department of general administration in~~  
16 ~~consultation with the technical assistance team shall annually review~~  
17 ~~progress toward meeting the applicable commute trip reduction goals.~~  
18 ~~If it appears an agency is not meeting or is not likely to meet the~~  
19 ~~applicable commute trip reduction goals, the team shall work with the~~  
20 ~~agency to make modifications to the commute trip reduction program.~~

21 ~~(6))~~ (4) Each state agency implementing a commute trip reduction  
22 plan shall report at least once per year to its agency director on the  
23 performance of the agency's commute trip reduction program as part of  
24 the agency's quality management, accountability, and performance system  
25 as defined by RCW 43.17.385. The reports shall assess the performance  
26 of the program, progress toward state goals established under RCW  
27 70.94.537, and recommendations for improving the program.

28 (5) The department of general administration shall review the  
29 agency performance reports defined in subsection (4) of this section  
30 and submit (~~an annual progress~~) a biennial report for state agencies  
31 subject to (~~the state agency commute trip reduction plan to the~~  
32 ~~commute trip reduction task force established under RCW 70.94.537. The~~  
33 ~~report shall be due April 1, 1993, and each April 1st through 2006.~~  
34 ~~The report shall report progress in attaining the applicable commute~~  
35 ~~trip reduction goals for each commute trip reduction zone and shall~~  
36 ~~highlight any problems being encountered in achieving the goals~~) this  
37 chapter to the governor and incorporate the report in the commute trip  
38 reduction board report to the legislature as directed in RCW

1 70.94.537(6). The report shall include, but is not limited to, an  
2 evaluation of the most recent measurement results, progress toward  
3 state goals established under RCW 70.94.537, and recommendations for  
4 improving the performance of state agency commute trip reduction  
5 programs. The information shall be reported in a form established by  
6 the commute trip reduction (~~task force~~) board.

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