

**To:** Community Transit CTR Jurisdictions  
<Mail Merge Recipients>

**From:** Matthew Trecha, Community Transit CTR Program

**Date:** Wednesday, January 25, 2023

**Subject:** Extension (Two Years) of the Interlocal Agreement for Administering Commute Trip Reduction (CTR) Plans and Programs

**Background:**

On July 17, 2019, Community Transit entered into an Interlocal Agreement (ILA) titled “Interlocal Agreement for Administering Commute Trip Reduction (CTR) Plans and Programs” with Snohomish County. The ILA designates Community Transit as lead agency responsible for implementing and administering Snohomish County’s CTR plans and programs.

The CTR Plan for each jurisdiction outlines policies and strategies to improve air quality and reduce traffic congestion through employer-based transportation programs that encourage the use of alternatives to single-occupant vehicle trips for commute purpose.

On December 1, 2022, the TDM Technical Committee issued a memorandum deferring Commute Trip Reduction Plan updates for 2-years from June 2023 to June 2025. This decision provides the opportunity for WSDOT, the TDM Technical Committee, and jurisdictions to focus on key changes currently affecting the Commute Trip Reduction program including that

- transportation behavior continues to change in response to the Covid-19 pandemic and future trends remain difficult to predict,
- key CTR program elements are being reevaluated, and
- plan updates are resource intensive for both the state and jurisdictions who are currently engaged in reevaluating, providing input, and updating key CTR program elements.

To align our interlocal agreement’s effective periods and statement of work with this revised planning cycle, the following action is recommended for immediate implementation.

**Requested Action:**

Community Transit and Snohomish County shall enter into a two (2) year extension of the “Interlocal Agreement for Administering Commute Trip Reduction (CTR) Plans and Programs” as authorized under Section 8 of that agreement. The new expiration date is June 30, 2025. This extension aligns the Interlocal Agreement effective period with renewal of jurisdictional Commute Trip Reduction Plans.