

Tulare County Congestion Management Program

Congestion Management Process Steering Committee **MEETING AGENDA**

April 13, 2017

Location: Tulare County Association of Governments
210 N. Church Street, Suite B
(Sequoia Conference Room)
Visalia, CA 93279

12:30 – 1:30 P.M.

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact the TCAG office at 559-623-0450 at least 3 days prior to the meeting.

The full agenda including supporting materials is available at the TCAG office.

A. Welcome & Introductions

B. Action: Approval of Minutes – Meeting for January 19, 2017 (Pages 1-2)

C. Public Comments

This portion of the meeting is reserved for persons wishing to address the CMP Steering Committee on items within its purview but not on this agenda. Unscheduled comments are limited to 3 minutes. Note: Prior to action by the Committee on any item on this agenda, the public may comment on that item.

D. Action: Appointments to the CMP Committee (No Page)

- a. Blanca Beltran - City of Dinuba
- b. Javier Sanchez – City of Porterville
- c. Javed Khan – Tulare County (Resource Management Agency)
- d. Mike Navarro - Caltrans

E. Action: Approval of CMP Steering Committee Guidelines (Pages 3-6)

F. Information: Update: 2017 Intersection Monitoring Report

G. Information: Update: iPeMS Third Party internet application

H. Other Business:

- a. Information: Items from Staff
- b. Information: Items from Committee Members
- c. Information: Request from Committee Members
- d. Other Items

I. Next Meeting: The next meeting is tentatively scheduled for Thursday, **July 13, 2017** at 12:30 p.m. at the Tulare County Association of Governments, Sequoia Conference Room, 210 N. Church St., Suite B, Visalia, CA 93291.

J. Adjourn

Tulare County Congestion Management Process
CMP Steering Committee

MEMBER

Vacant
Reed Schenke
Nick Mascia
Vacant
Mike Reed
Mike Camarena
Tony Trevino

REPRESENTING

Caltrans District 6
Tulare County RMA
City of Visalia (Chair)
City of Dinuba
City of Porterville
City of Lindsay
City of Tulare

TCAG STAFF

Ted Smalley, Executive Director
Mark Hays, Senior Regional Planner (Vice-Chair)
Doreen Alvez, Department Secretary

OFFICE ADDRESS

Tulare County Association of Governments
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ITEM: B
Tulare County Association of Governments
Congestion Management Program (CMP) Steering Committee
January 19, 2017

ATTENDANCE LIST

City of Dinuba	<i>Vacant</i>	-
City of Lindsay	Mike Camarena	P
City of Porterville	Mike Reed	A
City of Tulare	Tony Trevino	P
City of Visalia-Chair	Nick Mascia	P
County of Tulare	Reed Schenke	A
Caltrans District 6	Joanne Striebich	A
TCAG- Vice Chair	Mark Hays	P

Absent (A) Present (P)

Others Present: Isael Ojeda (Stanislaus Cog), David Deel (Caltrans), Jabed Khan (Tulare County RMA), Kavin Mehta (Iteris), Javier Sanchez (City of Porterville)

TCAG Staff Present: Doreen Alvez, Roberto Brady, Philip Shabanov, Elizabeth Forte, Derek Winning

SUMMARY MEETING MINUTES

A. Call to Order & Welcome

The Congestion Management Program (CMP) Steering Committee was called to order by Chair Mascia at 12:37 p.m. on January 19, 2017 at the Tulare County Association of Governments, 210 N. Church Street, Suite B, Visalia, CA 93291.

B. Action: Approval of Minutes-Meeting for January 19, 2017

Upon a motion, by Member Hays, and seconded by Member Camarena, the Congestion Management Program (CMP) Steering Committee unanimously approved the January 19, 2017 Summary Meeting Minutes.

C. Public Comments

Public comments were opened/closed at 12:37 p.m. No public comments were received.

D. Action: Appointment of a City of Dinuba Representative to the CMP Committeeⁱ

Vice-Chair Hays reported the City of Dinuba representative to the CMP Committee is vacant until further notice and Michael Navarro, Caltrans would be added to the CMP Committee roster.

Chair Mascia asked TCAG staff to confirm committee member attendance to assure quorum.ⁱⁱ

E. Presentation: Kavin Mehta-iPeMs Application and Big Data, Iteris Corporation

Vice-Chair Hays discussed the travel time studies completed by TCAG per year and listed the two corridors scheduled for studies: SR 137 Corridor (between Tulare and Lindsay) and SR63 Corridor (from Main Street to SR 137). Vice-Chair Hays discussed

the need for cost effective travel-time studies that produced more comprehensive data and increased sample sizes and introduced the Iteris application that was found to be more cost effective and used by several cogs in the region.

Kevin Mehta provided an in-depth overview of the iPeMs Third Party internet application by Iteris Transportation Systems that utilizes big data (cell phones, vehicle sensors and connected car data, etc.) that can analyze travel data across most routes within the Tulare County CMP network.

Vice-Chair Hays compared the cost of travel-time studies previously done by TCAG with that of the iPeMs application, illustrating the cost after the initial start-up would be about the same but decrease over time. Also, the iPeMS application would use more comprehensive data with a much greater sample size. Vice-Chair Hays stated TCAG is currently looking at the possibilities of partnering with other agencies to possibly bring costs lower. Since the application is web based, it and the data would be accessible by all TCAG member agencies. Vice-Chair Hays stated he would continue to explore partnerships, and asked the committee if they wanted TCAG to make recommendations to the TCAG board.

By consensus, the CMP committee approved recommendation to the TCAG Board.

F. Discussion: Tulare County Urbanized Areas of Visalia, Tulare & Porterville- Intelligent Transportation Systems Strategic Deployment Plan-Progressⁱⁱⁱ

a. Draft System Inventory Summary Report

b. Draft Vision, Goals and Needs

Vice-Chair Hays reported that TCAG staff had reviewed the plan inventories and once they had been reviewed by the stakeholders the consultant would develop regional ITS roles and responsibilities for the region with the plan scheduled for completion by August 2017. Vice-Chair Hays stated the Draft Inventory Summary Report and Draft Vision and Goals were attached for the committees review.

G. Discussion: 2017 Intersection Monitoring Report-Call for problem intersections.^{iv}

Vice-Chair Hays requested member agencies to provide a list of problem intersections by the end of the month to be sent out for data collection for the 2017 Intersection Monitoring Report analysis.

H. Next Meeting: The next meeting is tentatively scheduled for Thursday, April 20, 2017 at 12:30 p.m. at the Tulare County Association of Governments, Sequoia Conference Room, 210 N. Church St., Suite B, Visalia, CA 93291.

G. **Adjourn**-Adjourned at 1:30 p.m.

ⁱ Status Update- City of Dinuba, Caltrans representative appointment to the CMP Committee

ⁱⁱ Confirm attendance of committee members for quorum.

ⁱⁱⁱ Status Update- Progress of the ITS Strategic Deployment Plan

^{iv} Status Update- Progress of data collection for the 2017 Intersection Monitoring Report

Guidelines for the Congestion Management Process Steering Committee (CMPSC)

I. Purpose

The Congestion Management Steering Committee (CMPSC), is an advisory committee established by TCAG to advise on transportation congestion issues. One of the CMPSC's main focuses is to help identify congestion and prioritize transportation projects and provide comments and input on issues related to various transportation studies conducted by TCAG.

II. Committee Composition

The membership structure of the CMPSC is as follows*:

- ✓ Caltrans District 6 Representative (1)*
- ✓ One Representative From each of the 9 Member Agencies (9)*
- ✓ TCAG Representative (1)

** There will be one member per category unless otherwise noted. Member representatives may take part in consensus or action item discussion in the absence of the primary member. If more than one representative from a given agency is present, both may participate in discussion, however, only the primary representative shall take part in the CMPSC's consensus or action item discussions. With notice to the committee, member representatives can be changed without TCAG Board approval.*

III. Member Eligibility

CMPSC members shall be age 18 or older or serve in a staff capacity or official capacity in Tulare County transportation congestion matters.

IV. Terms of Membership

Terms of membership will be two (2) years. In an effort to maintain sufficient membership and a variety of participants, membership will be reevaluated after the first two (2) year term. The CMPSC shall vote to solicit a successor or to reappoint an existing member. Members may not serve more than four (4) consecutive years. If desired, members may reapply after four (4) years after last having served.

V. Selection of Chair and Vice Chair

The Chair and Vice Chair of the CMPSC are chosen by the members of the group and shall serve one (1) year. Chair and Vice Chair duties may be reevaluated after the first year in June. Members may serve as Chair and Vice Chair for two (2) years during their term. The chair shall be responsible for the duties of the office and will preside at meetings of the committee. Only the chair, or his/her designee, may speak for or represent the committee.

The vice-chair will assume the duties of the chair in the absence of the chair.

In the absence of both the chair and the vice-chair, a temporary chair shall be elected by a majority of those present at the meeting, to serve as chair of that meeting only.

VI. Responsibilities

Among the CMPSC's primary responsibilities are:

- Evaluate the significance and extent of congestion in Tulare County
- Establish and maintain a CMP network of regional roads and intersections to monitor for congestion
- Develop objectives for congestion management which draw on the regional vision and goals articulated in TCAG's RTP
- Establish performance measures that identify, assess, and communicate performance of the system to local decision makers for project selection
- Prepare strategies on which to mitigate potential system breakdowns before they become a significant problem

To maintain efficiency, the designated meeting clerk will provide all CMPSC members with materials to review one week prior to scheduled meetings so members can familiarize

themselves with the meeting's agenda items, minutes, and ample time to prepare and provide comments on project goals and principles, stakeholder involvement, public outreach, and plans.

VII. Meeting Agendas

TCAG staff will distribute meeting agendas and background materials according to Brown Act rules. The final agenda will be issued a minimum of 72 hours ahead of the meeting date.

The agenda will typically include the following:

- Start time and meeting location
- Introductions
- Review and approval of draft meeting minutes from the previous meeting
- Public comments
- Agenda items
- Confirm date and time of next meeting – (If a regular meeting time is not set.)

VIII. Special Accommodations

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact the TCAG office at 559-623-0450 at least three (3) days prior to the meeting.

IX. Meeting Minutes

Draft summary meeting minutes will be prepared and distributed with the agenda one week before the upcoming meeting. Approval of draft summary meeting minutes shall occur at the next meeting with the support of the majority of members present.

Meeting Specifications

Meetings are tentatively scheduled for the third Thursday of the quarter unless otherwise noted. If a member is unable to attend, they may submit written comments, or send a representative to speak on their behalf in consensus discussions.

All meetings of the CMPSC will be open to the public. Observers must identify themselves when they speak by stating their full name and organization they represent.

Ground rules provide a common understanding so that CMPSC discussions proceed effectively. The rules help efficiently use participants' time and resources in achieving consensus. These ground rules serve as the group's "agreement" for collaboration and consensus building. Effective communication is important to understand various viewpoints. Accordingly, the CMPSC members are encouraged to listen to other CMPSC members, staff, guests, and the public when they speak.

The following is a set of “ground rules” that should be observed:

- Treat each other with respect and courtesy at all times.
- Stay focused, on topic and be succinct.
- Keep open minds; think outside the box.
- Keep the focus on solving the problem.
- Focus will be on issues, not individuals.
- Come prepared to meetings (reading advance materials, etc.).
- Meetings will start and end on time, unless extended by action of the CMPSC.
- Focus will be on areas of high priority (defined by the CMPSC), as time is limited.
- Cell phones will be turned off at the beginning of meetings.
- The Chair will take control of the meeting to ensure ground rules are followed.
- CMPSC members are asked to refrain from making statements to members of the news media about the project. The Project Manager or TCAG Executive Director will be the only persons representing the views of the CMPSC to the media in a careful and balanced manner. When presentations are being made to the CMPSC, they should proceed without interruption. Questions and comments should be made following the completion of the presentation.
- The chair will exercise rules of order to ensure that the meeting is conducted consistent with the approved agenda, that participants are treated with courtesy and are provided sufficient time to express their views and that voting is clear and understandable.

X. Quorum

Unless otherwise directed by a majority of committee members present, committee recommendations will be decided by the majority of members present. Members may send representatives to speak on their behalf if unable to attend and these designees shall be equal contributors to consensus discussions and motions.

XI. Public Comment

The public may provide comment at specified times throughout the course of CMPSC meetings, which include:

- During the Public Comment agenda item.
- During the course of a discussion on an agenda item.

The Chair may limit to three minutes the length of time a member of the public speaks on a particular agenda item. Generally, guests who have been invited to contribute to the discussion of an agenda item may speak for a time specified by the Chair. The CMPSC members should consider all public comments but are not obligated to respond to public comments.