



Pamn Henderson
Chair

Robert Carroll
Vice Chair

MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION

Wednesday, May 27, 2026, 3:30 p.m.

Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401

Technical Coordinating Committee (TCC) - 11:00 a.m.

Citizens' Advisory Committee (CAC) - 1:30 p.m.

CALL TO ORDER / INVOCATION / PLEDGE – Chair Pamn Henderson

APPROVAL OF AGENDA

Any new action items to be added to the agenda must be approved by a vote of two-thirds (2/3) of the TPO members present.

PUBLIC FORUM

Please obtain a speaker request form from ECRC staff. Speakers are asked to limit their remarks to three minutes.

FDOT/FDEP UPDATE:

- 1. FDOT Update** - *Bryant Paulk, AICP, Florida Department of Transportation (FDOT) Urban Liaison*
- 2. FDEP Update** - *Cassidy Haney, Florida Department of Environmental Protection Office of Greenways and Trails*

PLANNING AND TRANSIT CONSENT AGENDA:

- 1. ALL COMMITTEES** - Approval of February 2026 Meeting Minutes
- 2. ALL COMMITTEES** - Consideration of Resolution Bay 26-11 Adopting the Fiscal Year (FY) 2027 – FY 2028 Bay County Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP)

PLANNING ACTION ITEMS:

- 1. ENCLOSURE A- ALL COMMITTEES – ROLL CALL VOTE** - Consideration of Resolution BAY 26-09 Adopting the Bay County TPO FY 2027-2031 Transportation Improvement Program (TIP) – *Gary Kramer, ECRC Staff*

2. **ENCLOSURE B- ALL COMMITTEES – ROLL CALL VOTE** - Consideration of Resolution BAY 26-08 Adopting the Bay County FY 2028-2032 Project Priorities – *Gary Kramer, ECRC Staff*
3. **ENCLOSURE C – ALL COMMITTEES – ROLL CALL VOTE** - Consideration of Resolution Bay 26-10 Adopting the 2050 Bay County TPO Long Range Transportation Plan (LRTP) Cost Feasible Plan – *Gary Kramer, ECRC Staff*
4. **ENCLOSURE D – ALL COMMITTEES** – Consideration of Resolution Bay 26-12 Amending the Fiscal Year (FY) 2025 – FY 2026 Bay Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP) to De-obligate PL Funds – *Kandase Lee, ECRC CEO*
5. **ENCLOSURE E – ALL COMMITTEES** – Nomination and Election of TPO Board, TCC, and CAC Chair and Vice Chair for FY 2027- *Kandase Lee, ECRC CEO*

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC February 2026 Meeting Minutes
2. Amendment to the FY2026-2030 TIP Letters
3. FDOT MPO Joint Certification
4. 2026 Bay TPO Meeting Schedule

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE F – ALL COMMITTEES** – Consideration of Resolution Bay 26-13 Approving the 911 Cellphone Bank Participation Agreement- *Lamar Hobbs, Bay County Transit*

TRANSIT UPDATE

LEGAL UPDATE – *Burke, Blue, Hutchison, Walters & Smith, P.A.*

OTHER BUSINESS – The next Bay TPO meeting will be held on **August 26, 2026**, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC at 1:30 p.m. All meetings will take place at the **Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.**

ADJOURNMENT: Stay up to date with TPO events and activities by subscribing to the Bay County TPO Interested Parties list by clicking here: [Bay County TPO Interested Parties](#)

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability, or family status. Reasonable accommodations for access will be made in accordance with the American with Disabilities Act and for languages other than English. Please notify ECRC Public Involvement of any special requirements or requests at publicinvolvement@ecrc.org or email Leandra Meredith at Leandra.Meredith@ecrc.org. You may also call 1800-226-8914 or 1-800-955-8771 for TTY-Florida. All requests should be made at least 48 hours in advance.

Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no sea inglés. Notifique a la Ada Clark (ada.clark@ecrc.org) de los requisitos de acceso o el idioma en el 850-332-7976 ext. 227 o 1-800-955-8771 para TTY-Florida al menos 48 horas de antelación.



FDOT UPDATE

FDEP UPDATE

PLANNING AND TRANSIT CONSENT AGENDA

CONSENT AGENDA

ITEM 1

TPO MINUTES

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
February 25, 2026

MEMBERS IN ATTENDANCE:

Pamn Henderson, CHAIR	City of Callaway
Robert Carroll, VICE-CHAIR	Bay County Commission
Daniel Raffield	Bay County Commission
Doug Crosby	Bay County Commission
Clair Pease	Bay County Commission
David Griggs	City of Callaway
Sam Peebles	City of Lynn Haven
Pat Perno	City of Lynn Haven
Janice Lucas	City of Panama City
Josh Street	City of Panama City
Allan Branch	City of Panama City
Mary Coburn	City of Panama City Beach
Paul Casto	City of Panama City Beach
Jack Griffis	City of Springfield

MEMBERS NOT IN ATTENDANCE:

Doug Moore	Bay County Commission
Jerry Smith	City of Mexico Beach
Brian Grainger	City of Panama City
Robbie Hughes	City of Panama City
Allan Branch	City of Panama City

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Lamar Hobbs	BayWay
Kaylor Collins	FDOT
Anna Pelletier	The Callaway Citizen
Teresa Langston	Callaway Herin Committee
Tyler Osburn	New Herald
Trey Kolmetz	BayWay
Harrisson Neilly	BayWay
Tyrone Scorsone	Kittleson
Keith Bryant	Bay County
Donald Hennings	City of Callaway
Daniel Rosenheim	Burke Blue
Matt Devito	Bay TCC

EMERALD COAST REGIONAL COUNCIL STAFF:

Kandase Lee
Jill Nobles
Tiffany Bates
Leandra Meredith
Tammy Neal
Gary Kramer
Ada Clark
Eric Christianson
Jessica Walton
Virtual Attendance:
Gabrielle McVoy
Rae Emary

CALL TO ORDER / INVOCATION / PLEDGE

Chair Henderson called the meeting to order. Commissioner Carroll delivered the invocation followed by the Pledge of Allegiance led by Commissioner Pease.

APPROVAL OF AGENDA

Commissioner Coburn moved to approve the agenda. Commissioner Pease seconded the motion, and it was unanimously approved.

PUBLIC FORUM

Prior to beginning the agenda, Lamar Hobbs, Bay County Transit Director, requested to recognize members of his staff. Lamar Hobbs explained that Bayway Transit established the Better Bayway Award program to recognize transit employees who demonstrate exceptional service, professionalism, and commitment to the community.

Four employees were recognized during the quarter:

Arthur Mack was recognized for his reliability, professionalism, and commitment to safety. Lamar Hobbs noted that Arthur Mack has been with the transit program since 2014 and previously served as a school bus driver. Although he was unable to attend due to his shift, his consistent dedication and positive attitude were highlighted.

Melvin Parker was recognized for more than thirty years of service with the transportation department. Lamar Hobbs stated that Melvin Parker is widely respected by colleagues and customers alike and frequently receives positive feedback from dialysis clients who appreciate his patience and professionalism.

Tanisha Turner, a dispatcher who began her career as a driver, was recognized for her leadership, decision-making skills, and ability to maintain smooth daily operations. Lamar Hobbs noted that Tanisha Turner routinely steps in to drive when necessary and demonstrates strong dedication to serving Bayway passengers.

Jonathan Seymour was recognized for his professionalism and commitment to safety. Lamar Hobbs explained that Jonathan Seymour frequently assists in training new drivers and has received numerous commendations for assisting passengers and communicating service improvements.

Chair Henderson congratulated the award recipients on behalf of the TPO Board and thanked them for their dedication and service to the Bay County community.

FDOT UPDATE

Bryant Paulk, FDOT Urban Liaison, provided the FDOT update. Bryant Paulk informed the board of an upcoming construction project involving the Panama City Beach Parkway widening from Richard Jackson Boulevard to the Hathaway Bridge. The project is scheduled to be let in March 2026, with construction anticipated to begin during the summer. The contract duration is expected to be approximately 1,100 to 1,400 days, similar to other projects in the corridor.

Chair Henderson raised concerns regarding increasing congestion along State Road 22, noting that additional development is being proposed along the corridor, including a large annexation request near the City of Callaway. She asked what steps could be taken to secure funding for improvements.

Bryant Paulk explained that FDOT continues exploring funding strategies, including evaluating whether portions of the corridor could be incorporated into the Strategic Intermodal System (SIS) or whether projects could be broken into smaller segments to make them more competitive for funding. He stated that FDOT staff are currently preparing a package to examine possible alternatives and will present updates during the upcoming tentative work program discussions. Chair Henderson offered the TPO's assistance, including letters of support or advocacy if necessary to help move the project forward.

Commissioner Pease reiterated concerns about pedestrian safety along US-98 / 15th Street between Frankford Avenue and June Avenue, noting that multiple pedestrian crashes, including fatalities, have occurred in the corridor. Commissioner Pease emphasized the need for improved pedestrian infrastructure due to nearby businesses and recreational facilities that attract pedestrians.

Bryant Paulk stated that FDOT has already incorporated intersection lighting improvements at several locations along the corridor as part of an ongoing resurfacing project, including intersections at Beck Avenue, Frankford Avenue, Lisenby Avenue, and Balboa Avenue. He

noted that lighting improvements have proven effective for improving nighttime pedestrian safety. FDOT's safety office will continue reviewing the corridor to determine if additional safety measures may be warranted.

Board members also discussed safety concerns at the intersection of U.S. 231 and Titus Road. Bryant Paulk explained that FDOT is currently advancing an intersection realignment and roundabout project in the area. Additional improvements such as lighting could potentially be considered as an interim safety measure.

Commissioner Griggs asked whether FDOT District Three is receiving its fair share of transportation funding compared to other regions of the state. Bryant Paulk explained that the district's allocation is based largely on population and gas tax revenue and typically represents approximately 7.5 percent of the statewide FDOT budget. He noted that District Three has historically received more than its proportional share of certain statewide funding programs such as SIS funding, although those funds are restricted to designated corridors.

PLANNING AND TRANSIT CONSENT AGENDA:

- 1. ALL COMMITTEES** - Approval of November 2025 Meeting Minutes
- 2. ALL COMMITTEES** - Consideration of Resolution Bay 26-05 Authorizing the Surplus of Transit Vehicles in Accordance with Applicable Federal Transit Administration and Florida Department of Transportation Guidelines
- 3. ALL COMMITTEES** - Consideration of Resolution Bay 26-06 Ratifying and Affirming an Amendment to Contract No. TPO 22-02 - Transit Advertising Sales Minimum Annual Guarantee

Councilmember Coburn moved to approve the consent agenda. Commissioner Perno seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

- 1. ENCLOSURE A- ALL COMMITTEES - ROLL CALL VOTE - Consideration of Resolution Bay 26-03 Amending the FY 2026-2030 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for South Gay Avenue from Boat Race Road to Cherry Street, a Sidewalk Project, for Financial Project Identification (FPID) Number 457351-1 FY 2026/2027 at a Total Cost of \$222,606 - *Bryant Paulk, AICP, FDOT***

Bryant Paulk presented a request to amend the FY 2026-2030 Transportation Improvement Program (TIP) to add the Preliminary Engineering phase for a sidewalk project along South Gay Avenue from Boat Race Road to Cherry Street (FPID 457351-1). The design phase will be funded in FY 2027, with construction anticipated in FY 2029.

Commissioner Griggs moved to authorize the TPO chair to sign Resolution Bay 26-03 amending the FY 2026-2030 TIP. Commissioner Coburn seconded the motion.

Roll Call Vote

Mayor Pamn Henderson	Yes
Commissioner Robert Carroll	Yes
Commissioner Daniel Raffield	Yes
Commissioner Doug Crosby	Yes
Commissioner Clair Pease	Yes
Commissioner David Griggs	Yes
Mayor Pro Tem Sam Peebles	Yes
Commissioner Pat Perno	Yes
Commissioner Janice Lucas	Yes
Commissioner Josh Street	Yes
Mayor Allan Branch	Yes
Council Member Mary Coburn	Yes
Council Member Paul Casto	Yes
Commissioner Jack Griffis	Yes

The motion was unanimously approved.

2. ENCLOSURE B- ALL COMMITTEES - Consideration of Resolution Bay 26-07 Adopting the 2025 Bay County TPO Pedestrian, Bicycle, and Trail Master Plan - Eric Christianson, ECRC Staff

Eric Christianson, ECRC staff, introduced the final draft of the 2025 Bay County TPO Pedestrian, Bicycle, and Trail Master Plan, noting that the plan represents approximately one year of coordination, analysis, and public engagement. Eric Christianson explained that the plan was developed to guide future pedestrian and bicycle infrastructure investments throughout Bay County and to ensure that projects are prioritized in a way that improves safety, connectivity, and accessibility across the transportation network.

Tyrone Scorsone with Kittelson & Associates, the consulting team assisting with the project, provided an overview of the plan and the process used to develop it. Tyrone Scorsone explained that the plan includes an evaluation of existing conditions, identification of infrastructure gaps, and development of goals and objectives designed to improve mobility options for pedestrians and bicyclists. The analysis included a review of roadway characteristics, safety conditions, and the level of traffic stress experienced by pedestrians and bicyclists throughout the county. The plan also considered access needs in underserved areas where residents may have limited

access to personal vehicles and therefore rely more heavily on walking, bicycling, or transit.

Tyrone Scorsone also discussed the extensive public outreach conducted during the planning process. Nearly 600 survey responses were received from residents, which is considered a high level of participation compared to similar planning efforts across the state. Survey participants identified the lack of sidewalks and the condition of existing infrastructure as some of the most significant barriers to walking and bicycling. In addition to the survey, residents were able to provide location-specific feedback through an interactive mapping tool that allowed them to identify areas where improvements are needed.

Staff explained that the plan also involved a local working group that met several times throughout the project to review drafts, provide feedback, and help refine priorities. The final plan organizes recommended projects into categories based on their location within the study network and their potential to improve connectivity and safety.

Board members discussed the importance of the plan as a long-term guide for pedestrian and bicycle investments and emphasized the need to continue improving connectivity between existing sidewalks, trails, schools, and community destinations.

Council Member Casto moved to authorize the TPO chair to sign Resolution Bay 26-07 adopting the 2025 Bay County TPO Pedestrian, Bicycle, and Trail Master Plan. Commissioner Perno seconded the motion, and it was unanimously approved.

3. ENCLOSURE C – ALL COMMITTEES – Consideration of Resolution Bay 26-01 Adopting the Bay County TPO 2050 Long Range Transportation Plan (LRTP) Needs Plan – Gary Kramer, ECRC Staff

Gary Kramer, ECRC staff, presented the 2050 Long Range Transportation Plan Needs Plan, which identifies transportation needs through the year 2050 regardless of currently available funding. Gary Kramer explained that the plan evaluates projected traffic demand, anticipated population growth, and congestion along major corridors including SR 77, SR 79, and Panama City Beach Parkway. He noted that the planning process incorporated input from several key regional stakeholders, including the Port of Panama City, Northwest Florida Beaches International Airport, Bayway, Tyndall Air Force Base, and Naval Support Activity Panama City, in order to ensure that the plan reflects both regional mobility needs and economic development considerations.

Board members discussed the importance of long-term planning for critical transportation corridors and expressed interest in continued evaluation of potential future network improvements, including the possibility of additional north-south connections to support regional mobility.

Commissioner Street moved to authorize the TPO chair to sign Resolution Bay 26-01 adopting the Bay County TPO 2050 Long Range Transportation Plan (LRTP) Needs Plan. Commissioner Carroll seconded the motion, and it was unanimously approved.

4. ENCLOSURE D – ALL COMMITTEES – Consideration of Resolution Bay 26-02 Adopting the 2026 Transportation Alternatives (TA) Set-Aside Ranked Projects for FDOT District 3 Fiscal Year 2028 – 2032 Tentative Work Program – *Jill Nobles, ECRC Staff*

Jill Nobles, ECRC staff, presented the recommended ranking of projects for the Transportation Alternatives (TA) Set-Aside program for inclusion in FDOT District 3's FY 2028–2032 Tentative Work Program. Jill Nobles explained that the TA program provides federal funding for projects that enhance non-motorized transportation options, including pedestrian and bicycle facilities, multi-use paths, and other improvements that support safe and accessible mobility.

Jill Nobles reviewed the project ranking process, noting that applications are evaluated using established criteria that consider factors such as safety improvements, connectivity to existing facilities, access to schools and community destinations, and overall regional benefit. She also explained that jurisdictions can submit projects for consideration through FDOT's GAP system and that the recommended rankings reflect staff evaluation and input from the TPO's advisory committees.

Board members discussed the importance of prioritizing projects that improve pedestrian safety and connectivity between existing sidewalks, trails, and community destinations. Members also emphasized the value of projects that close gaps in the transportation network and enhance access for residents who rely on walking and bicycling as primary transportation options. Staff noted that the ranked list will be submitted to FDOT District 3 for consideration in the upcoming tentative work program.

Commissioner Perno moved to authorize the TPO chair to sign Resolution Bay 26-02 adopting the 2026 Transportation Alternatives (TA) Set-Aside ranked projects for FDOT District 3 Fiscal Year 2028. Mayor Pro Tem Peebles seconded the motion, and it was unanimously approved.

PLANNING PRESENTATIONS ITEMS:

1. ENCLOSURE E – ALL COMMITTEES - Schedule for Development of the Bay County TPO FY 2028-2032 Project Priorities – Gary Kramer, ECRC Staff

Gary Kramer presented the schedule for developing the TPO’s FY 2028-2032 project priorities, including upcoming workshops, public outreach activities, and committee meetings that will guide the prioritization process.

2. ENCLOSURE F – ALL COMMITTEES - Review of Draft Bay County TPO 2050 Long Range Transportation Plan Cost Feasible Plan – Gary Kramer, ECRC Staff

Gary Kramer reviewed the Cost Feasible Plan, which identifies transportation projects that can realistically be funded through anticipated revenues over the planning horizon. Board members discussed the importance of balancing major capacity improvements with safety and operational enhancements.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC Meeting Minutes
2. Amendment to the FY2026-2030 TIP Letters
3. 2026 Bay TPO Meeting Schedule

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. ENCLOSURE G – ALL COMMITTEES – Consideration of Resolution Bay 26-04 Authorizing Bayway Staff to Proceed with Implementation, Including Development of Policies, Rates, and Agreements Necessary to Allow Use of the Bus Wash Facility by Governmental Agencies as a Revenue Source for the Transit System, Subject to all Applicable Requirements- Lamar Hobbs, Bay County Transit

Lamar Hobbs presented a request to authorize Bayway staff to proceed with policies and agreements allowing government agencies to utilize the Bayway bus wash facility as a potential revenue source. Lamar Hobbs explained that the facility would be made available to public agencies while ensuring compliance with all applicable federal and state requirements.

Council Member Casto moved to authorize the TPO chair to sign Resolution Bay 26-04 authorizing Bayway staff to proceed with implementation, including development of policies, rates, and agreements necessary to allow use of the Bus Wash Facility by governmental agencies as a revenue source for the Transit

System, subject to all applicable requirements. Commissioner Raffield seconded the motion, and it was unanimously approved.

2. ENCLOSURE H – ALL COMMITTEES – Appointment of a TPO Member to the Transit Subcommittee – *Kandase Lee, ECRC Staff*

Kandase Lee, ECRC CEO, presented a request for the appointment of a TPO member to serve on the Transit Subcommittee. Kandase Lee explained that the subcommittee consists of five members and assists the TPO Board by reviewing transit-related issues and preparing recommendations for board consideration. She noted that the position previously held by former Commissioner Tommy Hamm had become vacant, and staff recommended filling the position in order to maintain full representation on the subcommittee.

Kandase Lee further explained that while there is no strict requirement regarding geographic representation, the current composition of the subcommittee reflects a balance among jurisdictions within the TPO. Because the vacancy had previously been held by a Bay County Commissioner, staff suggested appointing another county representative to maintain that balance.

Board members briefly discussed potential volunteers from the county. Commissioner Robert Carroll indicated that he would be willing to serve if nominated.

Commissioner Street moved to appoint Commissioner Robert Carroll to the Transit Subcommittee. Commissioner Raffield seconded the motion, and it was unanimously approved.

TRANSIT UPDATE

Lamar Hobbs provided an update on Bayway Transit operations, reporting steady ridership levels across the fixed-route system. Peak ridership continues to occur during morning and afternoon commute periods. Lamar Hobbs also reported progress on several facility improvements, including the bus wash facility project, which will improve fleet maintenance efficiency and extend vehicle life.

LEGAL UPDATE – *Burke, Blue, Hutchison, Walters & Smith, P.A.*

OTHER BUSINESS – The next Bay TPO meeting will be held on May 27, 2026, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC at 1:30 p.m. All meetings will take place at the Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.

ADJOURNMENT: There being no further business, the meeting was adjourned.

CONSENT

AGENDA ITEM 2

Consent Agenda – Item 2

ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 26-11 Adopting the Fiscal Year (FY) 2027 – FY 2028 Bay County Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP)

ORIGIN OF SUBJECT: Required by Florida Statute

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a Metropolitan Planning Area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, the cost of the work and sources of funds. (23 C.F.R. 450.104).

The Bay County TPO UPWP defines the tasks, activities, responsible parties, and anticipated budget for planning activities to be undertaken in the MPA served by the TPO for FY 2027 – FY 2028.

TPO work elements were consolidated into fewer tasks to include, but are not limited to the following:

- Program Development
- Long Range Transportation Planning
- Data Development and Management
- Short Range Transportation Planning
- Plans and Studies
- Marketing Outreach and Engagement

Additional work elements related to short range planning and other efforts are included when applicable.

The draft FY 2027 – FY 2028 UPWP can be viewed by clicking the following link:

https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/index.php#outer-557

Attached are the following:

- Resolution Bay 26-11
- Review Agency Comments to Date

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution BAY 26-11 adopting the FY 2027 – FY 2028 Unified Planning Work Program and authorizing ECRC CEO to sign the new FDOT/MPO agreement, pending comments from review agencies. This action is recommended to ensure the work is in place with a supporting budget. Contact Kandase Lee, ECRC CEO, at kandase.lee@ecrc.org if additional information is needed.

RESOLUTION BAY 26-11

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2027 – FISCAL YEAR 2028 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO planning area; and

WHEREAS, the Unified Planning Work Program (UPWP) shall be adopted by the TPO and submitted to the governor of the state of Florida and to the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA), as provided in Title 23 Code of Federal Regulations (CFR) Section 450; Florida Statutes; and

WHEREAS, the UPWP serves as the Scope of Services for the Metropolitan Planning Organization Agreement, an agreement between the Bay County Transportation Planning Organization and the Florida Department of Transportation; and

WHEREAS, the adopted UPWP shall provide the framework for the transportation policy of the TPO; and

WHEREAS, the Emerald Coast Regional Council (ECRC) chief executive officer or their designee is authorized to sign the annual state certification statement and provide a copy to the TPO for review; and

WHEREAS, the TPO shall review and approve the Federal Certification Statement and the TPO chair and the ECRC chief executive officer and his/her designee are authorized to sign agreements for state funds and to approve and sign invoices of the TPO; and

WHEREAS, the FY 2027 – FY 2028 UPWP draft was reviewed by the FHWA, FTA, and Florida Department of Transportation (FDOT); and

WHEREAS, the FY 2027 – FY 2028 UPWP tasks are as follows:

- Program Development
- Long Range Transportation Planning
- Data Development and Management
- Short Range Transportation Planning
- Plans and Studies
- Marketing Outreach and Engagement

With additional work elements related to short-range planning and other efforts included when applicable;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The Fiscal Year 2027 – Fiscal Year 2028 Unified Planning Work Program is hereby adopted, pending comments from review agencies.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 27th day of May 2026.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

Bay County TPO Draft FY 27 – FY 28 Unified Planning Work Program Comments and Responses from Spring 2026

Federal Highway Administration & Federal Transit Administration

1. Identify which activities represent the 2.5% PL set aside.

Staff response: Activities that represent the 2.5% PL set aside will be identified in the final copy of the UPWP.

2. Provide a statement on UPWP development related to stakeholder or public input opportunities.

Staff response: A statement on UPWP development will be added to the “A Brief Introduction to the UPWP” section of the final copy of the UPWP.

3. Provide a detailed description and end product for the consultant services task in Task 4.

Staff response: A detailed description and end product will be added in Task 4 to the final copy of the UPWP.

4. Please note that any equipment purchases equal to or greater than \$10,000 (previously \$5,000) must have prior review and approval from FHWA unless the UPWP contains sufficient detailed information for this review.

Staff response: TPO initially does not anticipate purchases exceeding those requirements. TPO will process UPWP Amendments if such purchases are identified.

5. Page 13 - confirm this statement: The new Consolidated Planning Grant Agreement is scheduled to be approved by May 2024.

Staff response: The new Consolidated Planning Grant Agreement will be updated and this statement will be updated in the final copy of the UPWP.

6. page 17 - confirm this statement: The 2050 Long Range Transportation Plan will begin in 2024.

Staff response: This statement will be updated in the final copy of the UPWP to reflect the 2050 Long Range Transportation Plan was adopted in 2026.

7. Provide the resulting product of the GIS Mapping activity in Task 3 - chart on page 21

Staff response: A detailed description and end product will be added in Task 3 to the final copy of the UPWP.

8. Provide a detailed description and end product for the consultant services task in Task 6.

Staff response: An updated narrative indicating consultant services to be used will be updated in the Task 6 narrative of the final copy of the UPWP.

9. Provide the resulting product of the ITS/ATMS Support activity in Task 3 - chart on page 21.

Staff response: A detailed description and end products will be added in Task 3 to the final copy of the UPWP.

10. Pg. 25 - On Task 5 Plans and Studies - Please specifically list the plan that will be funded using \$250K FTA 5307 funding. Anything associated with Bay County transit should be clearly be labeled.

Staff response: Task 5 will be updated to include verbiage that Transit Development Plan (TDP) support and updates, service planning, and operational analysis will be funded using the \$250K FTA 5307 funding in the final copy of the UPWP.

11. Pg. 27 – Please denote planning activity associated with this FTA funding.

Staff response: Task 5 will be updated to include the planning activity associated with this FTA funding in the final copy of the UPWP.

12. Pg. 33 – There should be an 80/20 match associated with the FTA 5307 planning activity

Staff response: The funding table will be updated to include the 80/20 match associated with the FTA 5307 planning activity in the final copy of the UPWP.

Florida Department of Transportation (FDOT)

1. FDOT/MPO Agreement, including date executed: Update to most recent executed agreement date. (page 12)

Staff response: The FDOT/MPO Agreement reference on page 12 will be updated and included in the final copy of the UPWP.

2. Annual Audit Expense (if required): TPO should break out Audit expense to a separate line.

Staff response: An Annual Audit is required and the expense will be broken out in Task Table 1 of the final copy of the UPWP.

3. Does the UPWP include a line item expense for the Annual Audit? TPO should break out Audit expense to a separate line.

Staff response: The Annual Audit Expense will be broken out in Task Table 1 of the final copy of the UPWP.

4. Signed resolution adopting the UPWP (23 CFR 450.308(b)). Draft has location for signed resolution. (Appendix A)

Staff response: Signed resolution will be added to Appendix A in the final copy of the UPWP.

5. Signed Cost Analysis Certification Statement (s. 216.3475, FS). Draft has location for signed Cost Analysis Certification. (Page 1)

Staff response: Signed Cost Analysis Certification Statement will be added to page 1 in the final copy of the UPWP.

6. The Cost Allocation Plan and Certificate of Indirect Cost, if applicable (2 CFR 200.332, 23 CFR 200.414, 23 CFR 200.416). TPO uses the de minimus indirect rate.

Staff response: Yes, TPO utilizes the de minimus indirect rate.

7. The UPWP adoption date of the final UPWP? Draft has location for adoption date of Final UPWP. (Cover page)

Staff response: The adoption date will be added to the cover page of the final copy of the UPWP.

8. Does the UPWP separately list atypical expenditures, including individual supplies costing more than \$1,000 per item and individual equipment costing more than \$5,000 per item? TPO initially does not anticipate purchases exceeding those requirements. TPO will amend the UPWP if such purchases are identified.

Staff response: TPO initially does not anticipate purchases exceeding those requirements. TPO will process UPWP Amendments if such purchases are identified.

9. Clear identification of the names and roles of key participants in the UPWP planning process, including the MPO Executive/Staff Director, MPO Board Chairperson, and MPO Planning Manager. MPO Chair not currently identified.

Staff response: MPO Chair will be identified in the final copy of the UPWP.

Bay County TPO Staff

1. In the Required Activities table in Task 3 (page 21), Bridge, Pavement, and System Performance Targets (PM 2 & 3) should also be included with the Safety Performance Targets. PM 2 & 3 need to be adopted annually by June of each year. This change will be made in the final copy of the UPWP.
2. ECRC Staff will update the Transportation Disadvantage fund amount to the 2026-27 Planning Grant allocation in Task 5 Funding Table and Summary Tables.

PLANNING ACTION ITEMS

ENCLOSURE A

ENCLOSURE A ALL COMMITTEES

SUBJECT: Consideration of Resolution BAY 26-09 Adopting the Bay County TPO FY 2027-2031 Transportation Improvement Program (TIP) **(ROLL CALL VOTE)**

ORIGIN OF SUBJECT: 23 Code of Federal Regulations 450.326, Chapter 339.175 (8) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Task 4

LOCAL GOVERNMENT ACTION NEEDED: Provide regionally significant projects that have dedicated local funds between July 1, 2026 and June 30, 2031.

BACKGROUND: The TPO updates and adopts the TIP each year for submittal to FDOT, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Projects within the urbanized area must appear in the TIP in order to receive state and federal funding.

The FY 2027-2031 TIP process began in May 2025, when Project Priorities were adopted by the TPO and then submitted to FDOT. The Project Priorities are then used to develop FDOT FY 2027-2031 Tentative Five-Year Work Program. The Tentative Five-Year Work Program is the primary source of information for the TIP. The FDOT Work Program and the TIP are consistent with the TPO's adopted priorities to the extent feasible. Projects are based on FDOT maintenance requirements, the TPO Long Range Transportation Plan (LRTP), Transportation Systems Management (TSM) studies, Transportation Alternatives Project (TAP) Priorities, and aviation, port, and transit master plans. Projects listed in the TIP are subject to amendment as necessary by the TPO at any time during the year. The TIP has been developed through coordination with FDOT and local governments.

The draft Bay County TPO FY 2027-2031 TIP was posted online prior to the May 2026 TPO and advisory committee meetings. An e-mail containing a link to the draft TIP on the TPO website was sent to the TPO and advisory committee members. It is accessible by clicking on the following link: **https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/index.php#outer-56**

The following is the Public Involvement element for the Transportation Improvement Program:

- Provide reasonable public access to technical and policy information used.
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP.
- Demonstrate explicit consideration and response to public input received during plan development process.
- Make the TIP drafts and final documents available on the TPO website at www.ecrc.org, a print copy of the current plan is available upon request.
- Hold public meetings at convenient times and accessible locations.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households.
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Handbook.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan.

- When significant written and oral comments are received on a draft TIP as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents.
- If the final TIP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.
- When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Native American Tribal Government(s).
- When the MPA includes federal public lands, the TPO shall appropriately involve the federal government.

Attached are the following:

- Resolution Bay 26-09

Comments received on the draft FY 2027-2031 TIP will be presented at the May TPO and advisory committee meetings.

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay 26-09 adopting the FY 2027-2031 TIP with any changes that may have been presented. This alternative is recommended because the TIP has been developed in coordination with FDOT and local governments and is consistent with the TPO Long Range Transportation Plan, Transportation Systems Management Priorities, Transportation Alternatives Program Project Priorities, and aviation, port, and transit master plans. The TIP is required to be submitted to FDOT by July 15, 2026. For more information, contact Gary Kramer, ECRC staff, at gary.kramer@ecrc.org or at (850) 332-7976 Ext. 219.

RESOLUTION BAY 26-09

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2027-2031 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of the State of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO Planning Area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of the State of Florida, to the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

WHEREAS, the Transportation Improvement Program (TIP) is developed in accordance with 23 Code of Federal Regulations 450 Section 134(j) and Section 339.175(8) Florida Statutes; and

WHEREAS, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program; and

WHEREAS, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the TPO's TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes the TIP will support the performance targets established by the State and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO adopts the FY 2027-2031 Transportation Improvement Program.

Passed and duly adopted by the Bay County Transportation Planning Organization on the 27th day of May 2026.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

ENCLOSURE B

ENCLOSURE B ALL COMMITTEES

SUBJECT: Consideration of Resolution BAY 26-08 Adopting the Bay County FY 2028-2032 Project Priorities (**ROLL CALL VOTE REQUIRED**)

ORIGIN OF SUBJECT: 23 Code of Federal Regulations Section 134(j), Chapter 339.175 (8)(b) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Short Range Planning Task

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO reviews and adopts transportation project priorities in May for submittal to FDOT by October 1st. This document is part of the Transportation Improvement Program (TIP) development process. Its purpose is to ensure that transportation projects programmed by FDOT in the Five-Year Work Program are consistent with local needs and plans for the TPO planning area.

As stated in the TPO Public Participation Process Plan, the Project Priorities result from the Long Range Transportation Plan's Cost Feasible Plan and are reviewed with the public, the TPO Board, and the advisory committees annually. Once approved by the TPO Board, the Project Priorities are given to FDOT to develop the Five-Year Work Program. From the Five-Year Work Program, the TPO develops the TIP which contains all transportation programs and projects scheduled during the next five year cycle. The TIP is revised annually and is available, in interactive format, on the TPO's website.

The Project Priorities and TIP must be developed by the TPO in consultation with all interested parties and, at a minimum, describe explicit procedures, strategies, and desired outcomes for the following, as outlined by the Code of Federal Regulation (CFR 450.316) and the MPO Handbook:

- Provide reasonable public access to technical and policy information used.
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP/Project Priorities.
- Demonstrate explicit consideration and response to public input received during plan development process.
- Make the TIP and Project Priorities drafts and final documents available on the TPO website at www.ecrc.org, a print copy of the current plan is available upon request.
- Hold public meetings at convenient times and accessible locations.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households.
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Management Handbook.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan.
- When significant written and oral comments are received on a draft TIP or Project Priorities as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents.

- If the final Project Priorities/TIP differ significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.
- When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Native American Tribal Government(s).
- When the MPA includes federal public lands, the TPO shall appropriately involve the federal government.

General techniques proven effective include:

- Provide a 30-day public review and comment period for the draft Project Priorities documents.
- Promote development of the Project Priorities and TIP through news releases and social media, and eblast to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties. (subscribe online at www.ecrc.org).
- Hold public workshop(s) and implement additional project-specific outreach, as needed, to special populations during the Project Priorities process.
- Coordinate public outreach to community groups (with emphasis on the underserved).
- Include public input collected at workshops in the draft Project Priorities and TIP.
- Include in the public notice of the TPO board meeting when the draft Project Priorities and TIP are to be presented for review and adoption.
- Provide the public with an opportunity to comment during public forum when the draft Project Priorities and TIP are presented for review and adoption to the TPO board and advisory committee meetings.
- Publish adopted Project Priorities and TIP interactive site (provided by FDOT) on website at www.ecrc.org, a print copy of the current plan is available upon request.

TPO responsibilities require that all modes of transportation be addressed in the Project Priorities. The following categories of projects are included in the Priorities:

1. Long Range Transportation Plan Capacity Projects
2. Transportation Systems Management Projects
3. Transportation Alternative Projects
4. SUN Trail Projects
5. Public Transportation Projects
6. Aviation Projects
7. Seaport Projects

The draft Project Priorities schedule for FY 2028-2032 is listed below:

- March 10, 2026 - TPO/TCC/CAC Workshop 11:00 a.m. in the Bayway Conference Room **(Completed)**.
- Public Outreach **(Completed)**
- April 22, 2026 - Public Workshop 11:00 a.m. in the Bayway Conference Room **(Completed)**
- April 22, 2026 - TPO/TCC/CAC Workshop 2:30 p.m. in the Bayway Conference Room **(Completed)**
- May 27, 2026 - TPO/TCC/CAC meetings for approval of FY 2028-2032 Project Priorities

The draft Bay County TPO FY 2028-2032 Project Priorities document that will be presented at the May 2026 TPO and advisory committee meetings is accessible at the following link: https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/index.php#outer-1707.

In addition, the draft project priorities dashboard is available by clicking on this link:
<https://www.arcgis.com/apps/dashboards/b6f0f0cc3fbb45d78fce18761c94d6d5>.

Attached are the following:

- Resolution Bay 26-08
- March 10, 2026 TPO/TCC/CAC Workshop Comments
- April 22, 2026 - Public Workshop Comments
- April 22, 2026 TPO/TCC/CAC Workshop Comments

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay 26-08 adopting the FY 2028-2032 Project Priorities with any changes. This motion is recommended to maintain the August 1, 2026 submittal deadline to FDOT. Contact Gary Kramer gary.kramer@ecrc.org at (850) 332-7976 Ext. 219 if additional information is needed.

RESOLUTION BAY 26-08

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FY 2028-2032 PROJECT PRIORITIES

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County metropolitan planning area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of the state of Florida, to the Federal Transit Administration), through the state of Florida and the Federal Highway Administration (FHWA); and

WHEREAS, public outreach occurred on March 10—April 30, 2026, TPO, advisory committee public workshops were held on March 10 and April 22, 2026, and a hybrid public workshop was held on April 22, 2026; and

WHEREAS, the initial step in the development of the TIP is for the TPO to submit its transportation project priorities for all modes of travel to the Florida Department of Transportation (FDOT) prior to July 1st;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO adopts the FY 2028 - FY 2032 Project Priorities, with any changes that may have been presented.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 27th day of May 2026.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

March 10, 2026 TPO, TCC, CAC Workshop Comments and Responses

1. **Table 1 – Non-Strategic Intermodal System (Non-SIS) Priority 2. SR 22 from US 98 (Tyndall Parkway) to Star Avenue. Where’s the funding?**

This roadway segment is the top ranked Non-SIS Capacity Project and FDOT is exploring various funding alternatives to procure funding for this project.

2. **Table 1 – Non-SIS Priority 10. Roundabout for Harrison Street at 6th Street. Change Harrison Street to Harrison Avenue.**

Change will be made.

3. **Table 3 – Transportation System Management (TSM) Project Priorities. It was requested that 23rd Street and State Avenue, with an improvement to construct a Westbound Right Turn Lane be included as Priority #6.**

Change will be made.

4. **Table 4– Transportation Alternatives (TA). Can projects be added to this table?**

The TA projects are completed through an application provided by the TPO with the rankings approved by the TPO prior to this workshop. TA application submittals and the subsequent rankings are completed on an annual basis. This year’s cycle has been completed. When next year’s call for TA projects is announced, that is the time a TA project needs to be submitted. Because of limited funding, the TPO only submits the top three TA projects to FDOT to be considered for TA funding each year.

5. **Table 4– TA Priority 1. Beulah Avenue from Cherry Street to John B. Gore Park. There was discussion regarding whether Beulah Avenue should be changed to Berthe Avenue.**

After reviewing the TA application for this project, Beulah Avenue is the correct roadway segment.

6. **Under public comment, a pedestrian overpass on US 98 and Martin Luther King, Jr. Boulevard was discussed because of safety concerns crossing US 98.**

This project should be recommended for inclusion in the 2050 Long Range Transportation Plan Needs Plan when the 2050 Long Range Transportation Plan is presented for action by the TPO and Advisory Committees at their May 27, 2026 meetings.



COMMENT CARD

Public input is crucial to the transportation planning process. Please write your comments below as legibly as possible. Your name and contact information are optional. **Thank you!**

Name: Karen Custer

Email: KarenCusterFL@gmail.com

Zip Code: 32404

Comments:

Thank you for holding this workshop, I am very concerned about the funding for ROW for SR-22 to Star Avenue, Callaway annexed in 1998 acres for homes which will increase traffic during rush hour by 1,514 trips for 2,000 homes. Homes could be as close as 10 feet to each other which could allow fires to spread easily, A fire engine or emergency vehicle could not drive on the shoulder to get there, please move this project to SIS list to increase possibility of funding sooner.



April 22, 2026 TPO, TCC, CAC Workshop Comments and Responses

1. Table 1 – What is meant by the funding identified in 2027, 2028, 2029, 2030, and 2031?

The funding in 2027, 2028, 2029, 2030, and 2031 reflects the dollar amounts that are funded in the FDOT FY 2027-2031 Work Program for the projects that are identified.

2. Table 1 – Non-SIS Priority 2. SR 22 from US 98 (Tyndall Parkway) to Star Avenue. What is the status of the SIS designation request for this segment?

FDOT is exploring opportunities to include US 231 to Star Avenue to SR 22 to Tyndall Parkway to Tyndall Air Force Base as a SIS Military Access Connector. If successful, the next versions of the SIS Needs and Cost Feasible Plans may contain the project costs as well as the funding phases for this proposed Military Access Connector.

3. Table 4 – Transportation Alternatives (TA) Project Priorities. Do the two TA Project Priorities reflect the TA Priority rankings that were approved by the TPO on February 25, 2026?

Yes, the TA Priority rankings reflect the rankings that were approved by the TPO on February 25, 2026.

ENCLOSURE C

ENCLOSURE C ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 26-10 Adopting the 2050 Bay County TPO Long Range Transportation Plan (LRTP) Cost Feasible Plan (**PUBLIC HEARING AND ROLL CALL VOTE REQUIRED**)

ORIGIN OF SUBJECT: 23 Code of Federal Regulations Section 134(i), Chapter 339.175 (7) Florida Statutes, Bay TPO Unified Planning Work Program (UPWP) Task C.2.

LOCAL GOVERNMENT ACTION NEEDED: Provide review and input for Cost Feasible Plan projects for consistency with local comprehensive plans.

BACKGROUND: The TPO updates the LRTP Plan every 5 years. The current LRTP was adopted on June 16, 2021. The 2050 LRTP needs to be adopted by June 16, 2026. The 2050 LRTP's Scope of Services was approved by the TPO on April 24, 2024. Some of the tasks identified in the LRTP Scope of Services are: Public Participation, Goals and Objectives, Evaluation Criteria, Congestion Management Process Update, Financial Resources, 2050 Needs Plan, and 2050 Cost Feasible Plan.

Cost Feasible Plan

The final step in the 2050 Long Range Transportation Plan (LRTP) process is to reduce the 2050 Needs Plan to a 2050 Cost Feasible Plan that is limited to projected existing revenues. FDOT provided the Strategic Intermodal System (SIS) Cost Feasible Plan projects. Prior to the May TPO and advisory committee meetings, the LRTP Steering Committee will meet twice to recommend a 2050 Cost Feasible Plan alternative based on input from the February TPO and advisory committee meetings, the public participation process, and materials provided by TPO staff and the General Planning Consultant.

The LRTP Steering Committee met on March 10, 2026, and April 28, 2026, to develop a recommended 2050 LRTP. Meeting summaries are available upon request. A public workshop was held on April 14, 2026; a summary is provided below.

Also listed below are (1) the Existing Plus Committed Projects (20208), which are projects completed or expected to be completed between 2020 and 2028, and (2) the draft 2050 LRTP Cost Feasible Plan projects for 203150. Projects programmed in the Transportation Improvement Program(s) for 202430 are also part of the LRTP Cost Feasible Plan and will be identified in the presentation to the TPO and advisory committees.

Attached are the following:

- Resolution BAY 26-10
- April 14, 2026 Public Workshop Summary
- 2020-2028 Existing plus Committed Cost Feasible Plan
- 2024-2050 Draft Cost Feasible Plan (SIS, Locally Funded, and Non-SIS).

RECOMMENDED ACTION: The following three motions are recommended:

(1) Approval of a motion authorizing the TPO chair to sign Resolution Bay 26-10 adopting the 2050 Bay County TPO Long-Range Transportation Plan Cost Feasible Plan.

(2) Approval of a motion authorizing TPO staff to convert the projects into project phases for the following fiscal year groupings 2024-2030 (TIP); 2031-2035; 2036 -2040; and 2041-2050 using "year of expenditure dollars"; and

3) Approval of a motion recognizing the following items have been approved by the TPO and will be summarized in the 2050 Long Range Transportation Plan Final Report: Goals Objectives Resolution Bay 25-01, adopted on February 5, 2025; Financial Resources Resolution Bay 25-19, adopted on August 27, 2025; Evaluation Criteria Resolution Bay 25-17, adopted on August 27, 2025; Congestion Management Process Major Update Resolution Bay 25-18, adopted on August 27, 2025; 2050 Needs Plan Resolution Bay 26-01, adopted on February 25, 2026; and 2050 Cost Feasible Plan Resolution Bay 26-10, adopted on May 27, 2026.

These motions are recommended to maintain the June 16, 2026 adoption date of the 2050 Bay County TPO Long-Range Transportation Plan. Please contact Mr. Gary Kramer at 850-332-7976 Extension 219 or gary.kramer@ecrc.org if additional information is needed.

RESOLUTION BAY 26-10

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE 2050 BAY LONG-RANGE TRANSPORTATION PLAN COST FEASIBLE PLAN

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of the state of Florida as being responsible, together with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the Bay County TPO Planning Area; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) 2045 Long-Range Transportation Plan is developed pursuant to Part 23 Section 450.324, Code of Federal Regulations and Section 339.175(7), Florida Statutes and is the transportation plan that contains needed and financially feasible projects for at least a 20 year planning horizon; and

WHEREAS, the 2050 Cost Feasible Plan was presented at a public workshop within the TPO area; and

WHEREAS, the 2050 Cost Feasible Plan was presented and reviewed by the Steering Committee members on March 10, 2026, and April 28, 2026; and

WHEREAS, the 2050 Cost Feasible Plan contains multi-modal projects;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

The Bay County TPO adopts the 2050 Cost Feasible Plan.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 27th day of May 2026.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

Public Workshop Summary

2050 Bay County Transportation Planning Organization Long Range Transportation Plan Public Workshop

Workshop Summary April 14, 2026

Attendees

Lamar Hobbs, Bayway (online)
Matthew DeVito, Panama City (online)
Allison Fluitt, Kimley-Horn (online)
James McGill, Kimley-Horn (online)
Brian Graham, Kimley-Horn (online)
Jill Nobles, ECRC (online)
Rae Emory ECRC (online)
Doug Crosby, Bay County Commissioner
Joel Schubert, Bay County
Scott Chandler, Bay County
Cliff Johnson, Bay County
Vincent Spahr, Kimley-Horn
Richard Barr, Kimley-Horn
Trey Kolmetz, Bayway
Leandra Meredith, ECRC
Tiffany Bates, ECRC
Gary Kramer, ECRC

Handouts (Agenda, PowerPoint, Project Maps, Project List)

Introductions and Welcome

Gary Kramer, ECRC Staff, welcomed everyone, and led introductions for the workshop. He stated the purpose of the meeting is to gather feedback on the draft Cost Feasible Plan for inclusion in the Bay County 2050 Long-Range Transportation Plan (LRTP).

Background

Tiffany Bates, ECRC Staff, provided a background of the Bay County TPO and how the organization is situated within Florida and how the TPO Board operates internally. Gary Kramer then outlined the list of deliverables that the Bay County TPO is responsible for with an emphasis on the LRTP.

Project Schedule and Overview

Allison Fluitt, Kimley-Horn, outlined the project schedule and major deliverables associated with the Long-Range Transportation Plan.

Revenue Estimates

James McGill, Kimley-Horn, provided an overview of the funding sources and amounts that are projected to be available to the Bay County TPO. These funding sources will be used to fiscally constrain the projects adopted in the Needs Plan. James also presented the inflation factors used to inflate costs and revenues to future cost bands.

Cost Feasible Plan Overview

James McGill, Kimley-Horn, outlined the overall Cost Feasible Plan starting with E+C projects, TIP Projects, and SIS projects that have already been identified for funding. Then James discussed the Local Projects that could possibly receive funding from sources such as the Bay Half Cent Sales Tax and the Panama City Beach Community Redevelopment Agency. The alternatives developed as

possible outcomes for the Cost Feasible Plan were also presented. Discussion of each of these topics is outlined further below.

Existing + Committed

The Existing + Committed projects list includes all projects within the Bay County TPO that have already been completed or will be completed by 2028.

TIP Projects

The TIP Projects are projected to be funded within the 2025-2030 cost band. This list comprises the first cost band of projects within the Cost Feasible Plan.

SIS Projects

The SIS Projects are projects that fall on the Strategic Intermodal System which is designated by FDOT. These projects receive funding from a separate source which is described in the Financial Resources report and documented in the SIS Cost Feasible Plan.

Local Projects

The local projects list is comprised of projects that received funding from or have the potential to receive funding from a local source outside of funding allocated to the Bay County TPO. The two primary sources for these projects for this plan are the Bay Half Cent Tax and the Panama City Beach Community Redevelopment Agency.

Project Priorities Alternative

This alternative was developed by funding the projects identified as priorities by the Bay County TPO in their project priority list.

Evaluation Criteria Alternative

This alternative was developed by trying to fund the projects that received the highest score based on the Evaluation Criteria that was adopted by the Bay County TPO.

Multimodal Alternative

The multimodal alternative was developed by funding the projects that scored highest within the Bay County Ped/Bike/Trails plan. In addition, some transit, safety, and other types of projects were also included within this alternative.

Non-SIS Hybrid Alternative

The Non-SIS Hybrid Alternative is meant to act as a combination of the previous three alternatives. The hybrid alternative presented was based mainly on the Project Priorities alternative with other projects pulled in based on feedback from the TPO, FDOT, and local agencies.

Feedback

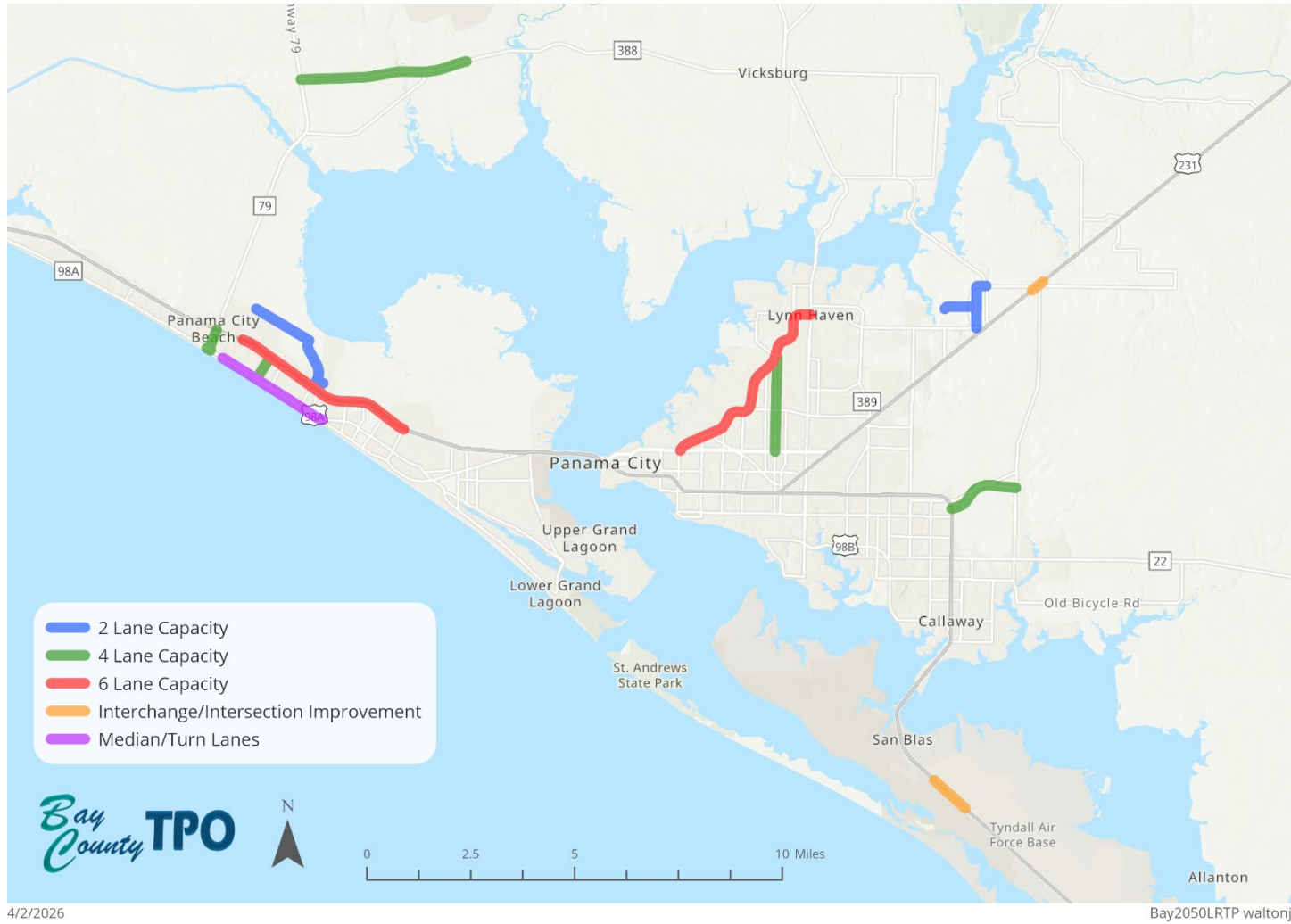
Gary Kramer, ECRC, stated that feedback on the Cost Feasible Plan Alternatives should be submitted by May 1st.

Next Steps

Gary Kramer, ECRC, summarized the next steps of the planning process. The draft Cost Feasible Plan alternatives will be presented to the Steering Committee on April 28th before being presented to the Advisory Committee and the TPO Board for approval on May 27th.

2020-2028 Existing Plus Committed Network

Bay County TPO - 2050 Long Range Transportation 2020-2028 Existing Plus Committed Projects



Existing Plus Committed (E+C) Network Spreadsheet

Roadway	Limits	Project	Improvement
Powell Adams Road	SR 30A/US 98 (Back Beach Road)	L.C. Hilton Drive	4 Lanes
Bay Parkway Phase II / Philip Griffitts Sr. Parkway (State Road 28)	Pier Park Drive	Nautilus Road	New 2 Lane Road
Colony Club Connector	Nautilus Street	Fairway Boulevard	New 2 Lane Road
Jenks Avenue	23rd Street	SR 390	4 Lanes (Bi-directional Center Turn Lane)
SR 390	Baldwin Road	Jenks Avenue	6 lanes
SR 390	Jenks Avenue	SR 77	6 Lanes
Titus Road	SR 390	CR 2321	New 2 Lane Road
South Arnold Street	Back Beach Road	Front Beach	4 Lanes and Roundabout
SR 388	SR 79	East of Northwest Florida Beaches	4 Lanes
SR 30 (US 98) Tyndall Parkway	SR 30 (US 98) Tyndall Parkway	Tyndall Drive	Interchange Improvement
SR 390	SR 368 (23rd Street)	East of CR 2312 (Baldwin Road)	6 Lanes
SR 30A (US 98) / Panama City Beach Parkway	Mandy Lane	East of Nautilus Street	6 Lanes
SR 30A (US 98) / Panama City Beach Parkway	East of Nautilus Street	East of Richard Jackson Boulevard	6 Lanes
SR 75 (US 231)	CR 2315 (Star Avenue)	Titus Road	Intersection Improvement
Gulf Coast Parkway	SR 30 (US 98)	Star Avenue	New 4 Lane Road
Minge Branch Drive Extension	Mill Bayou Boulevard	Titus Connector Road	New 2 Lane Road
Powell Adams Road	Front Beach Road	South of Sting Ray Drive	4 Lanes
SR 30 / Front Beach Road	Lullwater Drive	Lantana Street	Median/Turn Lanes

2024-2050 Draft Cost Feasible Plan (SIS)

**Bay County TPO - 2050 Long Range Transportation Plan
Cost Feasible Plan - SIS Projects**



2050 IRTP Project ID	Category	Project Name	From	To	Improvement	PDE Time	PDE Cost	PE Time	PE Cost	ROW Time	ROW Cost	CST Time	CST Cost
A-02	Capacity	SR 390 / E 14th Street	SR 77 / Ohio Ave	SR 75 (US 231)	Widen from 2 to 6 lanes	Complete		Complete		TBD	\$ 131,000,000	TBD	\$ 162,000,000
A-41	Capacity	East Ave	Port Entrance	S of SR 30 (US 98B) / 5th St	Enhanced 2 lanes	Complete		2026-2030	\$ 2,075,000	TBD	\$ 4,024,307	TBD	\$ 8,048,614
A-46	Capacity	SR 30A (US 98) / PCB Parkway	Richard Jackson Blvd	Hathaway Bridge	Widen from 4 to 6 lanes	Complete		Complete		Complete		2026-2030	\$ 102,225,297
A-14	Capacity	SR 75 (US 231)	N of Pipeline Rd	N of Penny Rd	Widen from 4 to 6 lanes	Complete		2026-2030	\$ 162,000	2026-2030	\$ 508,000	TBD	\$ 47,751,253
A-12 / A-13 / A-14	Capacity	SR 75 (US 231)	US 98 / 15th St	S of Pipeline Rd	Widen from 4 to 6 lanes	Complete		2026-2030	\$ 22,000	TBD	\$ 157,399,385	TBD	\$ 621,051,253
A-12	Capacity	SR 75 (US 231)	US 98 / 15th St	SR 368 / 23rd St	Widen from 4 to 6 lanes	Complete		Complete		2026-2030	\$ 93,725,152	2031-2035	\$ 399,000,000
A-13	Capacity	SR 75 (US 231)	SR 368 / 23rd St	N of Pipeline Rd	Widen from 4 to 6 lanes	Complete		Complete		2026-2030	\$ 63,166,233	2036-2040	\$ 238,000,000
A-35	Capacity	SR 30 (US 98)	Lake Powell Dr	Rose Lane	Widen from 4 to 6 lanes	Complete		2031-2035	\$ 3,500,000	TBD	\$ 37,674,813	TBD	\$ 75,349,626
A-35	Capacity	SR 30 (US 98)	Rose Lane	SR 79 (S Arnold Rd)	Widen from 4 to 6 lanes	Complete		2031-2035	\$ 4,600,000	TBD	\$ 37,674,813	TBD	\$ 75,349,626
A-35	Capacity	SR 30 (US 98)	W of Phillips Inlet Bridge	Lake Powell Dr	Widen from 4 to 6 lanes	Complete		2031-2035	\$ 4,125,000	TBD	\$ 37,674,813	TBD	\$ 75,349,626
A-11	Capacity	CR 2327 / Transmitter Road	SR 30A (US 98) / 15th St	SR 75 (US 231)	Widen from 2 to 4 lanes	2036-2040	\$ 1,575,000	2041-2050	\$ 2,600,000	TBD	\$ 10,315,910	TBD	\$ 20,631,821
A-01	Capacity	SR 368 / 23rd Street	US 98 / SR 30 (Flyover)	SR 390 / St Andrews Blvd	Widen from 4 to 6 lanes	Complete		2036-2040	\$ 3,025,000	TBD	\$ 114,130,000	TBD	\$ 115,800,000
A-09	Capacity	SR 389 / East Avenue	SR 30 (US 98B) / 5th St	CR 2337 / Sherman Ave	Enhanced 2 lanes	Complete		2036-2040	\$ 2,100,000	TBD	\$ 7,900,635	TBD	\$ 15,801,269
B-16	Intersection	US 98 at CR 3031 / Thomas Drive Phase 2			Add 1 lane	2036-2040	\$ 2,000,000	2041-2050	\$ 1,500,000	TBD	\$ 2,786,000	TBD	\$ 99,664,348
B-16	Intersection	US 98 at CR 3031 / Thomas Drive Phase 3			Modify Intersection	2036-2040	\$ 1,000,000	2041-2050	\$ 520,000	TBD	\$ 2,786,000	TBD	\$ 99,664,348

PDC - present day cost 2025\$

PDE - planning & environmental studies, PE - preliminary engineering, ROW - right of way, CST - construction

Phase Complete
Funding committed prior to 2031
Funding identified 2031-2050
Unfunded Vision
Not required or Unknown

2024-2050 Draft Cost Feasible Plan (Locally Funded)

**Bay County TPO - 2050 Long Range Transportation Plan
Cost Feasible Plan - Locally Funded Projects**



2050 LRTP Project ID	Category	Project Name	From	To	Improvement	Current Phase	PD&E	PE	ROW	CST	CEI	Total Cost	Source
C-14	Bike/Ped	Magnolia Beach Rd Phase 2	Delwood Beach Rd	Annette Ave	Build sidewalks	ROW/ CST	Complete	Complete	\$ 11,000	\$ 187,000	\$ 33,000	\$ 231,000	Bay Half Cent Tax
D-13	Corridor	US 98A/ Front Beach Road [Segment 4.2]	Hill Road	SR2923A/ Hutchison Blvd	Corridor Improvement	PE/ ROW/ CST	Complete	\$ 1,100,000	\$ 1,000,000	\$ 68,000,000	\$ 4,750,000	\$ 74,850,000	PCBCRA
D-14	Corridor	US 98A/ Front Beach Road [Segment 4.1]	Lullwater Dr	Hill Rd	Corridor Improvement	PE/ CST	Complete	\$1,100,000	\$ -	\$ 63,000,000	\$ 4,750,000	\$ 68,850,000	PCBCRA
D-15	Corridor	US 98A/ Front Beach Road [Segment 4.3]	SR2923A/ Hutchison Blvd	Richard Jackson Blvd	Corridor Improvement	PE/ ROW/ CST	Complete	\$ 1,060,000	\$ 31,200,000	\$ 59,000,000	\$ 700,000	\$ 91,960,000	PCBCRA

PDC – Present day cost in 2025 dollars

PDE – Planning & Environmental studies, PE – Preliminary Engineering, ROW – Right of Way, CST – Construction

Phase Complete
Funding committed prior to 2031
Funding identified 2031-2050
Unfunded Vision

2024-2050 Draft Cost Feasible Plan (Non-SIS)

**Bay County TPO - 2050 Long Range Transportation Plan
Cost Feasible Plan - Non-SIS Hybrid Alternative**



Boxed Funds						
Project Priority	Project Name	2031-2035	2036-2040	2041-2050	Total	Fund Source
1	Operations & Maintenance of TIS System	\$ 3,500,000	\$ 3,500,000	\$ 7,000,000	\$ 14,000,000	STBG
3	Sidewalks & Bicycle Lanes	\$ 1,750,000	\$ 1,750,000	\$ 3,500,000	\$ 7,000,000	STBG, OR
4	Public Transportation Capital Improvements	\$ 1,750,000	\$ 1,750,000	\$ 3,500,000	\$ 7,000,000	STBG, OR
5	Corridor Management Plans	\$ 750,000	\$ 750,000	\$ 1,500,000	\$ 3,000,000	OR
6	Corridor Management Plan Implementation	\$ 2,500,000	\$ 2,500,000	\$ 5,000,000	\$ 10,000,000	STBG, OR

Funding Source	2031-2035	2036-2040	2041-2050
STBG (Federal)	\$ 25,934,278	\$ 23,990,106	\$ 37,810,140
SHS (State)	\$ 2,010,998	\$ -	\$ 5,163,270
OR (State)	\$ 2,519,380	\$ 3,205,128	\$ 4,381,443
Transit	\$ -	\$ -	\$ -

Total Revenue	\$ 32,233,178	\$ 30,429,677	\$ 47,871,350
Total Costs	\$ 30,464,655	\$ 27,195,234	\$ 47,354,853
Remaining	\$ 1,768,523	\$ 3,234,443	\$ 513,497

Project Priority	2050 LRTP Project ID	Category	Project Name	From	To	Improvement	PDE Time	PDE Cost	PDE Source	PE Time	PE Cost	PE Source	ROW Time	ROW Cost	ROW Source	CST Time	CST Cost	CST Source	
2	A-07	Capacity	SR22 / Wewa Highway [Phase 1]	US 98 / Tyndall Parkway	Star Avenue	Widen to 4 Lanes	Complete			2031-2035	\$ 900,000	SHS	TBD	\$ 45,000,000		TBD	\$ 68,000,000		
7	A-43	Capacity	CR389 / East Avenue	CR2312 / Baldwin Road	SR390	Widen to 4 Lanes	2036-2040	\$ 2,749,963	STBG	2036-2040	\$ 4,124,944	STBG	2036-2040	\$ 13,749,814	STBG	2041-2050	\$ 31,624,573	STBG	
8	A-10	Capacity	CR2315 / Star Avenue	US 231 / SR 75	SR22 / Wewa Highway	Widen to 4 Lanes	2031-2035	\$ 6,533,901	STBG	2031-2035	\$ 9,800,851	STBG	TBD	\$ 32,669,503		TBD	\$ 75,139,857		
9	C-10	Bike/Pedestrian	Pedestrian Structure on US 98 / Back Beach Road at Frank Brown Park			Pedestrian Overpass or Underpass	Complete			2026-2030	\$ 1,000,000	TIP	Not required				2031-2035	\$ 4,000,000	STBG
10	B-21	Intersection	6th Street and Harrison Ave			Construct roundabout	2031-2035	\$ 124,048	SHS	2031-2035	\$ 496,190	SHS	2041-2050	\$ 2,232,856	SHS	2041-2050	\$ 2,853,094	SHS	
11	A-37	Capacity	Philip Griffiths Sr Parkway [Phase 3]	US 98 at Clara Avenue	Chip Seal Parkway	Construct new 4 Lane Facility	Complete			2026-2030	\$ 3,000,000	TIP	TBD	\$ 4,560,000		TBD	\$ 91,200,000		
N/A	A-17	Capacity	Westbay Parkway	Walton County Line	Western Edge of Bay Creek DSAP	Construct new 4 Lane Facility	Complete			2026-2030	\$ 2,300,000	TIP	TBD	\$ 800,000		TBD	\$ 206,000,000		
N/A	A-32	Capacity	SR20	Washington County Line	US 231 (SR 75)	Widen to 4 Lanes	Complete			TBD	\$ 42,000,000		TBD	\$ 31,900,000		TBD	\$ 362,600,000		
N/A	B-01	Intersection	State Avenue and W23rd Street			Add right turn lane	2031-2035	\$ 17,162	STBG	2031-2035	\$ 25,743	STBG	2031-2035	\$ 85,810	STBG	2031-2035	\$ 197,364	SHS	
N/A	B-02	Intersection	Lisenby Avenue and W23rd Street			Add right turn lane	2031-2035	\$ 17,782	STBG	2031-2035	\$ 26,672	STBG	2031-2035	\$ 88,908	SHS	2031-2035	\$ 204,488	SHS	
N/A	B-30	Intersection	US 98 / 15th St and Jenks Ave			Safety Improvements	2041-2050	\$ 150,000	SHS	Not required			Not required			Not required			
N/A	C-01	Bike/Pedestrian	SR30 (US 98)	Crooked Sound Drive	CR386	Multi-Use path	Complete			2026-2030	\$ 3,501,000	TIP	TBD	\$ 414,879		TBD	\$ 4,563,664		

PDC - present day cost 2025\$

PDE - planning & environmental studies, PE - preliminary engineering, ROW - right of way, CST - construction

STBG - Surface Transportation Block Grant, SHS - State Highway System (non-SIS, non-TMA), OR - Other Roads (non-SIS, non-TMA) "Off System", MULT - multiple sources of federal/state/local funding

Phase Complete
Funding committed prior to 2031
Funding identified 2031-2050
Unfunded Vision
Not required or Unknown

ENCLOSURE D

ENCLOSURE D ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 26-12 Amending the Fiscal Year (FY) 2025 – FY 2026 Bay Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP) to De-obligate PL Funds

ORIGIN OF SUBJECT: FDOT MPO Program Handbook

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a Metropolitan Planning Area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products and identifies who will perform the work, timeframes for completing the work, the cost of the work and sources of funds. (23 C.F.R. 450.104).

If a TPO has projected unexpended funds that can be programmed in the following two-year UPWP, the TPO must take action to inform the Florida Department of Transportation District so that the funds are available for the new UPWP budget beginning July 1. If the funds are not identified for de-obligation, they will not be available until the following fiscal year (July 2027).

The Bay TPO has identified the following funds for de-obligation:

- PL (Planning) \$100,000

Total De-obligation amount: \$100,000

Attached is the following:

- Resolution Bay 26-12

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution BAY 26-12 amending the FY 2025 – FY 2026 Unified Planning Work Program to de-obligate PL Funds and authorizing ECRC CEO to sign the new FDOT/MPO agreement. This action is recommended to ensure the work is in place with a supporting budget. Contact Kandase Lee, ECRC CEO, at kandase.lee@ecrc.org if additional information is needed.

RESOLUTION BAY 26-12

A RESOLUTION OF THE BAY TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY 2025-FY 2026 UNIFIED PLANNING WORK PROGRAM (UPWP) TO DE-OBLIGATE PL FUNDS

WHEREAS, the Bay Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible for carrying out the continuing, cooperative and comprehensive transportation decision making process for the Bay TPO Area; and

WHEREAS, the Federal Government, under the authority of 23 United States Code and any subsequent applicable amendments requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated metropolitan areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area; which includes the Unified Planning Work Program (UPWP) that contains a work plan and budget; and

WHEREAS, if a TPO has projected unexpended funds that can be programmed in the following two-year UPWP, the TPO must take action to inform the Florida Department of Transportation District so that the funds are available for the new UPWP budget beginning July 1; and

WHEREAS, if these funds are not identified for de-obligation, they will not be available until the following fiscal year (July 2027); and

WHEREAS, the Bay TPO has identified the following funds for de-obligation:

- PL (Planning) \$100,000
Total De-obligation: \$100,000

NOW, THEREFORE, BE IT RESOLVED BY THE BAY TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO affirms that a de-obligation of the above referenced funds has been submitted to FDOT to consider in the development of the Five-Year Work Program.

Passed and duly adopted by the Bay Transportation Planning Organization on this 26th day of May 2026.

**BAY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

ENCLOSURE E

ENCLOSURE E ALL COMMITTEES

SUBJECT: Nomination and Election of TPO Board, TCC, and CAC Chair and Vice Chair for FY 2027

ORIGIN OF SUBJECT: TPO Bylaws

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The TPO and advisory committee bylaws state that a chair and a vice chair shall be named to serve for the coming fiscal year prior to July 1 of each year. Officers for the coming fiscal year will serve from July 1, 2026 – June 30, 2027.

Attached are the following:

- TPO Roster
- TCC Roster
- CAC Roster

RECOMMENDED ACTION: Approval of a motion electing a chair and a vice chair for FY 2027 for the TPO, TCC and CAC. This action is recommended to have newly elected officers in place by July 1, 2026, to serve throughout FY 2027. Contact Kandase Lee, ECRC CEO, at kandase.lee@ecrc.org if additional information is needed.



BAY TPO ROSTER

Pamn Henderson, CHAIR	City of Callaway
Robert Carroll, VICE-CHAIR	Bay County Commission
Daniel Raffield	Bay County Commission
Doug Crosby	Bay County Commission
Doug Moore	Bay County Commission
Clair Pease	Bay County Commission
David Griggs	City of Callaway
Sam Peebles	City of Lynn Haven
Pat Perno	City of Lynn Haven
Jerry Smith	City of Mexico Beach
Brian Grainger	City of Panama City
Janice Lucas	City of Panama City
Robbie Hughes	City of Panama City
Josh Street	City of Panama City
Allan Branch	City of Panama City
Mary Coburn	City of Panama City Beach
Paul Casto	City of Panama City Beach
Vacant	City of Parker
Jack Griffis	City of Springfield



BAY TCC ROSTER

Eddie Cook, CHAIR	City of Callaway
John Adair, VICE CHAIR	City of Panama City Beach
Keith Bryant	Bay County
Scott Chandler	Bay County
Cliff Johnson	Bay County
Doug Lee	Bay County School District
Harrison Neilly	Bay Way
Ben Janke	City of Lynn Haven
Sam Buccieri	City of Mexico Beach
Jonathan Hayes	City of Panama City
Clint Murphy	City of Panama City
Matt DeVito	City of Panama City
Kathryn Younce	City of Panama City Beach
Tony Summerlin	City of Parker
John Skaggs	Naval Coastal Systems Station
Richard McConnell	Northwest Florida Beaches International Airport
Parker McClellan, Jr.	Northwest Florida Beaches International Airport
Bob Majka	Port of Panama City
Cheri Moon	Tyndall Air Force Base



BAY CAC ROSTER

Ali C. Frohlich, CHAIR

James Pretlow, VICE-CHAIR

Walter R. Akins

Paul Bohac

Marty Kirkland

Stanley Parron

Thomas Robinson, MD

Patty J. Strohmenger

Robert Wood

PLANNING INFORMATIO N PACKAGE

BAY COUNTY TECHNICAL COORDINATING COMMITTEE (TCC)
EMERALD COAST REGIONAL COUNCIL (Designated Staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
February 25, 2026

MEMBERS IN ATTENDANCE:

John Adair, VICE CHAIR	City of Panama City Beach
Keith Bryant	Bay County
Scott Chandler	Bay County
Cliff Johnson	Bay County
Harrison Neilly	BayWay
Jonathan Hayes	City of Panama City
Matt DeVito	City of Panama City

Virtual Attendance:

Eddie Cook, CHAIR	City of Callaway
Cheri Moon	Tyndall Air Force Base

MEMBERS NOT IN ATTENDANCE:

Doug Lee	Bay County School District
Jennifer M. Boyer	City of Lynn Haven
Mark Steele	City of Mexico Beach
Clint Murphy	City of Panama City
Kathryn Younce	City of Panama City Beach
Tony Summerlin	City of Parker
John Skaggs	Naval Coastal Systems Station
Richard McConnell	NW FL Beaches International Airport
Parker McClellan, Jr.	NW FL Beaches International Airport
Mark Steel	Port of Panama City

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Lamar Hobbs	BayWay
Kaylor Collins	FDOT
Kathy Rudd	GMG
Chris Sponseller	Bay County
Edward Henderson	Thompson Energy
Tyronne Scorsone	Kittleson
Dewayne Carber	Kittleson
Matt Devito	City of Panama City
Trey Kolmetz	BayWay

EMERALD COAST REGIONAL COUNCIL STAFF:

Kandase Lee
Tiffany Bates
Leandra Meredith
Tammy Neal
Gary Kramer
Jill Nobles
Ada Clark
Eric Christianson
Jessica Walton
Virtual Attendance:
Rae Emary
Gabrielle McVoy

CALL TO ORDER / INVOCATION / PLEDGE

Tiffany Bates, TPO staff, announced that Terry Moon of Tyndall Air Force Base and Eddie Cook from the City of Callaway were participating virtually.

Chair Cook called the meeting to order. The meeting began with the Pledge of Allegiance followed by an invocation.

APPROVAL OF AGENDA – TPO Only

PUBLIC FORUM

FDOT UPDATE

Bryant Paulk informed the committee that the eastern segment of the Panama City Beach Parkway widening project, extending from Richard Jackson Boulevard to the Hathaway Bridge, is scheduled to let for construction in March 2026, with construction anticipated to begin in late summer.

During discussion, a committee member asked whether the signal timing study conducted along Panama City Beach Parkway could be revisited during construction since the corridor will experience prolonged impacts from the project. Bryant Paulk indicated that he would relay the request to FDOT staff to determine whether signal timing adjustments could be evaluated while construction is underway.

PLANNING AND TRANSIT CONSENT AGENDA:

- 1. ALL COMMITTEES** - Approval of November 2025 Meeting Minutes
- 2. ALL COMMITTEES** - Consideration of Resolution Bay 26-05 Authorizing the Surplus of Transit Vehicles in Accordance with Applicable Federal Transit Administration and Florida Department of Transportation Guidelines
- 3. ALL COMMITTEES** - Consideration of Resolution Bay 26-06 Ratifying and Affirming an

Amendment to Contract No. TPO 22-02 - Transit Advertising Sales Minimum Annual Guarantee

Jonathan Hayes moved to approve the consent agenda and recommended the TPO authorize the TPO chair to sign Resolution Bay 26-05 and 26-06. Keith Bryant seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

- 1. ENCLOSURE A- ALL COMMITTEES - ROLL CALL VOTE - Consideration of Resolution Bay 26-03 Amending the FY 2026-2030 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for South Gay Avenue from Boat Race Road to Cherry Street, a Sidewalk Project, for Financial Project Identification (FPID) Number 457351-1 FY 2026/2027 at a Total Cost of \$222,606 - Bryant Paulk, AICP, FDOT**

Bryant Paulk presented the request to amend the FY 2026–2030 Transportation Improvement Program (TIP) to add the Preliminary Engineering phase for the South Gay Avenue sidewalk project. Design for the project is scheduled for FY 2027, with construction anticipated in FY 2029.

Keith Bryant moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-03 amending the FY 2026-2030 TIP. Jonathan Hayes seconded the motion, and it was unanimously approved.

- 2. ENCLOSURE B- ALL COMMITTEES - Consideration of Resolution Bay 26-07 Adopting the 2025 Bay County TPO Pedestrian, Bicycle, and Trail Master Plan - Eric Christianson, ECRC Staff**

Eric Christianson, ECRC staff, introduced the final draft of the 2025 Bay County Pedestrian, Bicycle, and Trail Master Plan. The plan represents approximately one year of analysis, coordination, and public outreach.

Consultant Tyrone Scorsone with Kittelson & Associates presented an overview of the plan. He explained that the plan evaluates existing pedestrian and bicycle infrastructure, identifies gaps in the network, and establishes goals and objectives to improve safety, connectivity, and accessibility across Bay County. The planning process included a public survey that received 562 responses, which exceeded the number needed to achieve statistical representation of the county population.

Survey responses indicated that the most significant barrier to walking and bicycling in Bay County is the lack of infrastructure or poor condition of existing facilities. Public outreach also included stakeholder meetings and an interactive mapping tool that

allowed residents to identify locations where improvements are needed.

The plan organizes projects into prioritized lists including on-network bicycle and pedestrian projects, off-network projects, and trail projects. Six additional projects identified through the 2050 LRTP public comment process and the half-cent sales tax initiative will also be incorporated into the final plan prior to adoption.

A committee member asked whether projects that are already funded could be negatively affected by their ranking within the plan. Tyrone Scorsone explained that existing funding is considered within the evaluation criteria and that ranking within the plan will not jeopardize projects that already have funding committed.

Keith Bryant moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-07 adopting the 2025 Bay County TPO Pedestrian, Bicycle, and Trail Master Plan. Jonathan Hayes seconded the motion, and it was unanimously approved.

3. ENCLOSURE C - ALL COMMITTEES - Consideration of Resolution Bay 26-01 Adopting the Bay County TPO 2050 Long Range Transportation Plan (LRTP) Needs Plan - Gary Kramer, ECRC Staff

Gary Kramer introduced the 2050 LRTP Needs Plan, noting that the previous LRTP was adopted in June 2021 and must be updated every five years. Consultant Brian Graham with Kimley-Horn presented the planning process used to develop the Needs Plan. The process included reviewing existing and committed projects, identifying system deficiencies, and gathering input through public outreach, steering committee meetings, and stakeholder engagement.

Staff conducted a public survey and public workshop to gather feedback on transportation priorities. Survey responses indicated that most residents rely on automobiles for daily travel, and that congestion is experienced daily by a majority of respondents. Feedback also identified safety concerns at several locations, including the U.S. 98 corridor between Lisenby Avenue and Frankford Avenue.

The Needs Plan includes proposed projects in several categories including capacity improvements, intersection improvements, bicycle and pedestrian projects, corridor studies, and transit projects. Committee members discussed several highlighted projects, including potential improvements to the Panama City Beach Parkway corridor and the concept of a future connection from Panama City to Interstate 10. The I-10 connector was identified as an illustrative project, meaning it may occur beyond the 2050 planning horizon.

Keith Bryant moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-01 adopting the Bay County TPO 2050 Long Range Transportation Plan (LRTP) Needs Plan. Jonathan Hayes seconded the motion, and it was unanimously approved.

4. ENCLOSURE D – ALL COMMITTEES – Consideration of Resolution Bay 26-02 Adopting the 2026 Transportation Alternatives (TA) Set-Aside Ranked Projects for FDOT District 3 Fiscal Year 2028 – 2032 Tentative Work Program – *Jill Nobles, ECRC Staff*

Jill Nobles presented the Transportation Alternatives (TA) Set-Aside program project rankings for submission to FDOT District Three. The program funds bicycle and pedestrian infrastructure improvements such as sidewalks, bike lanes, and multi-use paths.

Two applications were received for this funding cycle:

- City of Callaway – Beulah Avenue Sidewalk Project
- City of Lynn Haven – Carolina Avenue Sidewalk Project

Staff explained that both projects were evaluated using the TPO’s adopted scoring criteria. The Callaway project ranked first, while the Lynn Haven project ranked second.

An email from the City of Callaway was read into the record expressing concern that the Lynn Haven application had been submitted late and requesting that it be removed from consideration. FDOT staff clarified that the application was submitted on time within the GAP system, but technical issues prevented certain documents from being uploaded initially. FDOT staff advised that the project submission was considered timely from their perspective.

After discussion, the committee voted to forward both applications to FDOT as recommended, with the Beulah Avenue project ranked first and the Carolina Avenue project ranked second.

Jonathan Hayes moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-02 adopting the 2026 Transportation Alternatives (TA) Set-Aside ranked projects for FDOT District 3 Fiscal Year 2028. Matt Devito seconded the motion, and it was unanimously approved.

PLANNING PRESENTATIONS ITEMS:

1. ENCLOSURE E – ALL COMMITTEES - Schedule for Development of the Bay County TPO FY 2028-2032 Project Priorities – Gary Kramer, ECRC Staff

Gary Kramer presented the schedule for development of the FY 2028-2032 TPO Project Priorities. The schedule includes upcoming committee workshops, a public workshop, and final prioritization to occur at the May TPO meeting.

2. ENCLOSURE F – ALL COMMITTEES - Review of Draft Bay County TPO 2050 Long Range Transportation Plan Cost Feasible Plan – Gary Kramer, ECRC Staff

Brian Graham presented the draft Cost Feasible Plan, which identifies transportation projects that can realistically be funded within the LRTP planning horizon. The plan incorporates projects from the Transportation Improvement Program (TIP), Strategic Intermodal System (SIS) plans, and local funding initiatives such as the Bay County half-cent infrastructure surtax.

During discussion, a committee member asked about the status of the four-lane widening of State Road 388 from the airport to State Road 77. Staff confirmed that the project is included in the Needs Plan but has not yet been included in the Cost Feasible Plan and may be considered during the next phase of plan development.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC Meeting Minutes
2. Amendment to the FY2026-2030 TIP Letters
3. 2026 Bay TPO Meeting Schedule

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. ENCLOSURE G – ALL COMMITTEES – Consideration of Resolution Bay 26-04 Authorizing Bayway Staff to Proceed with Implementation, Including Development of Policies, Rates, and Agreements Necessary to Allow Use of the Bus Wash Facility by Governmental Agencies as a Revenue Source for the Transit System, Subject to all Applicable Requirements- Lamar Hobbs, Bay County Transit

Lamar Hobbs, Bayway Transit Director, and Trey Kolmetz, Bayway Procurement Coordinator, presented the operational plan for the Bayway bus wash Facility. The facility is owned by the TPO and primarily used for transit fleet maintenance. The proposed policy would allow governmental agencies to utilize the facility when capacity is available, generating additional revenue to support transit operations.

Staff explained that the program would operate under controlled access with scheduled appointments, oversight by Bayway staff, and cost recovery through a per-wash fee based on vehicle length. The proposal includes insurance requirements, operational safeguards, and annual review of fees to ensure that transit resources are protected.

Jonathan Hayes moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-04 authorizing Bayway staff to proceed with implementation, including development of policies, rates, and agreements necessary to allow use of the bus wash facility by governmental agencies as a revenue source for the Transit System, subject to all applicable requirements. Matt Devito seconded the motion, and it was unanimously approved.

2. ENCLOSURE H – TPO ONLY – Appointment of a TPO Member to the Transit Subcommittee – *Kandase Lee, ECRC Staff*

TRANSIT UPDATE

Lamar Hobbs reported that Bayway recently received over \$1 million in additional grant funding from the State of Florida for capital improvements, which will be used to replace approximately 11 vehicles in the transit fleet.

Bayway also received approximately \$274,000 annually through a commuter assistance grant to support transit service between Panama City Beach and surrounding areas.

Additionally, Bayway was selected by FDOT as one of two agencies statewide to participate in a pilot program focused on on-demand transit services, an initiative intended to improve efficiency by reducing the use of underutilized fixed-route buses.

LEGAL UPDATE – *Burke, Blue, Hutchison, Walters & Smith, P.A.*

OTHER BUSINESS – The next Bay TPO meeting will be held on May 27, 2026, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC at 1:30 p.m. All meetings will take place at the Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.

ADJOURNMENT: There being no further business, the meeting was adjourned.

BAY COUNTY CITIZENS' ADVISORY COMMITTEE (CAC)
EMERALD COAST REGIONAL COUNCIL (Designated Staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
February 25, 2026

MEMBERS IN ATTENDANCE:

James Pretlow, VICE-CHAIR
Paul Bohac
Robert Wood

MEMBERS NOT IN ATTENDANCE:

Ali C. Frohlich, CHAIR
Walter R. Akins
Marty Kirkland
Stanley Parron
Thomas Robinson, MD
Patty J. Strohmenger

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Lamar Hobbs	BayWay
Tyrone Scorsone	Kittleson
Kaylor Collins	FDOT

EMERALD COAST REGIONAL COUNCIL STAFF:

Kandase Lee
Tiffany Bates
Leandra Meredith
Tammy Neal
Gary Kramer
Jill Nobles
Ada Clark
Eric Christianson
Jessica Walton
Virtual Attendance:
Rae Emary
Gabrielle McVoy

CALL TO ORDER / INVOCATION / PLEDGE

Chair Ali Frohlich called the meeting to order. An invocation was delivered followed by the Pledge of Allegiance.

Chair Frohlich welcomed attendees and noted the recent passing of long-time committee member Dr. Guy York, acknowledging his service and contributions to the community and the TPO process.

APPROVAL OF AGENDA

PUBLIC FORUM None

FDOT UPDATE

Bryant Paulk, FDOT Urban Liaison, provided an update on active and upcoming transportation projects in Bay County. Bryant Paulk reported that the eastern segment of Panama City Beach Parkway from Richard Jackson Boulevard to the Hathaway Bridge is scheduled to be let for construction in March 2026, with construction anticipated to begin in late summer. The anticipated construction duration is expected to be between 1,200 and 1,500 days.

Bryant Paulk also provided updates on other ongoing projects, including the SR 390 widening project from 23rd Street to Baldwin Road, which remains on schedule for completion in fall 2026, and the 15th Street resurfacing project from the 21st Street flyover to Jenks Avenue, which is scheduled for completion during summer 2026. The resurfacing project includes additional safety improvements such as median barriers, intersection lighting, and upgraded crosswalk features to improve pedestrian visibility and reduce crash risk along the corridor.

Additional updates included the U.S. 231 realignment project at Star Avenue and Titus Road, which is currently under development and anticipated to be completed around spring 2028.

Members briefly discussed the DuPont Bridge replacement project, which remains on track for completion around fall 2029, depending on weather and construction conditions. FDOT noted that contractors are currently working on the trestle structures necessary to continue bridge construction.

FDOT UPDATE

PLANNING AND TRANSIT CONSENT AGENDA:

- 1. ALL COMMITTEES** - Approval of November 2025 Meeting Minutes
- 2. ALL COMMITTEES** - Consideration of Resolution Bay 26-05 Authorizing the Surplus of Transit Vehicles in Accordance with Applicable Federal Transit Administration and Florida Department of Transportation Guidelines
- 3. ALL COMMITTEES** - Consideration of Resolution Bay 26-06 Ratifying and Affirming an Amendment to Contract No. TPO 22-02 - Transit Advertising Sales Minimum Annual Guarantee

Paul Bohac moved to approve the consent agenda and recommend the TPO

authorize the TPO chair to sign Resolution Bay 26-05 and 26-06. James Pretlow seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

- 1. ENCLOSURE A- ALL COMMITTEES - ROLL CALL VOTE - Consideration of Resolution Bay 26-03 Amending the FY 2026-2030 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for South Gay Avenue from Boat Race Road to Cherry Street, a Sidewalk Project, for Financial Project Identification (FPID) Number 457351-1 FY 2026/2027 at a Total Cost of \$222,606 - *Bryant Paulk, AICP, FDOT***

Bryant Paulk presented a request to amend the FY 2026-2030 Transportation Improvement Program (TIP) to add the Preliminary Engineering phase for a sidewalk project along South Gay Avenue. The project was recently awarded funding through the Transportation Alternatives program. Design is scheduled for FY 2027, with construction anticipated in FY 2029.

Paul Bohac moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-03 amending the FY 2026-2030 TIP. Robert Wood seconded the motion, and it was unanimously approved.

- 2. ENCLOSURE B- ALL COMMITTEES - Consideration of Resolution Bay 26-07 Adopting the 2025 Bay County TPO Pedestrian, Bicycle, and Trail Master Plan - *Eric Christianson, ECRC Staff***

Eric Christianson, ECRC staff, introduced the final draft of the 2025 Bay County Pedestrian, Bicycle, and Trail Master Plan, noting that the plan represents approximately one year of coordination, analysis, and public outreach.

Tyrone Scorsone with Kittelson & Associates presented an overview of the plan. Tyrone Scorsone explained that the plan evaluates existing conditions across the transportation network and identifies gaps in pedestrian and bicycle infrastructure. The study evaluated safety data, levels of traffic stress, and underserved communities to help identify areas where improvements are most needed.

Extensive public outreach was conducted as part of the planning process, including an online survey that received 592 responses, exceeding the number required for statistical representation. Survey responses indicated that the most significant barrier to walking and bicycling in Bay County is the lack of sidewalks or poor condition of existing infrastructure.

Committee members discussed several aspects of the plan, including the need to address emerging issues related to e-bikes and micro-mobility devices. Members noted concerns about conflicts between pedestrians and high-speed electric bicycles on shared paths and discussed potential future policy considerations. Members also discussed the potential economic benefits of pedestrian infrastructure, particularly in areas such as downtown Panama City, where improved walkability could support local businesses and tourism.

James Pretlow moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-07 adopting the 2025 Bay County TPO Pedestrian, Bicycle, and Trail Master Plan. Robert Wood seconded the motion, and it was unanimously approved.

3. ENCLOSURE C – ALL COMMITTEES – Consideration of Resolution Bay 26-01 Adopting the Bay County TPO 2050 Long Range Transportation Plan (LRTP) Needs Plan – *Gary Kramer, ECRC Staff*

Gary Kramer introduced the 2050 Long Range Transportation Plan Needs Plan, noting that federal requirements mandate that long-range plans be updated every five years. The previous plan was adopted in June 2021, and the updated plan must be adopted by June 2026.

Brian Graham with Kimley-Horn presented the planning process used to develop the Needs Plan. The process included reviewing existing and committed projects, evaluating network deficiencies, coordinating with local governments, and gathering input through public outreach, surveys, and stakeholder meetings.

Survey results indicated that 88 percent of respondents rely primarily on automobiles for travel, while a majority reported experiencing congestion on their typical routes on a daily basis. Public comments also identified safety concerns at several locations, including segments of U.S. 98.

During the discussion, members raised concerns regarding development growth along State Road 22, particularly following the annexation of approximately 1,098 acres by the City of Callaway. Members noted that several residential developments are planned or under construction in the area, which will significantly increase traffic demand along the corridor.

Paul Bohac moved to recommend that the TPO include the widening of State Road 22 from Star Avenue to County Road 2297 as part of the Needs Plan

capacity projects. The motion was seconded by James Prelow and unanimously approved.

James Pretlow moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-01 adopting the Bay County TPO 2050 Long Range Transportation Plan (LRTP) Needs Plan. Paul Bohac seconded the motion, and it was unanimously approved.

4. ENCLOSURE D – ALL COMMITTEES – Consideration of Resolution Bay 26-02 Adopting the 2026 Transportation Alternatives (TA) Set-Aside Ranked Projects for FDOT District 3 Fiscal Year 2028 – 2032 Tentative Work Program – *Jill Nobles, ECRC Staff*

Jill Nobles presented the recommended ranking of Transportation Alternatives (TA) projects for the FY 2028-2032 Tentative Work Program. Two applications were received for this funding cycle: City of Callaway – Beulah Avenue Sidewalk Project and City of Lynn Haven – Carolina Avenue Sidewalk Project

Staff explained that both projects were evaluated using the TPO’s scoring criteria and that the Callaway project ranked first while the Lynn Haven project ranked second based on the staff review.

An email from the City of Callaway was read into the record expressing concern regarding the timing of the Lynn Haven application submission. FDOT staff clarified that the application had been submitted on time through the GAP system but that a technical issue prevented the full documentation from being visible initially.

Committee members discussed the matter and acknowledged that the issue resulted from a technical error rather than a late submission.

James Pretlow moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-02 adopting the 2026 Transportation Alternatives (TA) Set-Aside ranked projects for FDOT District 3 Fiscal Year 2028. Robert Wood seconded the motion, and it was unanimously approved.

PLANNING PRESENTATIONS ITEMS:

1. ENCLOSURE E – ALL COMMITTEES - Schedule for Development of the Bay County TPO FY 2028-2032 Project Priorities – *Gary Kramer, ECRC Staff*

Gary Kramer presented the schedule for development of the FY 2028-2032 TPO Project Priorities. Upcoming activities include a workshop on March 10, a public

workshop on April 22, and additional committee meetings leading to final adoption at the May TPO meeting.

2. ENCLOSURE F – ALL COMMITTEES - Review of Draft Bay County TPO 2050 Long Range Transportation Plan Cost Feasible Plan – Gary Kramer, ECRC Staff

Brian Graham presented an overview of the draft 2050 Cost Feasible Plan, which identifies transportation projects expected to be financially achievable within the planning horizon. The plan incorporates projects from the Transportation Improvement Program (TIP), Strategic Intermodal System (SIS) plans, and locally funded projects such as the Bay County half-cent infrastructure surtax.

Members briefly discussed the timeline for potential projects such as Phillip Griffitts Parkway Phase 3, noting that current funding priorities remain focused on other high-priority projects such as improvements to State Road 22.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC Meeting Minutes
2. Amendment to the FY2026-2030 TIP Letters
3. 2026 Bay TPO Meeting Schedule

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. ENCLOSURE G – ALL COMMITTEES – Consideration of Resolution Bay 26-04 Authorizing Bayway Staff to Proceed with Implementation, Including Development of Policies, Rates, and Agreements Necessary to Allow Use of the Bus Wash Facility by Governmental Agencies as a Revenue Source for the Transit System, Subject to all Applicable Requirements- Lamar Hobbs, Bay County Transit

Trey Kolmetz, Bayway Procurement Coordinator, presented the operational plan for the Bayway bus wash facility, which is owned by the TPO and primarily used to support transit fleet maintenance. The proposed policy would allow government agencies to use the facility during off-peak hours under a controlled access program. The program would include user agreements, scheduling requirements, insurance provisions, and cost-recovery fees designed to offset operating expenses.

Staff estimated that the program could generate approximately \$60,000 annually in supplemental revenue to support transit operations. Members discussed potential users including local government fleets and school buses and noted that Bayway transit vehicles would retain priority access to the facility.

Robert Wood moved to recommend the TPO authorize the TPO chair to sign Resolution Bay 26-04 authorizing Bayway staff to proceed with implementation, including development of policies, rates, and agreements necessary to allow use of the bus wash facility by governmental agencies as a revenue source for the transit system, subject to all applicable requirements. Paul Bohac seconded the motion, and it was unanimously approved.

2. ENCLOSURE H – TPO ONLY – Appointment of a TPO Member to the Transit Subcommittee – *Kandase Lee, ECRC Staff*

TRANSIT UPDATE

Lamar Hobbs, Bayway Transit Director, provided several updates regarding transit operations. Bayway Transit has been selected by FDOT as one of two agencies in Florida to participate in a pilot program evaluating micro transit and on-demand transit services. The program will initially focus on the Callaway, Parker, and Springfield areas, with the goal of improving flexibility and efficiency for transit users.

Lamar Hobbs also reported that Bayway has partnered with Uber to pilot a new Uber shared program, which will allow multiple riders to share trips through the Uber platform as part of a public transit partnership. The pilot program is expected to launch in April 2026.

LEGAL UPDATE – *Burke, Blue, Hutchison, Walters & Smith, P.A.*

OTHER BUSINESS – The next Bay TPO meeting will be held on May 27, 2026, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC at 1:30 p.m. All meetings will take place at the Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.

ADJOURNMENT: There being no further business, the meeting was adjourned.



Pamn Henderson
Chair

Robert Carroll
Vice Chair

P.O. Box 11399 • 32524-1399 Pensacola, FL • Street Address: 418 E Gregory Street-Ste 100 • 32502
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 • www.ecrc.org

February 26, 2026

Mr. Mark Brock, Transportation Planning Manager
FDOT District 3 Planning
P. O. Box 607
Chipley FL 32428-0607

RE: Amendment to the FY 2026-2030 Transportation Improvement Program (TIP)

Dear Mr. Brock:

At the February 25th Bay County TPO meeting, the TPO passed Resolution 26-03 to amend the following project in the FY 26-30 TIP.

Amends Project ID 457351-1 to add the PE Phase for South Gay Avenue from Boat Race Road to Cherry Street Sidewalk Project in FY 2026/2027 for a total cost of \$222,606.

The signed resolution and amended TIP page are attached. If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org

With Sincere Appreciation,

A blue ink handwritten signature of Kandase Lee, consisting of several loops and a long horizontal stroke.

Kandase Lee
Chief Executive Officer

Attachments:

1. Resolution 26-03
2. Amended FY 2026-2030 TIP Page

Copies to:

Bryant Paulk – Milton Operations Center
Kaylor Collins, FDOT District 3
Aleah Smith, FDOT District 3

RESOLUTION BAY 26-03

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY2026-2030 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County Metropolitan Planning Area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of State of Florida, the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

WHEREAS, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program; and

WHEREAS, authorization for federal funding of projects within an urban area cannot be obtained unless the projects are included in the TPO's TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes that the amendment listed below will support the performance targets established by the state and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION THAT:

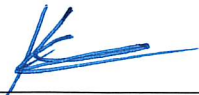
The TPO amends the FY 2026-2030 Transportation Improvement Program by adding the Preliminary Engineering (PE) Phase for South Gay Avenue from Boat Race Road to Cherry Street Sidewalk Project for Financial Project Identification (FPID) number 457351-1 in FY 2026/2027 for a total cost of \$202,606.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 25th day of February 2026.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: 
Pamn Henderson, Chairperson

ATTEST: _____



4573511 - GAY AVE

Non-SIS



From: BOAT RACE RD
To: CHERRY ST
Section: 4 - Transportation Alternatives
Work Summary: SIDEWALK
Lead Agency: City of Calloway
Length: 1.001 MI
L RTP #: Final Report p. F-9

Phase	Fund Source	2025/26	2026/27	2027/28	2028/29	2029/30	Total
PE	TALM	0	1,000	0	0	0	1,000
PE	TALM	0	221,606	0	0	0	221,606
Total		0	222,606	0	0	0	222,606

Prior Cost <2026: 0

Future Cost >2031: 0

Total Project Cost: 222,606

Project Description: TPO Transportation Alternatives Program Project Priority. Sidewalks on South Gay Avenue from Boat Race Road to Cherry Street.



FDOT MPO Joint Certification

MPO Name: Bay County TPO

Calendar Year of Review Period: January 1, 2025, through December 31, 2025

Date Completed: 3/2/2026

Purpose

Each year, the District and the Metropolitan Planning Organization (MPO) jointly certify the metropolitan transportation planning process, as described in [23 Code of Federal Regulations \(CFR\) 450.336](#). The FDOT MPO Joint Certification includes confirmation of the metropolitan transportation planning process, a summary of the MPO's noteworthy achievements, and, if applicable, a list of recommendations and/or corrective actions. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

The MPO completes Part 1, while the FDOT District completes Part 2. Please read and answer each question in the document. The FDOT MPO Joint Certification must be submitted to the Office of Policy Planning (OPP) by **June 1**.

Part 1: MPO

The MPO completes Part 1 of the Joint Certification.

Section 1.1: Statement of Compliance

The MPO Executive Director must review and sign the statement below to certify compliance with federal and state requirements.

I acknowledge and confirm that the MPO (check all):

- Incorporates the 10 Federal Planning Factors [[23 CFR 450.306](#)] into its planning process.
- Develops transportation plans and programs through a continuing, comprehensive, and cooperative process [[23 CFR 450.306\(b\)](#)].
- Ensures that federal-aid funds are expended in conformity with applicable federal and state laws, including [23 United States Code \(USC\) 134](#), [49 USC 5303](#), [2 CFR 200](#), and [s.339.175, Florida Statutes \(FS\)](#) and policies and procedures prescribed by FDOT and FHWA.



- Requires its consultants and contractors to comply with applicable federal and state laws pertaining to the use of federal-aid funds.
- Uses a financial management system that complies with the requirements outlined in [2 CFR 200.302](#).
- Ensures records of costs incurred under the terms of the FDOT/MPO Agreement are always maintained and readily available upon request by FDOT during the period of the FDOT/MPO Agreement, as well as for five years after final payment is made.
- Submits supporting documentation in sufficient detail for proper monitoring, when required, to FDOT.
- Maintains and updates required agreements between the MPO and FDOT, other MPOs, and local stakeholders.

Please select options applicable to the MPO:

- The MPO is a standalone entity, a direct recipient of federal funds, and subject to an annual single audit.
- The MPO uses a federal or state-approved indirect cost rate.

If **Yes**, please indicate which indirect cost rate the MPO uses:

- Actual indirect costs (with receipts)
- An approved Indirect Cost Allocation Plan (to be completed by the MPO, submitted to FDOT Office of Comptroller for review and approval PRIOR to contract execution)
- De Minimus Rate: A percentage of Modified Direct Costs (currently, the De Minimus rate is 15%)

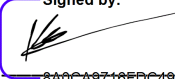
If **Yes**, please check the box if the MPO submitted a Cost Allocation Plan.

The MPO charges all eligible costs as direct costs.

FDOT and the MPO certify the metropolitan transportation planning process is carried out according to applicable requirements described in 23 CFR 450.336.



By signing below, I certify the above information is true and accurate.

MPO Executive Director Signature:  Signed by: _____
8A0CA9716FDC498...

Name: Kandase Lee

Title: Chief Executive Officer

Date: 03/10/2026 | 4:48 PM EDT

FDOT Transportation Development Director Signature:  Signed by: _____
DAACD2FA8DCE441...

Name: Rodney Chamberlain, P.E.

Title: Director of Transportation Development Florida Department of Transportation - District 3

Date: 03/23/2026 | 2:31 PM EDT

Section 1.2: Noteworthy Achievements and Practices

List the MPO's noteworthy achievements and practices below by year.

Month	Year	Noteworthy Achievement or Practice
ongoing	2025	The TPO works to develop and maintain relationships with all military installations in the region. The military is one of the main economic drivers and employers within the TPO. Due to the military's large presence, there are significant transportation impacts that must be understood and mitigated where possible. The TPO works directly with the military to identify problems and solutions as it relates to transportation and traffic management.
ongoing	2025	The TPO partnererd with the Emerald Coast Regional Council to develop a regional Safety Action Plan (adopted in December 2024) that identified the high-injury network consisting of corridors with the highest fatalities and serious injuries. By conducting a regional study all local governments within the TPO are eligible to apply for implementation funds. Projects



		identified in the plan are safety focused and ranked based on crash history.

Section 1.3: MPO Comments

List items that require follow-up or action.

Please list items here.

Part 2: FDOT District

The FDOT District completes Part 2 of the Joint Certification.

Section 2.1: Risk Assessment

FDOT, as the recipient of federal-aid funds for the State, is responsible for ensuring that these funds are expended in accordance with [2 CFR 200.332\(b\)](#), [s.215.971,FS](#), and [s.216.3475, FS](#). After coordination with the Office of Policy Planning (OPP), any of the considerations in [2 CFR 200.331\(b\)](#) may result in an MPO being assigned the high-risk level.

The questions in this section assign a risk level to each MPO. The risk level determines the minimum frequency with which the District MPO Liaison reviews the MPO’s supporting documentation for invoices for the following year.

Figure 1 shows the risk assessment and monitoring timeline.

Figure 1. Risk Assessment Process



1. MPO Invoice Submittal

How often does the MPO submit invoices to the District for reimbursement?

Monthly

The MPO must submit invoices within 90 days of the end of the invoice period. An invoice is late if it is submitted after 90 days. How many invoices did the MPO submit late? 0

2. MPO Invoice Review Checklist

The [MPO Invoice Review Checklist](#) identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO invoice checklists have in the past year? 0

3. MPO Supporting Documentation Review Checklist

The [MPO Supporting Documentation Review Checklist](#) identifies significant findings, i.e., items that require correction for the MPO to be reimbursed. How many significant findings did the MPO supporting documentation checklists have in the past year? 0



4. Risk Assessment Score

Please use the table below to select the MPO’s risk level.

Total number of late invoices and significant findings: 0

Level of Risk: Low

Total Number of Late Invoices and Significant Findings	Risk Level	Frequency of Monitoring
Less than 10	Low	Annual
10-20	Moderate	Bi-annual
21-30	Elevated	Tri-annual
More than 30	High	Quarterly

Section 2.2: Planning Documents

1. Complete the table below.

Planning Document	Date Adopted	End/Horizon Date	Date Uploaded in GAP (if applicable)	Was the document made available to the public consistent with applicable federal regulations and the procedures identified in the MPOs PPP?
L RTP	6/2021	6/2026	1/8/2025	Yes
TIP	5/2025	5/2030	5/2/2025	Yes
UPWP	5/2024	5/2026	5/20/2024	Yes
CMP	9/2020	8/2025		Yes
PPP	2/2022			Yes

2. Did the MPO identify all FHWA Planning Funds (PL and non-PL) in the TIP?

Yes

3. Was the Public Participation Plan (PPP) made available for public review at least 45 days before adoption?

Yes



Section 2.3: District Questions

List District questions or observations that require follow-up or action.

CMP was updated and adopted in August 2025. The District encourages the TPO to review the existing documents posted on their website to ensure the appropriate versions are posted. In addition we request core documents have an individual listing to help facilitate their location by the public as well as transportation partners.

Section 2.4: Recommendations and Corrective Actions

Identify any recommendations and corrective actions based on the information in this review below. Corrective actions should include a date by which the MPO must address them. The District must report corrective actions and how they were resolved by the MPO directly to the MPO Board.

Status of Recommendations and Corrective Actions from Prior Certifications

Recommendation/Corrective Action	Applicable Date/Response Date

Current Recommendation(s) for this Certification Cycle

Please detail.

Current Corrective Action(s) for this Certification Cycle

Please detail.

TRANSIT ACTION ITEMS

ENCLOSURE F

ENCLOSURE F ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 26-13 Approving the 911 Cellphone Bank Participation Agreement

ORIGIN OF SUBJECT: Bay County Staff on Behalf of the Bay County Transportation Planning Organization (TPO)

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On March 24, 2026, representatives from 911 Cellphone Bank met with Bay County staff to discuss the opportunity for Bayway to enter a participation agreement for the donation of surplus and unclaimed electronic devices.

All devices considered for donation will follow established lost-and-found procedures and will only be eligible after exceeding the required holding period. Devices will be deemed unclaimed only after reasonable efforts have been made to locate and return the property to the original owner, consistent with existing policies and procedures.

The 911 Cellphone Bank provides a reliable source of emergency communication devices to support law enforcement agencies and victim service organizations assisting individuals affected by human trafficking and domestic violence.

Upon receipt, devices are logged (including serial numbers when available), inspected for damage, and evaluated for usability. Devices deemed unusable are securely recycled through an ISO 14001 R2-certified recycler. Usable devices are screened against national databases to confirm they have not been reported as stolen.

All devices undergo comprehensive testing and certified data erasure using software compliant with Department of Defense (DoD 5220.22-M) standards. Data removal is verified multiple times throughout the process to ensure complete sanitization. Once a device is deemed usable, it is distributed to law enforcement agencies, nonprofit organizations, and victim service providers for no-cost deployment to individuals in need.

Participation in this program does not require any financial contribution from the TPO and is consistent with existing surplus property and lost-and-found policies. The TPO shall not be liable for any use, misuse, or performance of donated devices following transfer to 911 Cellphone Bank.

Attached are the following:

- Resolution Bay 26-13
- 911 Cellphone Bank Participation Agreement
- 911 Cellphone Bank Data Erasure Policy
Transdev Lost and Found Standard Operating Procedure

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Ba 26-13 executing a participation agreement with 911 Cellphone Bank for the donation of unclaimed and surplus electronic devices. For additional information, contact Lamar Hobbs, Bay County Board of County Commissioners staff, at (850) 248-8161 or lhobbs@baycountyfl.gov.

RESOLUTION BAY 26-13

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) AUTHORIZING THE EXECUTION OF A PARTICIPATION AGREEMENT WITH 911 CELLPHONE BANK FOR THE DONATION OF UNCLAIMED AND SURPLUS ELECTRONIC DEVICES

WHEREAS, the Bay County Transportation Planning Organization (TPO) supports initiatives that enhance public safety and community welfare; and

WHEREAS, 911 Cellphone Bank is a nonprofit organization that provides emergency communication devices to law enforcement agencies and victim service organizations assisting victims of domestic violence and human trafficking; and

WHEREAS, Bayway maintains a lost-and-found program through which electronic devices may remain unclaimed after an established holding period and reasonable efforts to identify and contact the original owner have been exhausted; and

WHEREAS, such unclaimed and surplus electronic devices may be repurposed to serve a public benefit rather than be disposed of; and

WHEREAS, participation in the 911 Cellphone Bank program does not require any financial contribution from the TPO; and

WHEREAS, all donated devices will be processed by 911 Cellphone Bank, including verification that devices are not reported stolen and certified data erasure in accordance with Department of Defense (DoD 5220.22-M) standards; and

WHEREAS, the TPO finds that participation in this program is consistent with its policies and serves a valid public purpose; and

WHEREAS, all devices donated under this program shall comply with established lost-and-found procedures and applicable surplus property policies prior to transfer; and

WHEREAS, the Bay County TPO and Bay County shall not be liable for any use, misuse, or performance of donated devices following transfer to 911 Cellphone Bank; and

WHEREAS, this Resolution shall take effect immediately upon adoption;

NOW, THEREFORE BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) THAT:

The TPO chair is hereby authorized to execute the Participation Agreement with 911 Cellphone Bank for the donation of unclaimed and surplus electronic devices, in a form acceptable to legal counsel.

Passed and duly adopted by the Bay County Transportation Planning Organization this 27th day of May, 2026.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____



PARTICIPATION AGREEMENT

The mission of the 911 Cell Phone Bank is to partner with enterprises, law enforcement, and victim services agencies to collect unused cell phones and distribute no cost emergency devices in communities nationwide and provide enterprises and law enforcement with a secure and reliable method to dispose of electronic devices that contain guest or confidential corporate data.

_____ (Supporter) desires to donate cell phones and other portable electronic devices (for a list of devices see Exhibit A) from their lost-and-found or property-and-evidence room to the Charitable Recycling Foundation, aka the 911 Cell Phone Bank (911CPB), an IRS recognized 501(c)(3) non-profit organization (Tax ID 20-5050475). Supporter participation is evidence of its commitment to support and uphold the mission of the 911CPB as shown above.

Under its supervision, the 911CPB uses as its exclusive device processor Vibe Wireless, LLC (Vibe). Vibe will handle all back-office operations including receiving, unpacking, triage, testing, and disposition as described in this document.

Under this agreement, Supporter agrees to:

- Send all electronic devices released from lost-and-found or property-and-evidence to the 911CPB. (For a list of devices see Exhibit A: Accepted Electronic Devices). Other devices, such as corporate electronic devices and employee electronic devices may, at the Supporter's discretion, be recycled through this program as well.
- Ship all collected electronic devices in accordance with the guidelines of this program.
- Allow the 911CPB to name Supporter in marketing and promotional materials with the Supporter's approval.

The 911CPB/Vibe agrees to:

- Return any device sent under this program to its rightful owner should the owner's identity become known at any point in the testing and data wipe process.
- Pay for all shipping and processing costs of electronic devices Supporter wants disposed of under this agreement.
- Upon request, guide and direct Supporter in the implementation and operation of a successful e-recycling program.
- To the best of its ability, protect the privacy of Supporter and its guests.
- Delete all data found on devices sent by Supporter, using the manufacturer's manual method for master clearing/master resetting devices and/or any available electronic methods, as described in Exhibit B: "Data Wipe and EOL Standards and Practices".
- Delete all data found on any electronic media devices, such as memory cards, hard drives, etc., sent by Supporter, using the manufacturer's manual method for master clearing/master resetting devices and/or any available electronic methods, as described in the attached "Data Wipe and EOL Standards and Practices".
- Destroy and recycle any electronic device or media, or the portion(s) of the device that houses personal data, which CANNOT be cleared.
- Responsibly recycle all electronic scrap and non-working devices sent under this program, according to our "Data Wipe and EOL Standards and Practices" (Exhibit B below).



PARTICIPATION AGREEMENT

INSURANCE

The 911CPB/Vibe shall provide the insurance coverages listed below to Supporter, and affiliated entities, for as long as 911CPB/Vibe provides services and/or products to Supporter.

Insurance Requirements:

General Liability	\$1,000,000 per occurrence (mandatory)
Technology E&O	\$1,000,000 per occurrence (mandatory)
Workers Compensation	Statutory Limits (if applicable)
Employers Liability	\$100,000/\$500,000/\$100,000 (if applicable)
Automobile	\$1,000,000 Combined Single Limit (if applicable)

All such insurance required in this agreement shall (a) be with companies with a Best Guide Rating of B+VII or better and on forms acceptable to Supporter, and (b) be on an occurrence basis. Certificates of Insurance shall be furnished to Supporter naming affiliated entities as additional insured on the general liability policy. The general liability policy and worker’s compensation policy shall contain a waiver of subrogation in favor of Supporter. In the event that coverage is reduced or canceled, 911CPB/Vibe must notify Supporter in writing immediately upon first learning of these changes.

Additionally, the undersigned shall indemnify, defend and hold harmless the Supporter, and their respective directors, officers, employees, shareholders, agents, and representatives (collectively, the “INDEMNIFIED PARTIES” and individually an “INDEMNIFIED PARTY”) from and against any and all claims, damages, losses, costs, and expenses of any kind, (including reasonable attorney fees and costs incurred by an INDEMNIFIED PARTY) arising out of or resulting from the services provided in this agreement including, without limitation, injury to or death of any person, damage to or destruction of any property, real or personal. The 911CPB shall not be obligated to indemnify INDEMNIFIED PARTIES for matters arising from the gross negligence or willful misconduct of an INDEMNIFIED PARTY.

THE PROCESS

Shipping: Each location will ship directly to our processing facility, according to our requirements. Each shipping label will have a unique tracking number which will identify the shipping location.

Receiving: Upon receipt, each shipment will be scanned into TotalTrak, our proprietary tracking system.

Unpacking: Items will be separated by type and condition. Damaged and obsolete devices will be immediately placed in a secure recycling receptacle. Undamaged devices will be readied for testing.

Triage: Each device will be charged, and all removable memory will be placed in a secure receptacle for clearing. All iOS, Android, and Blackberry devices will be cleared (including USB and internal memory), and a factory reset/data erasure will be performed. Any device that does not power on or charge will be sent to a repair technician or placed in a secure recycling receptacle, depending on the model.



PARTICIPATION AGREEMENT

If a successful repair can be completed, the device is returned to triage and readied for testing. If a device cannot be repaired, the entire device or its digital storage components will be placed in a secure recycling receptacle. Working non-storage components may be retained and may be used on future device repairs.

Testing: For each device that passes triage, its serial number/ESN/MEID/IMEI will be scanned into TotalTrak, cleared of all personal data, factory reset, and tested for functionality. Devices that cannot be completely cleared or do not pass the functionality test will be sent to a repair technician or placed in a secure recycling receptacle, depending on the model.

Disposition: All devices placed in a secure recycling receptacle will be delivered directly, by a 911CPB/Vibe staff member or affiliate, to an EPA registered ISO14001/R2 e-waste recycling facility. All working devices that qualify for use in the 911 Cell Phone Bank Emergency Cell Phone program will be added to the device inventory. Devices that have a market value will be remarketed to help cover program operation costs.

Accepted by:

.....
Authorized Supporter Signature Date

.....
James Mosieur, Program Director Date
911 Cell Phone Bank
2750 E Silver Springs Blvd Ste 300
Ocala FL 34470

.....
Printed name

Address:
.....
.....



PARTICIPATION AGREEMENT

EXHIBIT A

Accepted Electronic Devices

We accept devices that are in working or non-working/broken condition. Items include (but are not limited to):

- Smartphones Cell Phones Blackberries
- Tablets
- Laptops
- Smart Watches
- iPads
- iPods
- PDA's
- Digital Cameras
- Game Players
- mp3 Players
- CD/DVD Players
- Digital Media Players
- Memory Storage Devices
- SD Cards
- Pin Pad Devices
- Accessories e.g., chargers, headsets, earphones, and rechargeable batteries

All devices that store digital personally identifiable information or other forms of personal, private and confidential information will be accepted.



PARTICIPATION AGREEMENT

EXHIBIT B

Data Wipe and EOL Standards and Practices

The 911 Cell Phone Bank's electronic device processing is performed by a qualified local subcontractor under the supervision of the 911 Cell Phone Bank. Because of proximity, we are able to monitor and review their processes on a regular basis. The data removal process* is outlined below.

The 911 Cell Phone Bank uses only EPA approved recyclers for the equipment that requires destruction. The names and certifications of these subcontractors are available on request, as we do not always use the same company for recycling.

Certificates of destruction are also available upon request. All our recyclers destroy unusable devices and recover reusable metals and other materials. The materials that are of no value are disposed of in a manner approved by the EPA.

Since consumers and businesses do not have the opportunity to delete personal or sensitive data such as contacts, pictures, text messages and other stored personal information on devices that are lost, the 911 Cell Phone Bank takes extra care in deleting such data from the devices we receive*. The process is done using two basic methods.

- Each device may have a built in "data wipe" or file delete procedure. This may be in the form of a code that is entered via the devices keyboard or a process that is executed using the devices operating system. This is referred to as a "manual data wipe". This procedure can be performed on 100% of operating devices.
- The second method involves the use of an internet or client-based software "data wipe" system and is usually quicker than the manual wipe. The 911 Cell Phone Bank utilizes several third-party software tools** specifically developed for this application. These services do not always have the specific software required to "data wipe" a specific device. In this case, we always have the option of a manual data wipe.

During the data wipe process each device will be set back to factory original settings. Some devices may have sample pictures, videos, software or other files that cannot be deleted using the data wipe process. Any software or app downloaded by the original user will be deleted.

Laptops will not only be data wiped using third party software tools**, but each laptop will have a fresh install of the original operating system and any software originally loaded on the unit.

All external memory devices (SD cards, external hard drives...etc...) will be formatted, overwritten using third party software tools** and formatted again.

If a device is received that does not power up, has a blank or severely damaged LCD or is damaged in some way that prevents the performance of any type of data wipe, that unit is sent to our EPA approved, ISO14001 and R2 materials recycler. Destroying the unit ensures that personal data is protected. A Certificate of Destruction can be provided upon request.

* Our erasure method uses software that complies with the latest guidelines as laid out by NIST 800-88 rev 1 December 2014 for levels Clear and Purge. This method renders data recovery infeasible using state of the art laboratory techniques. It should be mentioned that certain software for legitimate and nefarious purposes exists to recover data that has been deleted from certain storage devices including those used in cellular handsets. Therefore, it is impossible to completely guarantee that personal data cannot be recovered.

** Some third-party software tools we use are – Tabernus EE, REMO File Eraser, REMO Drive Wipe, File Shredder, Eraser, DBAN, and Pervacio.



DATE ERASURE POLICY

911 CELL PHONE BANK DATA ERASURE POLICY

Purpose

The 911 Cell Phone Bank, in partnership with a third-party processor, ensures that all devices donated are securely and irreversibly erased in compliance with industry standards. This policy outlines the procedures for mobile devices, laptops, and external storage media under the direct supervision of the 911 Cell Phone Bank.

Devices Covered

- **Mobile Devices:** Android and iOS smartphones.
- **Laptops:** Windows and Mac.
- **External Storage Devices:** HDDs, SSDs, USB drives, SD/microSD cards.

Data Erasure Standards

The following recognized standards are applied to all data erasure activities:

- **NIST 800-88 Rev. 1:** Applicable to USB flash drives.
- **DoD 5220.22-M:** Applicable to hard drives (HDD/SSD) and SD/microSD cards.
- **Phonecheck:** Used for mobile device wiping, ensuring compliance with NIST and DoD standards.

Procedures for Data Erasure

All donations are processed by a third-party processor under the supervision of the 911 Cell Phone Bank. This close oversight ensures compliance with internal policies and standards.

- **1. Mobile Devices (iOS/Android)**
 - Devices are wiped using **Phonecheck** software, which ensures complete data sanitization through multi-pass overwrites, complying with **DoD 5220.22-M**.
 - Devices are returned to factory settings after erasure.
 - **Certificates of Destruction:** Available upon request for mobile devices processed through Phonecheck.
 - **Logging:** All mobile device erasures are logged and securely retained for compliance purposes.
- **2. Laptops (Windows/Mac)**
 - The third-party processor erases laptop drives using **DoD 5220.22-M** standards. A multi-pass overwrite process ensures all stored data is irretrievable.
 - Following data erasure, the original operating system is reinstalled, along with any factory-installed software.
 - **Logging:** The third-party processor maintains detailed logs of all laptop erasure activities.
- **3. External Storage Devices**

External storage devices (HDDs, USB drives, SD/microSD cards) are sanitized using the following tools and standards:

- **Hard Drives (HDDs/SSDs):** Erased using the **StarTech SDOCK1EU3P**, which provides **DoD 5220.22-M** compliant multi-pass erasure.
- **USB Flash Drives:** Sanitized with the **StarTech USBDUP12**, following **NIST 800-88 Rev. 1** standards.
- **SD/microSD Cards:** Wiped with the **U-Reach SD908S**, using the **DoD 5220.22-M** standard.

- 4. Devices That Cannot Be Erased

If a device cannot be powered on or wiped by the processor, it is sent to a **local certified R2 recycler**. The recycler ensures secure destruction and recovers reusable materials. A **Certificate of Destruction** can be provided for these devices upon request.

- The recycler meets **R2 and ISO 14001** standards, and all unusable devices are responsibly destroyed while preserving the chain of custody.

Data Security and Chain of Custody

Throughout the data erasure process, strict chain-of-custody protocols are maintained:

- The third-party processor is responsible for securely handling all devices during the erasure process.
- Devices are stored in a secure environment while awaiting erasure.
- For non-functional devices sent for recycling, the **local certified R2 recycler** picks up devices directly from the facility to maintain chain of custody.

Logging and Certificates of Destruction

- **Logging:** Detailed logs of all erasure procedures are maintained by the third-party processor. These logs are retained for compliance audits.
- **Certificates:** Available upon request for any device that has undergone certified data erasure or destruction.



Standard Operating Procedure - Lost and Found
Issued: 4/7/26
Revised: 4/7/26
Implementation Date 5/1/26

Policy:102	Transdev -DIV Bayway
Approver (s):	General Manager
Scope	It is the policy of Transdev to provide the opportunity for unclaimed or lost property to be claimed by its rightful owner. When such property remains unclaimed, this operating manual provides direction for the treatment of such property

Summary: This document is the procedure for lost and found items collected daily. Items found from passengers or operators left on vehicles must be brought to the Window Dispatch at the end of each day and entered in the Lost and Found Log.

Transdev Employees are responsible to:

- A. Collecting Items from Operator/Employee and enter the following information into the log:
 1. Date
 2. Customer Name (If known and item labeled)
 3. Facility (Bayway – Transdev Operation)
 4. Bus (vehicle #)
 5. Route (If known)
 6. Description of item
 7. Cash (amount) if known
 8. Name of owner claiming item (when picked up)
 9. Employee initials
 10. Dates should be in sequential order

Example:

Date	Customer Name on Ticket	Bayway Facility	Bus#	Route#	Description of Item	Cash(?)	Name Signature of owner claiming item	Staff Initials Received Yes-No
11/16	Jane Doe		4423	1069	Green Cap	?		
11/21	John Doe		4352	1029	Cell Phone	?		

- B. If the **owner claims** the property **within 10 days**, turn the property over to the owner and request the property owner to sign the property log after you have verified the item (s) when such retrieval occurs.

- C. Lost and found items still located at Bayway (Transdev Operation) after the **10-day period** should be boxed up and taken to Bayway (Client Operation) every 2 weeks. The client may donate any items that are not claimed within a 30 days period from the original login date of the item(s).
- D. The bottom of the lost and found log has two boxes that should be filled out. One by the Transdev employees transferring the items and the second one should be filled out by the Bayway employee receiving the items. The information documented should be:

Example:

Completed by the location (Bus/Rail Stations Services, etc.) transmitting found items
Date received:
Time received:
Staff Name (print):
Staff Signature:

TRANSIT UPDATE

LEGAL UPDATE

ADJOURNMENT