

BAY COUNTY TECHNICAL COORDINATING COMMITTEE MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
January 31, 2024

MEMBERS IN ATTENDANCE:

Eddie Cook, CHAIR	City of Callaway
Keith Bryant, VICE-CHAIR	Bay County
Cliff Johnson	Bay County
Jonathan Hayes	City of Panama City
Clint Murphy	City of Panama City
Matt DeVito	City of Panama City

MEMBERS NOT IN ATTENDANCE:

Ian Crelling	Bay County
Doug Lee	Bay County School District
Amanda Richard	City of Lynn Haven
Douglas Baber	City of Mexico Beach
John Skaggs	Naval Coastal Systems Station
Kathryn Younce	City of Panama City Beach
Richard McConnell	Northwest Florida Beaches International Airport
Alex King	Port of Panama City
Parker McClellan, Jr.	Northwest Florida Beaches International Airport
Tony Summerlin	City of Parker
Jonathan McFarlane-Weinstein	Tyndall Air Force Base
Susan Goebel-Canning	City of Panama City

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Lamar Hobbs	BayWay
Sandy Culbreath	BayWay
Harrison Neilly	Transdev
Brandon Curtis	Transdev
<u>Virtual Attendance:</u>	
Cory Wilkinson	HDR
Mel Scott	Atkins
Janice Lucas	Panama City Commission

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount
Angela Bradley
Gary Kramer

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Leandra Meridith

Tiffany Bates

Howard Vanselow

Jill Nobles

Virtual Attendance

Mary Beth Washnock

Gabrielle McVoy

Katie Fults

CALL TO ORDER

Chair Cook called the meeting to order.

APPROVAL OF AGENDA

PUBLIC FORUM: There were no speakers.

FDOT UPDATE:

1. **FDOT Update - *Bryant Paulk, AICP Florida Department of Transportation (FDOT) Urban Liaisons***

Bryant Paulk stated that the Gulf Coast Parkway project continues to advance, and improvements will begin at the Star Avenue intersection in February. Chair Cook asked when the completion date is expected for the Gulf Coast Parkway project. Bryant Paulk said it should be completed by the fall of 2025.

PLANNING AND TRANSIT CONSENT AGENDA:

1. **ALL COMMITTEES - Approval of November 1, 2023 Meeting Minutes**

Jonathan Hayes noted that his name was spelled wrong in these minutes. Staff apologized and agreed to make the change.

Keith Bryant moved to approve the November 1, 2023 TCC meeting minutes as amended. Jonathan Hayes seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. **ENCLOSURE A - ALL COMMITTEES –Consideration of Resolution BAY 24-01 Approving the Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects – *Jill Nobles, ECRC Staff***

Jill Nobles noted that the criteria were presented at the last meeting for review. One

change has taken place since that time concerning how level of service is evaluated. The methodology has changed the ten-year estimate to the LRTP-year estimate. Jill Nobles explained how the TSM projects are gathered, ranked, and presented for approval each cycle.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-01 approving the evaluation criteria for Emerald Coast Regional Council (ECRC) staff ranking of Transportation System Management (TSM) Projects. The motion was seconded by Jonathan Hayes and was passed unanimously.

PLANNING PRESENTATIONS ITEMS:

1. **ENCLOSURE B - ALL COMMITTEES – Schedule for Development of the Bay County TPO FY 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff***

Gary Kramer presented the schedule for development of the upcoming Project Priorities cycle, as included in the agenda package. The item will be on the June agenda for consideration of adoption.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC November 2023 Meeting Minutes
2. Bay TPO Actions Report – November 2023
3. Signed Florida Commerce TIP Letter
4. Transportation Alternatives (TA) Set-Aside Application Review Workshop Meeting
5. 2024 Bay County TPO Meeting Schedule

LEGISLATIVE UPDATES - *Tiffany Bates, ECRC Community Liaison*

Tiffany Bates said staff are tracking a couple of major bills being considered and will be presenting more at the TPO meeting.

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE C – ALL COMMITTEES- Consideration of Resolution Bay 24-02 Authorizing the TPO Chair to Sign a Memorandum of Understanding for Funding Implementation of a FY2024 Sunday Schedule for the Fixed Route System - *Lamar Hobbs, Bay County Transit***

Lamar Hobbs stated that Sunday service was provided last year and had good

ridership. Today's request of the TPO is to enter a new memorandum of understanding to do the same in FY 2024. Lamar Hobbs then explained the funding amounts.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-02 authorizing the TPO chair to sign a memorandum of understanding for funding implementation of a FY2024 Sunday schedule for the fixed route system. Jonathan Hayes seconded the motion, and it was unanimously approved.

2. ENCLOSURE D – ALL COMMITTEES- Consideration of Resolution Bay 24-03 Amending the Agreement for Management and Operations Services of the Fixed Route System - Lamar Hobbs, Bay County Transit

Lamar Hobbs explained that legal and staff review of the new operator RFP submissions found that some qualifications were not met, and some data presented were skewed. It was determined that it would be best to re-issue the RFP with clarification of requirements, and to extend the contract with First Transit in the meantime, for up to twelve months.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-03 amending the agreement for management and services of the fixed route system. Jonathan Hayes seconded the motion, and it was unanimously approved.

3. ENCLOSURE E – ALL COMMITTEES- Consideration of Resolution Bay 24-04 Authorizing the TPO Chair to Sign an Agreement with the Panama City Beaches Convention and Visitors' Bureau to Produce, Install, and Display Beach Safety Flag Advertisement on Transit Buses - Lamar Hobbs, Bay County Transit

Lamar Hobbs explained that part of the agreement with the Convention and Visitors' Bureau was an arrangement to promote the beach safety flag system on two of the transit buses. This request is to recommend the TPO chair sign an agreement to that effect. Lamar Hobbs noted that there would be a small loss associated with the production costs and advertising revenue loss associated with this request, but the Bureau has provided much more funding to cover the expenses of providing the Sunday service.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-04 authorizing the TPO chair to sign an agreement with the Panama City Beaches Convention and Visitors' Bureau to produce, install, and display beach safety flag advertisement on transit buses. Jonathan Hayes seconded the motion, and it was unanimously approved.

4. **ENCLOSURE F – ALL COMMITTEES- Consideration of Resolution Bay 24-05 Approving a Request for Proposals (RFP) for an Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Services - Lamar Hobbs, Bay County Transit**

Lamar Hobbs said this request is for permission to reject the bids submitted in association with Enclosure E and issue a new RFP.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-05 approving a request for proposals for an operator for deviated fixed route, demand response, and micro-transit services. Jonathan Hayes seconded the motion, and it was unanimously approved.

TRANSIT UPDATE

Lamar Hobbs said House Bill 1091 includes consideration of the request for a transit authority. More will be known around March. Lamar Hobbs stated that Sandy Culbreath is retiring and will be missed. The TCC members thanked her for her service.

GOVERNANCE TRANSIT COMMITTEE UPDATE - Chris Cochran, AICP, Madrid CPWG
None

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

It was noted that WC Henry is retiring, and a new legal representative will be taking over his position as legal counsel.

OTHER BUSINESS – The next Bay County TPO meeting will be held on April 24, 2024, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC will meet at 1:30 p.m. All meetings will be held at the Bayway Public Transit System Administration and Meeting Facility, 1010 Cone Ave., Panama City, Florida 32401.

ADJOURNMENT: The meeting was adjourned.