



Pamn Henderson
Chairperson

Robert Carroll
Vice Chairman

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MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION
Wednesday January 31, 2024 - 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 UPDATE:

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

PLANNING AND TRANSIT CONSENT AGENDA:

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

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*

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*

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 Notice
5. 2024 Bay TPO Meeting Schedule

LEGISLATIVE UPDATES - *Tiffany Bates, ECRC Community Liaison*

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*
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*
3. **ENCLOSURE E - ALL COMMITTEES** – Consideration of Resolution Bay 24-04 Authorizing the 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*
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*

TRANSIT UPDATE

GOVERNANCE TRANSIT COMMITTEE UPDATE - *Chris Cochran, AICP, Madrid CPWG*

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

OTHER BUSINESS – The next Bay TPO meeting will be held on April 24, 2023, 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: 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

PLANNING AND TRANSIT CONSENT AGENDA

**PLANNING AND TRANSIT
CONSENT AGENDA
ALL COMMITTEES**

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

CONSENT AGENDA NOVEMBER 2023 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
November 01, 2023

MEMBERS IN ATTENDANCE:

| | |
|----------------------------|---------------------------|
| Pamn Henderson, CHAIR | City of Callaway |
| Robert Carroll, VICE-CHAIR | Bay County Commission |
| William Dozier | Bay County Commission |
| Tommy Hamm | Bay County Commission |
| Doug Moore | Bay County Commission |
| David Griggs | City of Callaway |
| Judy Vandergrift | City of Lynn Haven |
| Mary Coburn | City of Panama City Beach |
| Michael Jarman | City of Panama City Beach |
| Brian Grainger | City of Panama City |
| Josh Street | City of Panama City |
| <u>Virtual Attendance:</u> | |
| Janice Lucas | City of Panama City |
| Jenna Flint Haligas | City of Panama City |
| Michael Rohan, Sr. | City of Panama City |

MEMBERS NOT IN ATTENDANCE:

| | |
|------------------|-----------------------|
| Jerry Smith | City of Mexico Beach |
| Stacie Galbreath | City of Parker |
| Clair Pease | Bay County Commission |
| Pat Perno | City of Lynn Haven |
| Cindy Hamre | City of Springfield |

OTHERS IN ATTENDANCE:

| | |
|-----------------|--------------------------------|
| Bryant Paulk | FDOT |
| Donna Green | FDOT |
| Lamar Hobbs | BayWay |
| Sandy Culbreath | BayWay |
| Gene Keen | BayWay |
| Mark Brock | FDOT |
| Dustin Castells | FDOT |
| Carla Hodges | FDOT |
| Jared Kirkland | FDOT |
| Harrison Neilly | Transdev |
| Kathy Harris | Carpe Diem Community Solutions |
| Brandi DeRutter | Carpe Diem Community Solutions |

| | |
|----------------------------|--|
| Lynn Cherry | Carpe Diem Community Solutions |
| Keith Bryant | Bay County |
| H.C Henry | Burke, Blue, Hutchison, Walters & Smith, P.A |
| Johnathan Hayes | City of Panama City |
| <u>Virtual Attendance:</u> | |
| Colby Cleveland | FDOT |
| Cory Wilkinson | HDR |
| Chris Cochran | Madrid CPWG |
| Rob Schifter | |

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount
Mary Beth Washnock
Mary Jo Gustave
Gary Kramer
Leandra Meridith
Tiffany Bates
Virtual Attendance:
Gabrielle McVoy
Angela Bradley
Jill Nobles
Gina Watson
Tammy Neal

CALL TO ORDER / INVOCATION / PLEDGE – Chairperson Pamn Henderson

The meeting was called to order. The prayer was led, and the pledge of allegiance was recited.

APPROVAL OF AGENDA

Commissioner Dozier moved to approve the agenda. Commissioner Hamm seconded the motion, and it was unanimously approved.

PUBLIC FORUM: There were no speakers.

FDOT UPDATE:

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

Bryant Paulk informed the board of a hybrid public meeting concerning the resurfacing project on S.R.79 from the West Bay Bridge to south of Crews Lake Road in Bay and Washington counties on Tuesday, Nov. 14 from 5:30 to 6:30 p.m. Bryant

Paulk stated that those who are unable to participate virtually may attend the meeting in-person at the Ebro Dog Park Restaurant, 6558 Dog Track Road, Ebro. Pre-registration is required for the virtual format and encouraged for in-person attendees. The same materials will be presented for each format.

Chairperson Henderson asked for an update on the Dupont Bridge project. Bryant Paulk stated that the project is moving forward and that he could provide more details after the meeting. Chairperson Henderson also asked for an update on the flyover project in Panama City. Bryant Paulk responded that it is a part of the US 231 widening project that is fully funded for ROW acquisition in the current Five-Year Work Program. Bryant Paulk added that the construction is out in FDOT's second five years of the SIS plan.

Commissioner Griggs inquired about the signaling at the U.S. 231 at Star Avenue/Titus Road intersection that was scheduled to be completed in July and is still not done. Bryant Paulk reported that the project is running behind due to supply chain issues and FDOT being unable to obtain those infrastructure components related to signals.

Commissioner Griggs asked for an update on SR 22, the section from CR 30A to Star Avenue and Tyndall to Star Avenue. Commissioner Griggs stated that it is at the top of the priority list and asked where the funding was. Bryant Paulk stated that other projects along with that one, that are not on the SIS district wide, have languished as well. Bryant Paulk said that FDOT has not been able to produce a capacity project in many years due to increased costs across the board. Bryant Paulk said a letter could be written by the TPO requesting to break the project up even further to possibly get a smaller portion funded.

Mary Beth Washnock informed the board that the TCC made a recommendation to fund a bike pedestrian plan and stated that ECRC will have a bike/ped plan for Okaloosa Walton TPO and Bay TPO beginning in the next fiscal year starting in July of 2024. Mary Beth Washnock stated that the TCC asked if a plan could be done in this calendar year and that Bryant Paulk responded that it would be unlikely because the current work program is already in place.

PLANNING AND TRANSIT CONSENT AGENDA:

1. ALL COMMITTEES - Approval of August 2023 Meeting Minutes

Councilmember Coburn moved to approve the August 2023 Bay TPO meeting minutes. Commissioner Hamm seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. **ENCLOSURE A - ALL COMMITTEES - ROLL CALL VOTE - Consideration of Resolution BAY 23-33 Accepting the FDOT FY 2025-2029 Tentative Work Program – Mr. Bryant Paulk, AICP, FDOT**

Carla Hodges presented an overview of FDOT's Tentative Work Program for FY 2025-2029. This action reflects the coordination that has occurred between the TPO and FDOT in development of the Work Program and funding of the TPO FY 2025-2029 Project Priorities.

Commissioner Street moved to authorize the TPO chairman to sign Resolution Bay 23-26 adopting the FY 2025-2029 Project Priorities. The motion was seconded by Commissioner Hamm and was passed unanimously.

2. **ENCLOSURE B - ALL COMMITTEES - Consideration of Resolution BAY 23-34 Adopting Statewide "Vision Zero" Targets for Safety Performance Measures – Gary Kramer, ECRC Staff**

Gary Kramer presented the "Vision Zero" targets for Safety Performance Measures. Gary Kramer stated that this action complies with the February 27, 2024, deadline to remain in compliance with the Federal and State regulations for transportation planning.

Commissioner Street asked if there was data that shows the main problematic areas. Austin Mount stated that Bay County and ECRC both have Safe Streets For All planning grants. These plans will look at high crash zones and identify possible solutions. Austin Mount stated that the safe street program at the federal level has implementation funds that can be applied for in the subsequent years. Austin Mount stated that with these efforts, Bay County and ECRC will be able to provide that data to the TPO in great detail.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution Bay 23-26 adopting the FY 2025-2029 Project Priorities. The motion was seconded by Commissioner Carroll and was passed unanimously.

3. **ENCLOSURE C - ALL COMMITTEES - Consideration of Resolution BAY 23-35 Adopting the Rankings of SUN (Shared Use Non-Motorized) Trail Projects – Gary Kramer, ECRC Staff**

Gary Kramer presented the ranking of the SUN Trail (Shared Use Non-Motorized)

project. Gary Kramer stated that this action will allow FDOT to use the SUN Trail rankings as a guide for funding SUN Trail projects in the FDOT Work Program.

Austin Mount discussed the SUN Trail program and the priority lines that the Bay TPO added to the trail map over the last year. Austin Mount stated that those efforts helped the TPO gain eligibility for future trail funds. Austin Mount stated that the state legislature approved a one-time \$200 million dollar allocation to SUN Trail and doubled the total annual allocation to \$50 million. Austin Mount stated that FDOT asked the TPO to prioritize these projects, so moving forward there will be another page on the priority list specifically for these kinds of projects.

Commissioner Street asked if anyone can submit before the deadline, since there was not much participation. Commissioner Street said Panama City had two they could submit that they did not have time to before the deadline. Austin Mount stated that the cut off deadline would need to be November 30th to get those projects in. Austin Mount stated that projects can be added first come first serve or ECRC staff can evaluate them and then add them to the list.

After further discussion, the TPO agreed to approve the subsequent ranking of additional projects if submitted to the TPO staff and to include Tyndall AFB – SUN Trail Network (Crooked Sound Drive to Drone Recovery Road).

Commissioner Street moved to authorize the TPO chairman to sign Resolution BAY 23-35 to adopt the SUN Trail Project rankings using the ranking criteria and the subsequent ranking of additional projects if submitted to the TPO staff, adding Tyndall AFB – SUN Trail Network (Crooked Sound Drive to Drone Recovery Road). Commissioner Dozier seconded the motion, and it was unanimously approved.

4. **ENCLOSURE D - ALL COMMITTEES – Consideration of Resolution BAY 23-36 Adopting the Congestion Management Process Plan (CMPP) Minor Update – *Jill Nobles, ECRC Staff***

Jill Nobles presented the Congestion Management Process Plan (CMPP) minor update, stating that this action provides an interim update between major updates.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution Bay 23-36 adopting the Congestion Management Process Plan minor update. Commissioner Hamm seconded the motion, and it was unanimously approved.

5. **ENCLOSURE E – TPO ONLY – Appointment of Bay County TPO Board Member and Alternate to the MPOAC Governing Board for Calendar Year 2024 - *Mary Beth***

Washnock, ECRC Transportation Director

Mary Beth Washnock stated that the board needed to appoint one member and an alternate to the MPOAC Governing Board for 2024. Mary Beth Washnock stated that this action allows the TPO to participate with other MPOAC members to address transportation issues of common interest to all urbanized areas and MPOs in the state.

Commissioner Moore moved to appoint Commissioner William Dozier to the MPOAC Governing Board and Commissioner Josh Street as the alternate for the 2024 calendar year. Commissioner Carroll seconded the motion, and it was unanimously approved.

PLANNING PRESENTATIONS ITEMS:

1. ENCLOSURE F - ALL COMMITTEES - FDOT District Three Transportation Alternatives (TA) Application Process – *Jill Nobles, ECRC Staff*

Jill Nobles presented the FDOT District Three Transportation Alternatives (TA) application process, stating that projects located within Bay County Transportation Planning Organization area will need to be prioritized by the TPO. Applications are due in FDOT's GAP system by Friday, January 19, 2024.

2. ENCLOSURE G - ALL COMMITTEES – Review of FDOT District Three Transportation Regional Incentive Program (TRIP) Application Cycle– *Jill Nobles, ECRC Staff*

Jill Nobles presented the review of FDOT District Three Transportation Regional Incentive Program (TRIP) application cycle, stating that the Regional Transportation Planning Organization, ECRC, ranks and prioritizes all TRIP applications in the ECRC region. Applications are due in GAP by Friday, January 19, 2024, for ECRC prioritization.

3. ENCLOSURE H - ALL COMMITTEES - Draft Update to Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects– *Jill Nobles, ECRC Staff*

Jill Nobles presented the draft update to evaluation criteria for ECRC staff's ranking of Transportation Systems Management (TSM) Projects, informing the board as per the UPWP, ECRC staff are reevaluating the adopted evaluation criteria used to rank candidate projects. Comments will be collected through January 19, 2024.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC August 2023 Meeting Minutes

2. Bay TPO Actions Report – August 02, 2023, Regular Meeting
3. Bay TPO Actions Report – August 23, 2023, Special Meeting

LEGISLATIVE UPDATES - *Tiffany Bates, ECRC Community Liaison*

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE I – ALL COMMITTEES- Consideration of Resolution Bay 23-37 Authorizing Staff to Negotiate with the Lowest-Ranked Bidder to TPO-IFB #23-01 for a Building Contractor to Construct the Public Transportation System Bus Wash Facility - Lamar Hobbs, Bay County Transit**

Lamar Hobbs presented and stated that an Invitation for Bids (IFB TPO 23-01 – Bus Wash Facility Construction Project) was advertised on September 7th, 2023. Responses were received on October 13th, 2023. On October 24th, 2023, the TPO Transit Subcommittee reviewed the bids and recommended staff begin negotiations with the lowest priced responsive vendor, R. E. Crawford Construction LLC.

Commissioner Dozier moved to authorize staff to negotiate a contract for construction of a bus wash facility with the top ranked firm, R. E. Crawford Construction LLC. Commissioner Griggs seconded the motion, and it was unanimously approved.

TRANSIT UPDATE

Lamar Hobbs stated that the subcommittee was supposed to discuss PO-RFP #23-02 for the Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Public Transportation Services at their previous meeting. Lamar Hobbs explained that Chairperson Pamn Henderson, indicated that she was unable to download all the pages for each of the submittals using the solicitation software and as a result was not comfortable participating in a decision to recommend a proposal to the TPO Board. Lamar Hobbs stated he contacted Bay County's Chief Procurement Officer, Karen Grindle, for guidance on how to proceed. After discussing the situation with the Bay County Procurement Office, Lamar Hobbs stated that it was determined that the agenda item would be held for a date in the future to correct any issues with the solicitation software and ensure every member of the TPO Subcommittee had the opportunity to fully review each solicitation prior to making a recommendation to the TPO Board.

The TPO Subcommittee requested a special call meeting be scheduled for them to reconvene and consider the agenda items once everyone had the opportunity to properly review the proposals. Lamar Hobbs stated that a special call meeting of the TPO Subcommittee was

scheduled for November 15th, 2023, at 1:30 PM CST.

Lamar Hobbs explained that the operator contract expires December 31st and the TPO will not meet again before that. Lamar Hobbs asked the TPO to consider allowing Bay County's approval to move forward with the contract. The contract would then be available for the TPO to review at the next TPO meeting.

Commissioner Grainger moved to approve deferring the review and ranking of submissions from bidders in response to TPO-RFP #23-02 for the Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Public Transportation Services to a meeting on November 15th at 1:30 p.m. and subsequent approval by the Bay County Board of County Commissioners in November. Commissioner Street seconded the motion, and it was unanimously approved.

Lamar Hobbs stated that FSU's ridership is through the roof so they will need to go back and renegotiate some costs.

GOVERNANCE TRANSIT COMMITTEE UPDATE - *Chris Cochran, AICP, Madrid CPWG*

Lamar Hobbs stated that the draft bill for the GTC has been sent to draft services and everything is moving along.

Chris Cochran gave an update on the bill process and the local delegation's support for the draft local bill language. Chris Cochran stated that first and foremost, one of the items discussed was to define a name for the transit authority that needed to be included in the legislative language. The name that has been decided on is *Gulf Coast Transit Authority*, with the understanding that it would still be doing business as *BayWay*. Chris Cochran concluded by stating that the bill is still on schedule to be submitted in January.

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

OTHER BUSINESS – The 2024 Bay TPO Schedule is TBD. The next Bay TPO meeting is tentatively scheduled for Late January or early February 2024.

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](#)

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PLANNING ACTION ITEMS

ENCLOSURE A

ENCLOSURE A ALL COMMITTEES

SUBJECT: Consideration of Resolution BAY 24-01 Approving the Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects

ORIGIN OF SUBJECT: Unified Planning Work Program (UPWP) Task 3: Data Development and Management

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The purpose of TSM planning is to identify operational improvements to enhance the capacity of the existing system. Through better management and operation of existing transportation facilities, techniques are designed to improve traffic flow, air quality, and movement of people and goods, as well as enhance system accessibility and safety. Transportation systems management strategies are lower cost but effective in nature. Techniques include, but are not limited to, intersection and signal improvements, freeway bottleneck removal programs, data collection to monitor system performance, and special events management strategies.

As per the UPWP, ECRC staff is reevaluating the adopted evaluation criteria used to rank candidate projects. Comments will be collected through January 19, 2024.

Attached are the following:

- Resolution BAY 24-01
- Current Adopted Evaluation Criteria
- Draft Proposed Evaluation Criteria

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution BAY 24-01 approving the evaluation criteria for the ECRC staff ranking of TSM projects. This action is recommended to keep the TSM evaluation criteria current for the next priorities cycle. Please contact Ms. Jill Nobles, ECRC staff, if additional information is needed at jill.nobles@ecrc.org or (850) 332-7976, ext. 212.

RESOLUTION BAY 24-01

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE EVALUATION CRITERIA FOR EMERALD COAST REGIONAL COUNCIL STAFF RANKING OF TRANSPORTATION SYSTEM MANAGEMENT (TSM) PROJECTS

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 Transportation System Management (TSM) planning is outlined in the TPO's Unified Planning Work Program to identify operational improvements to enhance the capacity of the existing system; and

WHEREAS, Emerald Coast Regional Council staff ranks candidate TSM projects;

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

The evaluation criteria for Emerald Coast Regional Council staff ranking of Transportation System Management projects is hereby adopted.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 31st day of January 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

Current Criteria

Transportation Systems Management (TSM) Priority Selection Criteria

| Criteria | Score |
|---|----------|
| A. Level of Service (LOS) Issue Addressed | |
| Current Deficiency | 5 Points |
| Five Year Deficiency | 3 Points |
| Ten Year Deficiency | 1 Point |
| Not deficient | 0 Points |
| B. Regional Significant Roadway (defined as a roadway that is included in the model for the metropolitan area's transportation network) | |
| Yes | 2 Points |
| No | 1 Point |
| C. Crash Rate | |
| Safety Ratio Greater than 2.00 | 3 Points |
| Safety Ratio from 1.00 to 2.00 | 2 Points |
| Safety Ratio less than 1.00 | 1 Point |
| D. Has an existing TPO priority | |
| Yes | 2 Points |
| No | 1 Point |
| E. Significant Freight Corridor | |
| Designated NHS Intermodal Connector or Truck | |
| Traffic more than 10% Annual Average Daily Traffic (AADT) | 3 Points |
| Truck Traffic 8-10% AADT | 2 Points |
| Truck Traffic 5-7.99% AADT | 1 Point |
| F. Local Project Support | |
| Wide Support = Resolutions of support from 2 local governments + 2 letters of support from community organizations | 5 Points |
| Moderate Support = Resolutions of support from 2 local government <i>or</i> 1 local government resolution + 1 letter of support from community organization | 4 Points |
| No demonstrated support beyond 1 local government sponsor resolution | 3 Points |

Proposed Criteria

Transportation Systems Management (TSM) Priority Selection Criteria

| Criteria | Score |
|--|----------|
| A. Level of Service (LOS) Issue Addressed | |
| Current Deficiency | 5 Points |
| Five Year Deficiency | 3 Points |
| L RTP Year Deficiency | 1 Point |
| Not Deficient | 0 Points |
| B. Regional Significant Roadway (defined as a roadway that is included in the model for the metropolitan area's transportation network) | |
| Yes | 2 Points |
| No | 1 Point |
| C. Crash Rate | |
| Safety Ratio Greater than 2.00 | 3 Points |
| Safety Ratio from 1.00 to 2.00 | 2 Points |
| Safety Ratio less than 1.00 | 1 Point |
| D. Has an existing TPO priority | |
| Yes | 2 Points |
| No | 1 Point |
| E. Significant Freight Corridor | |
| Designated NHS Intermodal Connector or Annual Average Daily Traffic (AADT) Truck Traffic > 10% | 3 Points |
| AADT Truck Traffic 8-10% | 2 Points |
| AADT Truck Traffic 5-7.99% AADT | 1 Point |
| F. Local Project Support | |
| Wide Support = Resolutions of support from 2 local governments + 2 letters of support from community organizations | 5 Points |
| Moderate Support = Resolutions of support from 2 local government or 1 local government resolution + 1 letter of support from community organization | 4 Points |
| No demonstrated support beyond 1 local government sponsor resolution | 3 Points |

PLANNING PRESENTATION ITEMS

ENCLOSURE B

ENCLOSURE B

ALL COMMITTEES

SUBJECT: Schedule for Development of the Bay County TPO FY 2026-2030 Project Priorities

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 August 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 Indian 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 2026-2030 is listed below:

- March 20, 2024 - TPO/TCC/CAC Workshop 11:00 a.m. Bay County Transit Office
- April 24, 2024 - TPO/TCC/CAC meetings to present draft FY 2026-2030 Project Priorities
- Public Outreach
- May 1, 2024 - Public Workshop 11:00 a.m. Bay County Transit Office
- May 1, 2024 - TPO/TCC/CAC Workshop 2:30 p.m. Bay County Transit Office
- June 26, 2024 - TPO/TCC/CAC meetings for approval of FY 2026-2030 Project Priorities

RECOMMENDED ACTION: This item is for review this month and April and for adoption in June. Please contact Mr. Gary Kramer, ECRC staff, if additional information is needed at gary.kramer@ecrc.org or (850) 332-7976 Ext. 219.

PLANNING INFORMATON PACKAGE

BAY COUNTY TECHNICAL COORDINATING COMMITTEE MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
November 01, 2023

MEMBERS IN ATTENDANCE:

| | |
|--------------------------|-------------------------------|
| Eddie Cook, CHAIR | City of Callaway |
| Keith Bryant, VICE-CHAIR | Bay County |
| Cliff Johnson | Bay County |
| Trey Kolmetz | Bay Way |
| Johathan Hayes | City of Panama City |
| John Skaggs | Naval Coastal Systems Station |
| Taylor Jeffreys | City of Parker |
| Susan Goebel-Canning | 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 |
| 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 |
| Jonathan McFarlane-Weinstein | Tyndall Air Force Base |

OTHERS IN ATTENDANCE:

| | |
|-----------------------------------|----------------------|
| Bryant Paulk | FDOT |
| Donna Green | FDOT |
| Lamar Hobbs | BayWay |
| Chris Sponseller | Bay County Traffic |
| Harrison Neilly | Transdev |
| <u>Virtual Attendance:</u> | |
| Cory Wilkinson | HDR |
| Chris Cochran | Madrid CPWG |
| Rob Schifter | FuturPlan Consulting |

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount
Mary Beth Washnock
Mary Jo Gustave
Gary Kramer

Leandra Meridith

Tiffany Bates

Virtual Attendance:

Gabrielle McVoy

Angela Bradley

Jill Nobles

Gina Watson

Tammy Neal

CALL TO ORDER / INVOCATION / PLEDGE – Chairperson Pamn Henderson

The meeting was called to order.

APPROVAL OF AGENDA

PUBLIC FORUM: There were no speakers.

FDOT UPDATE:

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

Bryant Paulk informed the committee of a hybrid public meeting concerning the resurfacing project on S.R.79 from the West Bay Bridge to south of Crews Lake Road in Bay and Washington counties on Tuesday, Nov. 14 from 5:30 to 6:30 p.m. Bryant Paulk stated that those who are unable to participate virtually may attend the meeting in-person at the Ebro Dog Park Restaurant, 6558 Dog Track Road, Ebro. Pre-registration is required for the virtual format and encouraged for in-person attendees. The same materials will be presented for each format.

Keith Bryant requested that FDOT expedite the pedestrian bicycle plan for Bay County. Mary Beth Washnock stated that currently, ECRC will have the funding to do a Bicycle Pedestrian Plan for Okaloosa-Walton and Bay County TPOs in FY 2025. Keith Bryant requested that Bay County's plan be done in 2024. Mary Beth Washnock stated that it would be easier on staff to stagger the plans and start on the Bay County plan first. Bryant Paulk stated that he would bring the request back to FDOT, but the answer will most likely be no because there are no funds.

PLANNING AND TRANSIT CONSENT AGENDA:

1. **ALL COMMITTEES - Approval of August 2023 Meeting Minutes**

Keith Bryant moved to approve the August 2023 TCC meeting minutes.

Johnathan Hayes seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. **ENCLOSURE A - ALL COMMITTEES - ROLL CALL VOTE - Consideration of Resolution BAY 23-33 Accepting the FDOT FY 2025-2029 Tentative Work Program – Mr. Bryant Paulk, AICP, FDOT**

Bryant Paulk presented an overview of FDOT's Tentative Work Program for FY 2025-2029. This action reflects the coordination that has occurred between the TPO and FDOT in development of the Work Program and funding of the TPO FY 2025-2029 Project Priorities.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 23-26 adopting the FY 2025-2029 Project Priorities. The motion was seconded by Johnathan Hayes and was passed unanimously.

2. **ENCLOSURE B - ALL COMMITTEES - Consideration of Resolution BAY 23-34 Adopting Statewide "Vision Zero" Targets for Safety Performance Measures – Gary Kramer, ECRC Staff**

Gary Kramer presented the "Vision Zero" targets for Safety Performance Measures, stating that this action complies with the February 27, 2024, deadline to remain in compliance with the Federal and State regulations for transportation planning.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 23-26 adopting the FY 2025-2029 Project Priorities. The motion was seconded by Johnathan Hayes and was passed unanimously.

3. **ENCLOSURE C - ALL COMMITTEES - Consideration of Resolution BAY 23-35 Adopting the Rankings of SUN (Shared Use Non-Motorized) Trail Projects – Gary Kramer, ECRC Staff**

Gary Kramer presented the ranking of the SUN Trail (Shared Use Non-Motorized) projects. Gary Kramer stated that this action will allow FDOT to use the SUN Trail rankings as a guide for funding SUN Trail projects in the FDOT Work Program.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 23-35 to adopt the SUN Trail Project rankings using the ranking criteria and the subsequent ranking of additional projects if submitted to the TPO staff, adding Tyndall AFB – SUN Trail Network (Crooked Sound Drive to Drone Recovery Road). Johnathan Hayes seconded the motion, and it was

unanimously approved.

4. **ENCLOSURE D - ALL COMMITTEES – Consideration of Resolution BAY 23-36 Adopting the Congestion Management Process Plan (CMPP) Minor Update – *Jill Nobles, ECRC Staff***

Jill Nobles presented the Congestion Management Process Plan (CMPP) minor update, stating that this action provides an interim update between major updates.

Keith Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 23-36 adopting the Congestion Management Process Plan minor update. Johnathan Hayes seconded the motion, and it was unanimously approved.

5. **ENCLOSURE E – TPO ONLY – Appointment of Bay County TPO Board Member and Alternate to the MPOAC Governing Board for Calendar Year 2024 - *Mary Beth Washnock, ECRC Transportation Director***

PLANNING PRESENTATIONS ITEMS:

1. **ENCLOSURE F - ALL COMMITTEES - FDOT District Three Transportation Alternatives (TA) Application Process – *Jill Nobles, ECRC Staff***

Jill Nobles presented the FDOT District Three Transportation Alternatives (TA) application process, stating that projects located within Bay County Transportation Planning Organization area will need to be prioritized by the TPO. Applications are due in FDOT's GAP system by Friday, January 19, 2024.

2. **ENCLOSURE G - ALL COMMITTEES – Review of FDOT District Three Transportation Regional Incentive Program (TRIP) Application Cycle– *Jill Nobles, ECRC Staff***

Jill Nobles presented the review of FDOT District Three Transportation Regional Incentive Program (TRIP) application cycle, stating that the Regional Transportation Planning Organization, ECRC, ranks and prioritizes all TRIP applications in the ECRC region. Applications are due in GAP by Friday, January 19, 2024, for ECRC prioritization.

3. **ENCLOSURE H - ALL COMMITTEES - Draft Update to Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects– *Jill Nobles, ECRC Staff***

Jill Nobles presented the draft update to evaluation criteria for ECRC staff's ranking of Transportation Systems Management (TSM) Projects, informing the board as per the

UPWP, ECRC staff are reevaluating the adopted evaluation criteria used to rank candidate projects. Comments will be collected through January 19, 2024.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC August 2023 Meeting Minutes
2. Bay TPO Actions Report – August 02, 2023, Regular Meeting
3. Bay TPO Actions Report – August 23, 2023, Special Meeting

LEGISLATIVE UPDATES - *Tiffany Bates, ECRC Community Liaison*

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE I – ALL COMMITTEES- Consideration of Resolution Bay 23-37 Authorizing Staff to Negotiate with the Lowest-Ranked Bidder to TPO-IFB #23-01 for a Building Contractor to Construct the Public Transportation System Bus Wash Facility - Lamar Hobbs, Bay County Transit**

Lamar Hobbs presented and stated that an Invitation for Bids (IFB TPO 23-01 – Bus Wash Facility Construction Project) was advertised on September 7th, 2023. Responses were received on October 13th, 2023. On October 24th, 2023, the TPO Transit Subcommittee reviewed the bids and recommended staff begin negotiations with the lowest priced responsive vendor, R. E. Crawford Construction LLC.

Keith Bryant moved to recommend the TPO authorize staff to negotiate a contract for construction of a bus wash facility with the top ranked firm, R. E. Crawford Construction LLC. Johnathan Hayes seconded the motion, and it was unanimously approved.

TRANSIT UPDATE

Lamar Hobbs stated that the subcommittee was supposed to discuss PO-RFP #23-02 for the Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Public Transportation Services at their previous meeting. Lamar Hobbs explained that Chairperson Pam Henderson, indicated that she was unable to download all the pages for each of the submittals using the solicitation software and as a result was not comfortable participating in a decision to recommend a proposal to the TPO Board. Lamar Hobbs stated he contacted Bay County's Chief Procurement Officer, Karen Grindle, for guidance on how to proceed. After discussing the situation with the Bay County Procurement Office, Lamar Hobbs stated that it was determined that the agenda item would be held for a date in the future to correct any issues with the solicitation software and ensure every member of the TPO Subcommittee

had the opportunity to fully review each solicitation prior to making a recommendation to the TPO Board.

The TPO Subcommittee requested a special call meeting be scheduled for them to reconvene and consider the agenda items once everyone had the opportunity to properly review the proposals. Lamar Hobbs stated that a special call meeting of the TPO Subcommittee was scheduled for November 15th, 2023, at 1:30 PM CST.

Lamar Hobbs explained that the operator contract expires December 31st and the TPO will not meet again before that and will be asking the TPO to consider allowing Bay County's approval to move forward with the contract. The contract would then be available for the TPO to review at the next TPO meeting.

Lamar Hobbs informed the committee that FSU's ridership is through the roof so they will need to go back and renegotiate some costs.

GOVERNANCE TRANSIT COMMITTEE UPDATE - Chris Cochran, AICP, Madrid CPWG

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

OTHER BUSINESS – The 2024 Bay TPO Schedule is TBD. The next Bay TPO meeting is tentatively scheduled for Late January or early February 2024.

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.

BAY COUNTY CITIZENS' ADVISORY COMMITTEE MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
November 01, 2023

MEMBERS IN ATTENDANCE:

Ali C. Frohlic, CHAIR
James Pretlow, VICE-CHAIR
Walter R. Akins
Larry Messinger
Jo Ann M. Stone
Robert Waddell
Robert Wood

MEMBERS NOT IN ATTENDANCE:

Paul Bohac
Wilda Hodge
Marty Kirkland
Stanley Parron
Thomas Robinson, MD
Patty J. Strohmenger
Guy York
Brandy Mankin

OTHERS IN ATTENDANCE:

| | |
|------------------|--------------------|
| Bryant Paulk | FDOT |
| Donna Green | FDOT |
| Lamar Hobbs | BayWay |
| Chris Sponseller | Bay County Traffic |
| Harrison Neilly | Transdev |
| Serra Frolich | Citizen |

Virtual Attendance:

| | |
|----------------|-------------|
| Cory Wilkinson | HDR |
| Chris Cochran | Madrid CPWG |
| Rob Schifter | |

EMERALD COAST REGIONAL COUNCIL STAFF:

Austin Mount
Mary Beth Washnock
Mary Jo Gustave
Gary Kramer
Leandra Meridith

Tiffany Bates

Virtual Attendance:

Gabrielle McVoy

Angela Bradley

Jill Nobles

Gina Watson

Tammy Neal

CALL TO ORDER / INVOCATION / PLEDGE – Chairperson Pamn Henderson

The meeting was called to order.

APPROVAL OF AGENDA

PUBLIC FORUM: There were no speakers.

FDOT UPDATE:

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

Bryant Paulk informed the committee of a hybrid public meeting concerning the resurfacing project on S.R.79 from the West Bay Bridge to south of Crews Lake Road in Bay and Washington counties on Tuesday, Nov. 14 from 5:30 to 6:30 p.m. Bryant Paulk stated that those who are unable to participate virtually may attend the meeting in-person at the Ebro Dog Park Restaurant, 6558 Dog Track Road, Ebro. Pre-registration is required for the virtual format and encouraged for in-person attendees. The same materials will be presented for each format.

Bryant Paulk gave an update on SR 390 from Jenks Avenue to SR 77 construction project. Bryant Paulk stated that the project is ahead of schedule and should be completed in December of this year.

Bryant Paulk reported that the Highway 98 elevated roadway to Tyndall Air Force Base has been delayed for several months due to workforce and material delay issues. Bryant Paulk stated that the project should be completed in the first quarter of 2024.

Bryant Paulk stated that the remaining segment of SR 390 from 23rd Street to east of Baldwin Road is moving along and scheduled for completion in the first quarter of 2026.

Bryant Paulk gave a final update on the resurfacing project on Panama City Beach Parkway from the Walton County line to Heather Drive stating that this project is also suffering delays due to workforce issues. The current completion date for this segment is late summer of 2024.

Mary Beth Washnock stated that the TCC recommended that FDOT investigate possible funding for ECRC to complete the Bay TPO Bike Plan update in 2024 rather than FY 2025.

PLANNING AND TRANSIT CONSENT AGENDA:

1. ALL COMMITTEES - Approval of August 2023 Meeting Minutes

Walter Atkins moved to approve the August 2023 TCC meeting minutes. Robert Wood seconded the motion, and it was unanimously approved.

PLANNING ACTION ITEMS:

1. ENCLOSURE A - ALL COMMITTEES – ROLL CALL VOTE - Consideration of Resolution BAY 23-33 Accepting the FDOT FY 2025-2029 Tentative Work Program – *Mr. Bryant Paulk, AICP, FDOT*

Bryant Paulk presented an overview of FDOT's Tentative Work Program for FY 2025-2029. This action reflects the coordination that has occurred between the TPO and FDOT in development of the Work Program and funding of the TPO FY 2025-2029 Project Priorities.

James Pretlow moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 23-26 adopting the FY 2025-2029 Project Priorities. The motion was seconded by Walter Atkins and was passed unanimously.

2. ENCLOSURE B - ALL COMMITTEES – Consideration of Resolution BAY 23-34 Adopting Statewide “Vision Zero” Targets for Safety Performance Measures – *Gary Kramer, ECRC Staff*

Gary Kramer presented the “Vision Zero” targets for Safety Performance Measures, stating that this action complies with the February 27, 2024, deadline to remain in compliance with the Federal and State regulations for transportation planning.

Walter Atkins moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 23-26 adopting the FY 2025-2029 Project Priorities. The motion was seconded by Robert Wood and was passed unanimously.

3. **ENCLOSURE C - ALL COMMITTEES - Consideration of Resolution BAY 23-35 Adopting the Rankings of SUN (Shared Use Non-Motorized) Trail Projects - Gary Kramer, ECRC Staff**

Gary Kramer presented the ranking of the SUN Trail (Shared Use Non-Motorized) projects. Gary Kramer stated that this action will allow FDOT to use the SUN Trail rankings as a guide for funding SUN Trail projects in the FDOT Work Program.

James Pretlow moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 23-35 to adopt the SUN Trail Project rankings using the ranking criteria and the subsequent ranking of additional projects if submitted to the TPO staff, adding Tyndall AFB - SUN Trail Network (Crooked Sound Drive to Drone Recovery Road). Walter Atkins seconded the motion, and it was unanimously approved.

4. **ENCLOSURE D - ALL COMMITTEES - Consideration of Resolution BAY 23-36 Adopting the Congestion Management Process Plan (CMPP) Minor Update - Jill Nobles, ECRC Staff**

Jill Nobles presented the Congestion Management Process Plan (CMPP) minor update, stating that this action provides an interim update between major updates.

James Pretlow moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 23-36 adopting the Congestion Management Process Plan minor update. Robert Wood seconded the motion, and it was unanimously approved.

5. **ENCLOSURE E - TPO ONLY - Appointment of Bay County TPO Board Member and Alternate to the MPOAC Governing Board for Calendar Year 2024 - Mary Beth Washnock, ECRC Transportation Director**

PLANNING PRESENTATIONS ITEMS:

1. **ENCLOSURE F - ALL COMMITTEES - FDOT District Three Transportation Alternatives (TA) Application Process - Jill Nobles, ECRC Staff**

Jill Nobles presented the FDOT District Three Transportation Alternatives (TA) application process, stating that projects located within Bay County Transportation Planning Organization area will need to be prioritized by the TPO. Applications are due in FDOT's GAP system by Friday, January 19, 2024.

2. ENCLOSURE G - ALL COMMITTEES – Review of FDOT District Three Transportation Regional Incentive Program (TRIP) Application Cycle– *Jill Nobles, ECRC Staff*

Jill Nobles presented the review of FDOT District Three Transportation Regional Incentive Program (TRIP) application cycle, stating that the Regional Transportation Planning Organization, ECRC, ranks and prioritizes all TRIP applications in the ECRC region. Applications are due in GAP by Friday, January 19, 2024, for ECRC prioritization.

3. ENCLOSURE H - ALL COMMITTEES - Draft Update to Evaluation Criteria for Emerald Coast Regional Council (ECRC) Staff Ranking of Transportation Systems Management (TSM) Projects– *Jill Nobles, ECRC Staff*

Jill Nobles presented the draft update to evaluation criteria for ECRC staff's ranking of Transportation Systems Management (TSM) Projects, informing the board as per the UPWP, ECRC staff are reevaluating the adopted evaluation criteria used to rank candidate projects. Comments will be collected through January 19, 2024.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC August 2023 Meeting Minutes
2. Bay TPO Actions Report – August 02, 2023, Regular Meeting
3. Bay TPO Actions Report – August 23, 2023, Special Meeting

LEGISLATIVE UPDATES - *Tiffany Bates, ECRC Community Liaison*

TRANSIT AGENDA

TRANSIT ACTION ITEMS:

1. **ENCLOSURE I – ALL COMMITTEES- Consideration of Resolution Bay 23-37 Authorizing Staff to Negotiate with the Lowest-Ranked Bidder to TPO-IFB #23-01 for a Building Contractor to Construct the Public Transportation System Bus Wash Facility - *Lamar Hobbs, Bay County Transit***

Lamar Hobbs presented and stated that an Invitation for Bids (IFB TPO 23-01 – Bus Wash Facility Construction Project) was advertised on September 7th, 2023. Responses were received on October 13th, 2023. On October 24th, 2023, the TPO Transit Subcommittee reviewed the bids and recommended staff begin negotiations with the lowest priced responsive vendor, R. E. Crawford Construction LLC.

Robert Waddell moved to recommend the TPO authorize staff to negotiate a contract for construction of a bus wash facility with the top ranked firm, R. E.

Crawford Construction LLC. Robert Woods seconded the motion, and it was unanimously approved.

TRANSIT UPDATE

Lamar Hobbs stated that the subcommittee was supposed to discuss PO-RFP #23-02 for the Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Public Transportation Services at their previous meeting. Lamar Hobbs explained that Chairperson Pamn Henderson, indicated that she was unable to download all the pages for each of the submittals using the solicitation software and as a result was not comfortable participating in a decision to recommend a proposal to the TPO Board. Lamar Hobbs stated he contacted Bay County's Chief Procurement Officer, Karen Grindle, for guidance on how to proceed. After discussing the situation with the Bay County Procurement Office, Lamar Hobbs stated that it was determined that the agenda item would be held for a date in the future to correct any issues with the solicitation software and ensure every member of the TPO Subcommittee had the opportunity to fully review each solicitation prior to making a recommendation to the TPO Board.

The TPO Subcommittee requested a special call meeting be scheduled for them to reconvene and consider the agenda items once everyone had the opportunity to properly review the proposals. Lamar Hobbs stated that a special call meeting of the TPO Subcommittee was scheduled for November 15th, 2023, at 1:30 PM CST.

Lamar Hobbs explained that the operator contract expires December 31st and the TPO will not meet again before that and will be asking the TPO to consider allowing Bay County's approval to move forward with the contract. The contract would then be available for the TPO to review at the next TPO meeting.

Lamar Hobbs informed the committee that FSU's ridership is through the roof so they will need to go back and renegotiate some costs.

GOVERNANCE TRANSIT COMMITTEE UPDATE - *Chris Cochran, AICP, Madrid CPWG*

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

OTHER BUSINESS – The 2024 Bay TPO Schedule is TBD. The next Bay TPO meeting is tentatively scheduled for Late January or early February 2024.

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](#)

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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.

MEMORANDUM

Pamn Henderson | Chairperson

Robert Carroll | Vice Chairman



DATE: November 2, 2023
TO: Mr. Bryant Paulk, AICP, FDOT Urban Liaison
CC: TPO, TCC, and CAC Members
FROM: Jill Nobles, Transportation Planner
RE: TPO Actions Report – November 1, 2023

The following items were discussed and acted upon by the Bay County Transportation Planning Organization (TPO) at the November 1, 2023, meeting. The Florida Department of Transportation (FDOT) has requested a copy of this report so the appropriate FDOT department directors can take appropriate action as requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

PLANNING ACTION ITEMS:

FDOT Tentative Work Program

The TPO approved Resolution BAY 23-33 accepting the FDOT FY 2025-2029 Tentative Work Program. This action reflects the coordination that has occurred between the TPO and FDOT in the development of the Work Program and funding of the TPO FY 2025-2029 Project Priorities.

Safety Performance Measures

The TPO approved Resolution BAY 23-34 adopting statewide “Vision Zero” targets for safety performance measures. This action complies with the February 27, 2024, deadline to remain in compliance with the Federal and State regulations for transportation planning.

SUN Trail

The TPO approved Resolution BAY 23-35 adopting the ranking of the following SUN Trail (Shared Use Non-Motorized) project. This action will allow FDOT to use the SUN Trail rankings as a guide for funding SUN Trail projects in the FDOT Work Program. The TPO also approved the subsequent ranking of additional projects if submitted to the TPO.

- Tyndall AFB – SUN Trail Network (Crooked Sound Drive to Drone Recovery Road)

Congestion Management Process Plan (CMPP) Minor Update

The TPO approved Resolution BAY 23-36 adopting the CMPP Minor Update. This action provides an interim update between major updates.

Metropolitan Planning Organization Advisory Council (MPOAC)

The TPO approved the appointment of Commissioner William Dozier to the MPOAC Governing

Board and Commissioner Josh Street as the alternate for the calendar year 2024. This action allows the TPO to participate with other MPOAC members to address transportation issues of common interest to all urbanized areas and MPOs in the state.

TRANSIT ACTION ITEMS:

The TPO approved Resolution BAY 23-37 authorizing staff to negotiate with the lowest-ranked bidder to TPO-IFB #23-01 for a building contractor to construct the public transportation system bush wash facility and to begin negotiations with the next ranked firm in the event that an agreement cannot be made.

The TPO approved having the review and rank of submissions from Bidders in Response to TPO-RFP #23-02 for the Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Public Transportation Services at a meeting on November 15th at 1:30 p.m. and subsequently approved by the Bay County Board of County Commissioners in November. This RFP was pulled from the October 24th sub-committee meeting on the advisement of the county purchasing office.

This item will be brought back to the TPO for ratification at the next TPO meeting.

The next regular Bay County TPO meeting will be either at the end of January or the beginning of February 2024. The TCC will meet at 11:00 a.m., the CAC at 1:30 p.m., and the TPO at 3:30 p.m. All meetings will be held at the Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.

December 22, 2023

The Honorable Pamn Henderson, Chairwoman
Bay County Transportation Planning Organization
Emerald Coast Regional Council
Post Office Box 11399
Pensacola, Florida 32524

Dear Chairwoman Henderson:

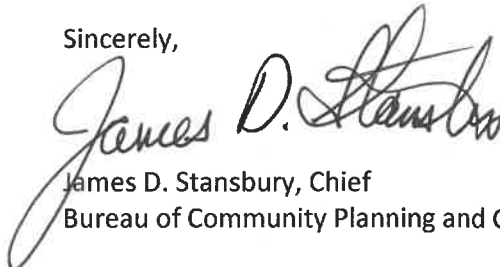
Thank you for submitting the Bay County Transportation Planning Organization (TPO) Transportation Improvement Program (TIP) for fiscal years 2023/2024 through 2027/2028. In accordance with Section 339.175(8)(g), Florida Statutes, the Florida Department of Commerce (FloridaCommerce) reviews each TPO's annual TIP for consistency with the comprehensive plans of affected local governments for the purpose of identifying projects that are inconsistent with those plans.

Consistency of the TIP with local government comprehensive plans is important: transportation projects developed with federal aid require consistency with local plans to the extent feasible; and inclusion of TIP projects in local government comprehensive plans serves as an acknowledgement of those local governments' support for the projects.

Our review of the Bay County TPO TIP indicates that it is consistent with the comprehensive plans for each of the TPO's member local governments.

We appreciate your ongoing efforts to coordinate with your member local governments to ensure that the transportation projects in your TIP are consistent with local government comprehensive plans. Should you have any questions concerning this determination or the review process, please contact Matt Preston, Planning Analyst, by telephone at (850) 717-8490, or by email at matt.preston@commerce.fl.gov.

Sincerely,



James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS/mp

cc: Austin Mount, Chief Executive Officer, Bay County Transportation Planning Organization



Pamn Henderson
Chair

Robert Carroll
Vice Chair

P.O. Box 11399 • 32524-1399 Pensacola, FL
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 • www.ecrc.org

MEETING NOTICE

MEETING DATE: Wednesday, February 21, 2024
FROM: Jill Nobles, TPO Staff
RE: **Transportation Alternatives (TA) Set-Aside Application Review Workshop**

The Bay County Transportation Planning Organizations has scheduled a meeting for the TA Set-Aside Application Review Workshop for **Wednesday, February 21, 2024, at 11:00 a.m. via GoToMeeting.**

Agenda

- A. **Introductions and Welcome** – Angela Bradley, TPO Staff
- B. **Overview of TA Program** – Angela Bradley, TPO Staff
- C. **Review of Submitted TA Applications** – Angela Bradley, TPO Staff
- D. **Discussion**– All
- E. **Adjourn**

Meeting access via computer, table, or smartphone:
<https://meet.goto.com/ECRC-PensacolaConference>

Meeting access via phone:
1 (646) 749-3122
Access Code: 860-454-141



The Bay County TPO is staffed by the Emerald Coast Regional Council (ECRC), a regional entity providing professional planning, coordinating, and advisory services to local governments, state and federal agencies, and the public to preserve and enhance quality of life in northwest Florida.

ECRC is working to ensure transportation planning is successfully advanced through an open, transparent process that offers in-person, and virtual attendee meetings that encourages productive discussion among board members, committee members and the public.

Meeting details are emailed out to board and committee members prior to meeting dates, and are subject to change. For updates and agendas, please visit ecrc.org/BAYTPO

If you are in need of special accommodations for meeting access in accordance with the Americans with Disabilities Act*, please contact Leandra Meredith at Leandra.Meredith@ecrc.org

For more information please contact PublicInvolvement@ecrc.org.

2024

TRANSPORTATION PLANNING ORGANIZATION MEETING SCHEDULE

MEETING DATES

WEDNESDAYS

JANUARY 31ST

APRIL 24TH

JUNE 26TH

AUGUST 7TH (*TENTATIVE*)

NOVEMBER 6TH

MEETING TIMES

CITIZENS ADVISORY COMMITTEE

TCC 11:00 A.M.

TECHNICAL COORDINATING COMMITTEE

CAC 1:30 P.M.

TRANSPORTATION PLANNING BOARD

TPO 3:30 P.M.

MEETING LOCATION

BAYWAY PUBLIC TRANSIT SYSTEM

ADMINISTRATION AND MEETING FACILITY

1010 CONE AVE, PANAMA CITY, FLORIDA 32401



**SCAN QR CODE
FOR AGENDAS**



*Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability, or family status. Reasonable accommodation will be made for access in accordance with the Americans with Disabilities Act. Contact Leandra Meredith at Leandra.Meredith@ecrc.org or call 850-332-7976 or TTY 711, at least 48 hours in advance. Para informacion en espanol, puede llamar a Ada Clark at 850-332-7976, ext. 278 o TTY 711. Si necesita acomodaciones especiales, por favor llame 48 horas de antemano.

LEGISLATIVE UPDATES

TRANSIT ACTION ITEMS

ENCLOSURE C

ENCLOSURE C

ALL COMMITTEES

SUBJECT: 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

ORIGIN OF SUBJECT: Bay County Board of County Commissioners' Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On March 14, 2023, Panama City Beach Convention and Visitors' Bureau CEO Dan Rowe, requested consideration to implement a Sunday service on the fixed route system for the purpose of providing tourists and workers with transportation to and from Panama City Beach during FY2023 and FY2024.

On December 12, 2023, Mr. Rowe advised that the Tourist Development Council (TDC) authorized funding the Sunday service in 2024, after reviewing results of the first-year's ridership data. During FY2023, 10,598 trips were taken on Sundays from May until November 2023, thus justifying the continued need for public transportation services on Sundays during FY2024.

Attached are the following:

- Resolution Bay 24-02
- Memorandum of Understanding

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay 24-02 and the Memorandum of Understanding with the Panama City Beach Convention and Visitors' Bureau for the provision of funding to implement fixed route transit service on Sunday during FY2024. Please contact Lamar Hobbs, Bay County Board of County Commissioners, at 850-248-8161 or lhobbs@baycountyfl.gov, if additional information is needed.

RESOLUTION BAY 24-02

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE CHAIR TO ENTER AND SIGN A MEMORANDUM OF AGREEMENT WITH THE PANAMA CITY BEACH CONVENTION AND VISITORS' BUREAU FOR THE PROVISION OF FUNDING TO IMPLEMENT FIXED ROUTE SERVICE ON SUNDAY IN FY2024

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 Panama City Beach Convention and Visitors' Bureau has requested the addition of a Sunday service to the fixed route system for the purposes of providing tourists and workers with transportation to and from Panama City Beach; and

WHEREAS, the Bay County Tourist Development Council has agreed to provide the necessary funding for the addition of a Sunday service during 2024; and

WHEREAS, the requested Sunday service would begin operation in March and continue until the last Sunday in November, 2024;

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

the TPO authorizes the chair, or vice-chair, in the inability of the chair, to enter and sign a Memorandum of Agreement and any related documents with the Panama City Beach Convention and Visitors' Bureau for the provision of funding to implement fixed route service on Sunday.

Passed and duly adopted by the Bay County Transportation Planning Organization this 31st day of January 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

Bay County Transportation Planning Organization
And
Panama City Beach Convention and Visitors Bureau
Additional Fixed Route Service Proposal

1. Service

- A. The Bay County Public Transit System shall provide fixed route public transportation service operating under the name Bayway, each Sunday of the week for the applicable program period, as described below.
- B. The Bay County Public Transit System shall operate the service on a modified schedule to mirror the existing Saturday schedule. The hours of operation for the Sunday service will begin at 6:00am and end at 8:00pm.
- C. Panama City Beach Convention and Visitors Bureau (CVB) will promote and market the program to encourage tourist and residents of Panama City Beach to utilize public transportation. The Bay County Public Transit System will provide marketing materials (i.e. banners, posters, and brochures) regarding the Program for the CVB to use. The CVB will provide an acceptable physical location to display the program marketing materials. The Bay County Public Transit System marketing materials may also be digital communications which the CVB shall distribute to residents and tourist through emails, social media and on the CVB's website. Both the Bay County Public Transit System and CVB shall obtain each other's consent and approval for any marketing materials developed prior to distribution of such materials.

2. Term

- A. For Year Two:
The additional Sunday service shall commence on **March 3, 2024** and terminate on **November 24, 2024**.
- B. If the additional Sunday service is terminated, both the Bay County Public Transit System and the CVB shall be responsible for posting notices notifying the riders of the service termination at least 30 days prior to the termination date.

3. Eligible Participants

- A. An "Eligible Participant" is defined as a resident or visitor residing within or visiting Bay County, Florida who wishes to utilize public transportation to get to and from Panama City Beach, Florida.

4. Pricing

- A. The valid dates and maximum price the Bay County Public Transit System can charge the CVB for each year are as follows:

1. Year Two:

| | |
|---|-------------------------------|
| Dates | March 2024 thru November 2024 |
| Number of vehicles per day | 4 |
| Number of hours per day (14 hours x 4 buses) | 56 |
| Operator rate per hour* | \$63.94 |
| Operator rate per day (\$63.94 per hour x 56 hours) | \$3,580.64 |
| Number of Sundays | 39 |
| Cost | \$139,644.96 |
| Total Cost Year 2 | \$139,644.96 |

B. For each **Program Period**, the following invoice amount and reconciliation procedure shall apply:

1. The invoice amount will be established as follows: The total monthly invoice amount will be calculated by multiplying the Operator's rate per day by the total number of Sundays worked during the month. (Example: 4 Sundays x \$3,580.64 = \$14,322.56)
2. The Bay County Public Transit System shall submit to the CVB a monthly invoice approximately 15 days after the end of the month.

6. **Payment**

- A. The CVB shall pay the Bay County TPO the full amount invoiced within 30 days of receipt of invoice for the services rendered. Please remit all payments to:

Bay County TPO
1010 Cone Avenue
Panama City, Florida 32401

7. **Compliance with Applicable Law**

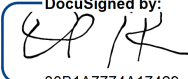
- A. Bay County Public Transit System agrees to comply with all applicable provisions of all federal, state and local laws and regulations.

8. **Public Records**

- A. **IF THE PANAMA CITY BEACH CONVENTION AND VISITORS BUREAU HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PANAMA CITY BEACH CONVENTION AND VISITORS BUREAU'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (850) 248-8161, Sandra Culbreth, Operations Coordinator, Bay County TPO, 1010 Cone Avenue, Panama City, FL 32401.**

The Parties acknowledge that the Bay County Transportation Planning Organization is subject to Florida's Public Records law, Chapter 119, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Panama City Beach Convention and Visitors Bureau agrees to allow public access to all records, documents, papers, letters or other material subject to the provision of the Florida Public Records law and made or received in conjunction with this Agreement. Refusal by Panama City Beach Convention and Visitors Bureau would be grounds for immediate cancellation of this Agreement by the Bay County Transportation Planning Organization.

**Panama City Beach Convention and
Visitors Bureau**

DocuSigned by:

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Signature: _____

Name: Dan Rowe

Title: President & CEO

Date: 12/18/2023 | 9:23 AM PST

Bay County Transportation Planning Organization

Signature _____

Name: Pamn Henderson

Title: TPO Chair

Date: _____

ENCLOSURE D

ENCLOSURE D

ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 24-03 Amending the Agreement for Management and Operations Services of the Fixed Route System

ORIGIN OF SUBJECT: Bay County Board of County Commissioners' Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On December 23, 2023, the six-month extension to the agreement for management and operations services for the fixed route system expired. An RFP was issued on September 1, 2023 for a new agreement for management and operations services. A total of four proposals were received. A review of the proposals indicated that only one of the bidders possessed the required Med-Waiver as outlined in the RFP. It was further determined that two of the proposers did not use the estimated number of services hours articulated in the RFP to calculate their annual cost.

On November 16, 2023, Bay County Administration notified its staff that two members of the TPO Subcommittee had contacted them concerned about the discrepancies mentioned above. After further review by County Purchasing, Legal, and Administration, it was recommended that all the proposals received in response to the RFP be rejected. It was further recommended that the RFP be re-advertised to ensure all potential vendors have a fair and equitable opportunity to bid. As a result of the agreement not being awarded on or by December 23, 2023, an amendment to the current agreement was necessary to ensure the continuation of fixed route services in Bay County.

An amendment was entered into between the Bay County TPO and First Transit for management and operations services for the fixed route system effective December 24, 2023, and continuing for a period of not more than twelve months. The negotiated price for the extension is \$52.37 per revenue hour and a monthly fixed rate of \$56,664.22 per month.

Attached are the Following:

- Resolution Bay 24-03
- Amendment to the Agreement

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution Bay 24-03 amending the agreement with First Transit for the management and operations services for the fixed route system. Please contact Lamar Hobbs, Bay County Board of County Commissioners, at 850-248-8161 or lhobbs@baycountyfl.gov, if additional information is needed.

RESOLUTION BAY 24-03

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION APPROVING AN AMENDMENT TO THE AGREEMENT WITH FIRST TRANSIT FOR MANAGEMENT AND OPERATION SERVICES OF THE FIXED ROUTE SYSTEM

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, on December 23, 2023, the six-month extension to an agreement for management and operations of the fixed route system with First Transit expired; and

WHEREAS, on September 1, 2023, the Bay County Transportation Planning Organization (TPO) issued a Request for Proposals (RFP) for said services and received a total of four proposals; and

WHEREAS, a subsequent review of the proposals determined that the proposals received were non-responsive to the requirements identified in the RFP; and

WHEREAS, a new RFP would not be able to be successfully executed by the December 23, 2023 expiration date of the existing six-month extension; and

WHEREAS, it was necessary for the Bay County TPO to issue an amendment to extend the current agreement with First Transit for management and operations of the fixed routes system in order to ensure its continued operation after December 23, 2023;

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

The TPO approves an amendment to the agreement with First Transit for management and operations services, to begin December 24, 2023 and not to extend a twelve month term.

Passed and duly adopted by the Bay County Transportation Planning Organization this 31st day of January 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

**AMENDMENT TO AGREEMENT FOR MANAGEMENT
AND OPERATION SERVICES OF THE FIXED ROUTE SYSTEM**

THIS AMENDMENT TO THE AGREEMENT FOR MANAGEMENT AND OPERATIONS SERVICES OF THE FIXED ROUTE SYSTEM ("**Amendment**") is made and entered into this 23rd day of December, 2023 by and between **BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION** (hereinafter referred to as the "**TPO**") with administrative offices located at 1010 Cone Avenue, Panama City, Florida 32401 (Bayway Administration Facility), and **FIRST TRANSIT, INC., A FOR-PROFIT CORPORATION** authorized to do business in the State of Florida (hereinafter referred to as "**First Transit**"), whose federal employer identification number is 231716119 and whose principal address is 300 E. Butterfield Road, Lombard, Illinois 60148.

WITNESETH:

WHEREAS, August 13, 2014, TPO and First Transit enter into an Agreement for Management and Operation Services for the Bayway Deviated Fixed Route System having an initial term beginning July 1, 2014 and ending June 30, 2019 ("**Agreement**");

WHEREAS, June 11, 2019 and October 12, 2021, respectively, TPO and First Transit by mutual agreement extended that Agreement for two additional two-year terms such that the term of the Agreement was extended through June 30, 2023;

WHEREAS, On or about April 5, 2023, the parties entered into an TPO and First Transit by mutual agreement entered into an amendment to the Agreement extending the term thereof for an additional six (6) months beginning on July 1, 2023 and ending December 23, 2023;

WHEREAS, this Addendum is entered into by mutual agreement between TPO and First Transit in an effort to provide continuing service to the public through the fixed route system;

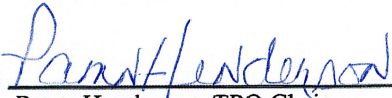
NOW THEREFORE, in consideration of the mutual terms, conditions, and covenants contained herein, the TPO and First Transit hereby agree as follows:

1. The TPO and First Transit mutually agree that the term of the Agreement is hereby extended for a period of one (1) year commencing December 23, 2023 and ending on December 23, 2024 ("**Extended Term**"). During the Extended Term the TPO shall pay First Transit a rate of **\$52.37** per revenue hour and a monthly fixed rate of **\$56,664.22** per month.
2. Except as expressly provided and amended herein, all other covenants, terms, and conditions of the Agreement shall remain the same.

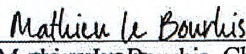
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IN WITNESS WHEREOF, the parties hereto have executed this Amendment this 23 day of December, 2023.

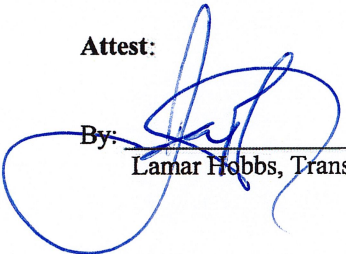
Executed By:
Bay County Transportation Planning Organization

By: 
Pam Henderson, TPO Chair

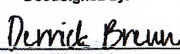
Executed by:
First Transit, Inc., a Florida corporation

DocuSigned by:
By: 
Mathieu Le Bourhis, Chief Financial Officer

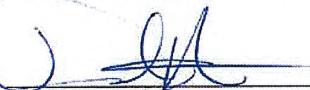
Attest:

By: 
Lamar Hobbs, Transit Program Administrator

Attest:

DocuSigned by:
By: 
Derrick E. Brun, Regional Vice President

Approved as to form:

By: 
Daniel Rosenheim, TPO Attorney

ENCLOSURE E

ENCLOSURE E ALL COMMITTEES

SUBJECT: Consideration of Resolution Bay 24-04 Authorizing the 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

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On April 5th, 2023, the Bay County TPO agreed to enter into an agreement with the Panama City Beaches Convention and Visitors' Bureau to provide funding for the implementation of public transportation services on Sundays. The agreement was initiated in 2023 and will continue in 2024 at a total estimated cost of \$235,238.88.

In consideration of the aforementioned funding, the Panama City Beaches Convention and Visitors' Bureau now requests the Bay County TPO authorize display of the Beach Safety Flag System on two demand response system transit buses in an effort to better educate the public about water safety while swimming in the waters of Panama City Beach.

The following details an overview of cost and loss of revenue that will be incurred by the TPO should the agreement be approved.

| Item: | Cost: |
|--|-------------|
| Production/Design/Installation/Removal | \$5,200.00 |
| 12 Months of Advertising Revenue | \$9,000.00 |
| Total Cost: | \$14,200.00 |

Attached are the Following:

- Resolution Bay 24-04
- Memorandum of Understanding

RECOMMENDED ACTION: A motion authorizing the TPO chair to sign Resolution Bay 24-04 executing an agreement with the Panama City Beaches Convention and Visitors' Bureau to Produce, Install, and Display Beach Safety Flag Advertisement on Transit Buses. Please contact Lamar Hobbs, Bay County Board of County Commissioners at (850) 248-8161 or lhobbs@baycountyfl.gov if additional information is needed.

RESOLUTION BAY 24-04

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE CHAIR TO ENTER INTO AND SIGN A MEMORANDUM OF AGREEMENT WITH THE PANAMA CITY BEACH CONVENTION AND VISITORS' BUREAU TO PRODUCE, INSTALL, AND DISPLAY THE BEACH SAFETY FLAG ADVERTISEMENT OF TRANSIT BUSES

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, on April 5, 2023, the Bay County TPO and the Panama City Beaches Convention and Visitors' Bureau agreed to enter an agreement for the provision of funding for implementation of public transportation services on Sundays; and

WHEREAS, said agreement was initiated in 2023 and is scheduled to continue in 2024 at a total estimated cost of \$235,238.88 being provided by the Panama City Beaches Convention and Visitors' Bureau; and

WHEREAS, the Panama City Beach Convention and Visitors' Bureau has requested the Bay County TPO consider provide an in-kind donation of advertising on the sides of two demand response buses for the purpose of displaying the beach safety flag advertisement to the public in exchange for the aforementioned funding; and

WHEREAS, the Bay County TPO allows for the display of acceptable advertising materials to be displayed on transit buses; and

WHEREAS, the production, installation, and display of said advertisement with an estimated cost of \$14,200.00, would be borne by the Bay County TPO; and

WHEREAS, the Bay County TPO feels that said advertisement would be in the best interest of the community and better educate the public about water safety while swimming in the waters of Panama City Beach;

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

The TPO approves the chair, or upon the chair's unavailability, the vice-chair, to sign a Memorandum of Agreement, and all associated documents, with the Panama City Beach Convention and Visitors' Bureau for the production, installation, and display of beach safety flag advertisement on transit buses.

Passed and duly adopted by the Bay County Transportation Planning Organization this 31st day of January 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

Memorandum of Agreement

Bay County Transportation Planning Organization

And

Panama City Beach Convention and Visitors Bureau

Beaches Flag Safety System Advertisement

1. Service

- A. The Bay County Public Transit System shall provide advertising space on the exterior sides of two (2) demand response vehicles used daily for public transportation service and operating under the name Bayway.
- B. The Bay County Public Transit System in coordination with the Panama City Beach Convention and Visitor Bureau shall design, produce, install, and remove upon completion, the vinyl wraps displaying the Beaches Flag Safety System to be affixed on two (2) demand response vehicles.
- C. The Bay County Public Transit System agrees to operate said vehicles with said advertisements Monday thru Saturday between the hours of 6:00 AM and 6:00 PM. The Bay County Public Transit System reserved the right to remove said vehicles from service if they deem it necessary.
- D. Panama City Beach Convention and Visitors Bureau (CVB) will provide marketing materials (i.e. banners, posters, and brochures) regarding the Program for the Bay County Public Transit System to use. Both the Bay County Public Transit System and CVB shall obtain each other's consent and approval for any advertising materials developed prior to distribution of such materials.

2. Term

- A. This agreement shall commence on **March 3, 2024** and terminate on **October 27, 2024**.

3. Pricing

- A. The cost of the design, production, installation, and removal of the vinyl wraps for two demand response vehicles will be provided **in-kind** for the funding needed to provide for the operation of fixed route public transit service on Sundays during the months of March to October 2024.
- B. The cost of the monthly advertising rate to advertise on two demand response vehicles will be provided in-kind for the funding needed to provide for the operation of fixed route public transit service on Sundays during the months of March to October 2024.

4. Compliance with Applicable Law

- A. Bay County Public Transit System agrees to comply with all applicable provisions of all federal, state and local laws and regulations.

8. Public Records

- A. **IF THE PANAMA CITY BEACH CONVENTION AND VISITORS BUREAU HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PANAMA CITY BEACH CONVENTION AND VISITORS BUREAU'S DUTY TO PROVIDE PUBLIC RECORDS**

RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (850) 248-8161, LAMAR HOBBS, BAY COUNTY TPO, 1010 CONE AVENUE, PANAMA CITY, FL 32401.

The Parties acknowledge that the Bay County Transportation Planning Organization is subject to Florida's Public Records law, Chapter 119, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Panama City Beach Convention and Visitors Bureau agrees to allow public access to all records, documents, papers, letters or other material subject to the provision of the Florida Public Records law and made or received in conjunction with this Agreement. Refusal by Panama City Beach Convention and Visitors Bureau would be grounds for immediate cancellation of this Agreement by the Bay County Transportation Planning Organization.

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**Panama City Beach Convention and
Visitors Bureau**

Bay County Transportation Planning Organization

Signature: _____

Name: Dan Rowe

Title: President & CEO

Date: _____

Signature _____

Name: Pamn Henderson

Title: TPO Chair

Date: _____

DRAFT

ENCLOSURE F

ENCLOSURE F ALL COMMITTEES

SUBJECT: 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

ORIGIN OF SUBJECT: Bay County Board of County Commissioners' Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On September 1, 2023, RFP 23-02: Operator for Deviated Fixed Route, Demand Response, and Micro-Transit Services was advertised and proposals were opened on October 6, 2023. Of the four proposals submitted, three did not possess the required Med-Waiver as outlined in the RFP and the one did not use the estimated number of services hours articulated in the RFP to calculate their cost proposal.

Staff recommends the board reject the proposals as they do not meet the requirements set forth in the RFP authorize staff to re-advertise the RFP.

Attached are the Following:

- Resolution Bay 24-05

RECOMMENDED ACTION: A motion authorizing the chair to sign Resolution Bay 24-05 rejecting all proposals received in response to RFP 23-02 on the basis of their not meeting requirements, and authorizing staff to re-advertise the RFP for a vendor to manage and operate the deviated fixed route, demand response, and micro-transit service. Please contact Lamar Hobbs, Bay County Board of County Commissioners, at 850-248-8161 or lhobbs@baycountyfl.gov, if additional information is needed.

RESOLUTION BAY 24-05

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION REJECTING ALL OF THE CURRENT PROPOSALS RECEIVED IN RESPONSE TO REQUEST FOR PROPOSALS (RFP) 23-02 AND AUTHORIZING STAFF TO RE-ISSUE AN RFP FOR THE OPERATION AND MANAGEMENT OF THE DEVIATED FIXED ROUTE, DEMAND RESPONSE, AND MICRO-TRANSIT SYSTEMS

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 TPO is the recipient of state and federal grant funds for public transportation in the Bay County Area; and

WHEREAS, the Bay County TPO's current contract to operate and manage the deviated fixed route transit system expired on December 23, 2023; and

WHEREAS, the Bay County TPO, in preparation of the expiring contract, issued a solicitation on September 1, 2023, for the operation and, management of the deviated fixed route, demand response, and micro-transit systems; and

WHEREAS, a total of four proposals were received in response to said solicitation and subsequently upon being publicly opened, were deemed to be unresponsive; and

WHEREAS, the Bay County TPO wishes to reject the aforementioned proposals and re-advertise the solicitation; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) has temporarily extended the current deviated fixed route contract to allow for the solicitation of a qualified agency to operate and manage the Bay County Public Transportation System known as Bayway; and

WHEREAS, a new contract for the operation and management of the Bay County Public Transportation System known as Bayway is necessary to ensure transit services within Bay County, Florida continue uninterrupted;

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

the TPO rejects all proposals originally received in response to RFP 23-02 and authorizes staff to re-issue an RFP for the Operation and Management of the Deviated Fixed Route, Demand Response, and Micro-Transit Systems.

Passed and duly adopted by the Bay County Transportation Planning Organization this 31st day of January 2024.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

TRANSIT AND GTC UPDATE

TRANSIT INFORMATION PACKAGE

LEGAL UPDATE

OTHER BUISNESS

ADJOURNMENT