



Pamn Henderson  
Chair

Robert Carroll  
Vice Chair

P.O. Box 11399, Pensacola, FL • 32524-1399  
P: 850.332.7976 • 1.800.226.8914 • F: 850.637.1923 | [www.ecrc.org](http://www.ecrc.org)

**MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION**  
**Wednesday August 7, 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 June Meeting Minutes

**PLANNING ACTION ITEMS:**

1. **ENCLOSURE A- ALL COMMITTEES -**

Consideration of Resolution Bay 24-17 Authorizing the ECRC CEO to Enter Scope Negotiations to Issue a Task Order to a General Planning Consultant for Completion of a Bike/Ped/Trail Plan – *Ms. Angela Bradley, ECRC Staff*

2. **ENCLOSURE B- TPO ONLY** – Request by Bay County - *Bay County BOCC*

## PLANNING PRESENTATIONS ITEMS:

### ENCLOSURE C - PLANNING INFORMATION ITEMS (no presentation necessary):

1. TCC and CAC June 2024 Meeting Minutes
2. Bay TPO Actions Report – June 2024
3. 2024 Bay County TPO Meeting Schedule

## TRANSIT AGENDA

### TRANSIT ACTION ITEMS:

1. **ENCLOSURE D – TPO ONLY** - Consideration of Resolution Bay 24-16 Approving Draft Bill Language for Proceeding with the Necessary Legislative Process for Creation of a New Independent Transit Authority - *Ashley Stukey, Director Collaborative Services Department, Bay County BOCC*

## TRANSIT UPDATE

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

**OTHER BUSINESS** – The next Bay County TPO meeting will be held on **November 6th, 2024**, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC will meet at 1:30 p.m. All meetings will be held at the Bayway Public Transit System, Administration and Meeting Facility, 1010 Cone Ave, Panama City, Florida 32401. For more information contact Mary Beth Washnock, TPO Coordinator, at [marybeth.washnock@ecrc.org](mailto:marybeth.washnock@ecrc.org) or 850-332-7976 x 228.

**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](mailto:publicinvolvement@ecrc.org) or email Leandra Meredith at [Leandra.Meredith@ecrc.org](mailto: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](mailto: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 UPDATES**

# **PLANNING AND TRANSIT CONSENT AGENDA**

**BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION MEETING MINUTES**  
**EMERALD COAST REGIONAL COUNCIL (Designated staff)**  
**Bay County Transit Office**  
**1010 Cone Ave, Panama City, FL 32401**  
**June 26, 2024**

**MEMBERS IN ATTENDANCE:**

Pamn Henderson, Chair	City of Callaway
Robert Carroll, Vice-Chair	Bay County Commission
William Dozier	Bay County Commission
Doug Moore	Bay County Commission
David Griggs	City of Callaway
Pat Perno	City of Lynn Haven
Brian Grainger	City of Panama City
Janice Lucas	City of Panama City
Josh Street	City of Panama City
Michael Rohan, Sr.	City of Panama City
Mary Coburn	City of Panama City Beach
Paul Casto	City of Panama City Beach
Jack Griffis	City of Springfield

**Virtual Attendance:**

Clair Pease	Bay County Commission
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**MEMBERS NOT IN ATTENDANCE:**

Tommy Hamm	Bay County Commission
Judy Vandergrift	City of Lynn Haven
Jerry Smith	City of Mexico Beach
Jenna Flint Haligas	City of Panama City

**OTHERS IN ATTENDANCE:**

Bryant Paulk	FDOT
Lamar Hobbs	BayWay
Cory Wilkinson	HDR
Kathy Rudd	CPWG
Sherri Foster	Transit
Harrisson Neilly	Transdev
Brandon Curvis	Bayway
Trey Kolmetz	Bayway
Gene Keen	Bayway
Ashley Stukey	Bay County
Lindsay Slautterback	Kimley-Horn
Bernie Thompson	Citizen
Richard Walker	Citizen

Janet Walker

Citizen

Virtual Attendance:

Terry Shaw

P.E., Kimley-Horn

**EMERALD COAST REGIONAL COUNCIL STAFF:**

Austin Mount

Mary Beth Washnock

Gary Kramer

Leandra Meridith

Tiffany Bates

Angela Bradley

Jill Nobles

Virtual Attendance:

Gabrielle McVoy

Katie Fults

Howard Vanselow

Jill Strickler

Gina Watson

Renee Quick

Tammy Neal

**CALL TO ORDER / INVOCATION / PLEDGE – Chair Pamn Henderson**

Chair Henderson called the meeting to order.

**APPROVAL OF AGENDA**

Commissioner Moore asked to add a discussion regarding administrative support to the TPO. Bay County Commissioners provided a signed resolution from the county commissioners in support of this discussion.

Commissioner Griggs stated that he needed more time to review the information before discussing it today. After a consensus from the board, Commissioner Moore withdrew his motion and stated that he would bring it back at the August meeting to give board members more time to review the information.

**Commissioner Carroll moved to approve the agenda. The motion was seconded by Commissioner Moore, and it was unanimously approved.**

**PUBLIC FORUM:**

Rich Walker discussed his concerns regarding the SR 390 widening project, stating that the project has not been a priority and has taken years to be completed. Rich Walker stated that the project cuts the City of Lynn Haven in half and encouraged the board to make the SR 390 improvement project a higher construction priority and to stop putting new projects in front of it. Rich Walker asked the board when the project will be completed.

Janet Walker also discussed her concerns about the lack of progress on the SR 390 project and asked about the updated timelines on three projects. Janet Walker asked for updated information on CR 389 from SR 77 to the intersection of SR 390 and referenced the TPO's 2030 plan that stated that specific route would be widened to four lanes. Janet Walker asked if that window for construction is happening soon and when construction would continue past SR 77 and continue to the intersection of SR 390 and CR 389. Janet Walker also inquired about East 26<sup>th</sup> Street in Lynn Haven and when it is going to be joined to 26<sup>th</sup> Street on the west side.

Bryant Paulk stated that he would bring the Walkers' comments and questions to FDOT and would coordinate with ECRC staff on the responses.

Bernie Thompson asked the board not to approve of the GTC minutes or the draft bill language for the GTC item, informing the board that he made several public records requests and that not all his questions were mentioned in the minutes. Bernie Thompson requested the names of the task force that advised the GTC, and asked about the task force findings, the taxing authority, property rights and special districts. Bernie Thompson stated that he did not receive any of these items and just received a list of names of people on the task force.

Bernie Thompson encouraged the board to look at section five and the statement that this bill would give the GTC a wide range of powers to include acquisition of private property and to charge fees to citizens if it meets broad ideas of public purposes. The GTC minutes have been updated to reflect Bernie Thompsons comments.

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

Bryant Paulk reported that the US 231 at Star Ave/Titus Rd realignment project is scheduled for a February 2025 letting. The current construction estimate for this project is \$21million. The increase in the project estimate has generated the need for an LRTP amendment and FDOT will be sending a request to the TPO for this update.

Bryant Paulk stated that the DuPont Bridge replacement project was let in May of this year. This was a \$350 million design/build contract awarded to Scott Bridge Co. Bryant Paulk stated that once contract time and other details are finalized FDOT will update the TPO.

Bryant Paulk reported there would be a public meeting for the SR20 from SR79 to US231 PD&E study on July 23<sup>rd</sup> at the Sand Hills Assembly of God Church. The church is located at 14032 Hwy 77 Southport, FL. The meeting is scheduled from 5:30 to 6:30 p.m.

Chair Henderson stated that she spoke with Brian Pettis at FDOT about the letter the TPO sent to FDOT in April regarding the request for signage on the Thomas Drive Bridge; a work

order to install signage on the Thomas Drive flyover for eastbound traffic that warns drivers that the right lane is ending. Chair Henderson stated that they also discussed the MLK study and said its constructed with a restrictive median with various directional and full median openings. The restrictive median reduces overall conflicts between all roadway users, vehicles, bicycles and pedestrians and promotes the efficient and safe movement of people and goods. FDOT inquired that the Bay TPO board find out any specific intersection generating concern and FDOT would take the information and do a thorough evaluation. Commissioner Lucas stated that she would have to ask city staff for specific addresses. Chair Henderson stated that if Commissioner Lucas would provide any specific intersections, she would include her, Bryant Paulk and Brian Pettis on an email for follow up.

Commissioner Griggs asked if the US 231 at Atar Avenue/ Titus Road intersection project was included in the section of US 231 that is starting in February 2025 or is that just the widening of SR 231. Bryant Paulk stated that it is just the widening of SR 231, and that the realignment was basically pulled out of the SR 231 capacity projects but will be improved from a safety standpoint during the widening.

#### **PLANNING AND TRANSIT CONSENT AGENDA:**

1. **ALL COMMITTEES - Approval of April Meeting Minutes**
2. **ENCLOSURE A – TPO ONLY - Consideration of the Membership Certification for Bay County Transportation Disadvantaged Coordinating Boards – *Howard Vanselow, ECRC Staff***

**Commissioner Street moved to approve the consent agenda items. Commissioner Carroll seconded the motion, and it was unanimously approved.**

#### **PLANNING ACTION ITEMS:**

1. **ENCLOSURE B– ALL COMMITTEES - ROLL CALL VOTE – PUBLIC HEARING REQUIRED Consideration of Resolution BAY 24-15 Adopting the Bay County TPO FY 2025-2029 Transportation Improvement Program (TIP) - *Gary Kramer, ECRC Staff***

Gary Kramer presented the Bay County TPO FY 2025-2029 TIP. Leandra Meredith presented the comments received and the public involvement element for the TIP.

**Commissioner Moore moved to authorize the TPO chair to sign Resolution BAY 24-15 adopting the FY2025-2029 TIP. The motion was seconded by Commissioner Dozier.**



**ROLL CALL**

Mayor Henderson  
Commissioner Carroll  
Commissioner Dozier  
Commissioner Moore  
Commissioner Pease  
Commissioner Griggs  
Commissioner Perno  
Commissioner Grainger  
Commissioner Lucas  
Commissioner Street  
Mayor Rohan  
Councilmember Coburn  
Council Member Casto  
Council Member Griffiths

**The motion passed unanimously.**

**2. ENCLOSURE C - ALL COMMITTEES Consideration of Resolution BAY 24-14 Adopting the Bay FY 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff***

Gary Kramer presented the Bay County TPO FY 2026-2030 Project Priorities. Leandra Meredith presented the public involvement section of the project and presented survey results. Commissioner Griggs stated that ECRC staff gave a presentation to the planning board, and it really helped the group understand what the TPO board does and how the Priorities work.

Commissioner Street asked if the additional phasing (Phase Six), from MLK Boulevard along 11<sup>th</sup> Street to East Avenue and next to the Lynn Haven Rail Trail was included in this presented priority list. Gary Kramer stated that it can be added at the pleasure of the board.

Commissioner Dozier stated that he would be happy to stay after the meeting with Bryant Paulk to help answer the Walkers' questions regarding the completion date of SR 390 through Lynn Haven.

**Commissioner Moore moved to authorize the TPO chair to sign Resolution Bay 24-14 adopting the FY 2026-2030 Project Priorities with the extension on the Panama City Sun Trail Program - Phase 6. The motion was seconded by Commissioner Dozier and the motion passed unanimously.**

**3. ENCLOSURE D- ALL COMMITTEES – Election of TPO and Advisory Committee Chair and Vice Chair for FY 2025 (July 1, 2024 – June 30, 2025)**

The board chose to keep the chair and vice chair the same. Mary Beth Washnock stated that the TCC elected Eddie Cook as Chair and Keith Bryant as Vice Chair and that the CAC elected Ali Frohlich as chair and James Pretlow as Vice Chair.

**Commissioner Dozier moved to elect Pamn Henderson as TPO Chair and Robert Carroll as TPO Vice Chair for FY 2025. The motion was seconded by Council Member Coburn and was passed unanimously.**

**PLANNING PRESENTATIONS ITEMS:**

**1. ENCLOSURE E – ALL COMMITTEES - Emerald Coast Safety Action Plan for the Safe Streets for All (SS4A) Grant Update – *Lindsay Slautterback, Kimley-Horn***

Lindsay Slautterback gave an update on the Emerald Coast Safety Action plan for the Safe Streets for All Grant. Jared Schneider informed the board that as a recipient of an SS4A grant, ECRC will produce a Safety Action Plan. The Safety Action Plan will assist the ECRC and the TPO regions in achieving the target of zero fatalities and serious injuries.

**2. ENCLOSURE F - ALL COMMITTEES – Introductory Presentation for the Smart Regions Master Plan- *Terry Shaw, P.E., Kimley-Horn (virtual)***

Terry Shaw gave an update on the Smart Regions Master Plan, stating that the vision of the plan was to leverage smart technologies to enhance the quality of life of residents and visitors.

**ENCLOSURE G - PLANNING INFORMATION ITEMS (no presentation necessary):**

1. TCC and CAC January 2024 Meeting Minutes
2. Bay TPO Actions Report – April 2024
3. Letter to FDOT RE: Signage on Thomas Drive Bridge
4. Letter to FDOT RE: Request for Access Management Study on MLK Jr. Blvd.
5. Letter to TPO from Florida Department of Commerce RE: Submittal of TIP
6. Meeting Notice for Transportation Alternative Workshop (February 2024)
7. Letter to FDOT RE: TIP Amendment
8. MPO Joint Certification Statement
9. 2024 Bay County TPO Meeting Schedule

## **TRANSIT AGENDA**

### **1. TRANSIT ACTION ITEMS: ENCLOSURE H – TPO ONLY – Nomination of Transit Subcommittee Member – *Mary Beth Washnock, ECRC Staff***

Mary Beth Washnock stated that following the April TPO meeting, staff received documentation from the City of Panama City Beach that Councilman Michael Jarman has been replaced on the TPO, thus creating a vacancy on the Transit Subcommittee and GTC. To maintain five seats on the Transit Subcommittee/GTC, Lamar Hobbs asked the TPO to appoint a replacement.

**Commissioner Carroll moved to appoint Mary Coburn to the Bay County TPO Transit Subcommittee/Governance Transit Committee. The motion was seconded by Commissioner Dozier and was passed unanimously.**

### **2. ENCLOSURE I – TPO ONLY - Consideration of Resolution Bay 24-16 Approving Draft Bill Language for Proceeding with the Necessary Legislative Process for Creation of a New Independent Transit Authority – *Ashley Stuckey, Bay County BOCC***

Ashley Stuckey informed the board that on June 3, 2024, the GTC met to consider recommending to the TPO and BOCC that the updated draft bill language be resubmitted to the Office of Bill Drafting Services for consideration and inclusion in the FY2025 Florida Legislative Session.

Ashley Stuckey stated that one of the sections that has been changed refers to the transit authority board itself and its membership. Previously, the county, the cities, and the TPO were required to select elected officials as its members. The new version states that the selected member does not have to be an elected official.

Ashley Stuckey stated that a citizen voiced concern over the non-ad valorem special assessment and that before the bill was submitted, all ad valorem taxation powers were taken out of this new version of the bill.

Ashley Stuckey stated that there was also discussion about the additional fees charged in section five and explained that they are no more than the powers the TPO and Bay BOCC have now. If this board was to be created, it would need to have the power to levy charges and fees.

Chair Henderson stated that she spoke to Representative Griffiths about the House bill and reasons it did not make it to committee. Representative Griffiths shared that some of the language in the bill didn't sit well with everybody. An example being the term

"independent special district". Chair Henderson stated that Representative Griffiths recommended tweaking the language of the bill before submitting again.

Mary Coburn asked about the language in Section 5D that states the GTC can collect fines from persons or property or vote for the provision and use of services. Lamar Hobbs stated that the county does not have fining authority, so he was not aware why that language was included. Ashley Stuckey stated that they would re-evaluate that language.

Ashley Stuckey stated that County staff can go back through the language and have it brought back at the August Bay TPO meeting to be voted on before it is taken to the Bay County BOCC. No action was taken.

## **TRANSIT UPDATE**

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

**OTHER BUSINESS** – The next Bay TPO meeting will be held on August 7th, 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. For more information, contact Mary Beth Washnock, TPO Coordinator at [marybeth.washnock@ecrc.org](mailto:marybeth.washnock@ecrc.org) or 850-332-7976 x 228.

## **ADJOURNMENT**

# **ACTION ITEMS**

# ENCLOSURE A

## **ENCLOSURE A ALL COMMITTEES**

**SUBJECT:** Consideration of Resolution 24-17 Adopting the 2024 Pedestrian, Bicycle, and Trail Master Plan Major Update Scope of Work

**ORIGIN OF SUBJECT:** Unified Planning Work Program (UPWP) Task 5: Planning and Studies

**LOCAL GOVERNMENT ACTION NEEDED:** None

**BACKGROUND:** The Bay County TPO updated projects within the 2011 Bicycle-Pedestrian Plan in 2013. Since that last update, local governments have made progress towards development of bicycle and pedestrian-friendly communities, and many of those projects were not included in the 2013 update.

A trail element, which focuses on the SUN Trail and the Florida Greenways and Trails priority network will be included in this major update. The purpose of this plan is to provide an update to the TPO's 2011 Bicycle-Pedestrian Plan with the addition of a trail element.

**Attached are the following:**

- Resolution Bay 24-17
- 2024 Pedestrian, Bicycle, and Trail Master Plan Major Update Scope of Work

**RECOMMENDED ACTION:** To authorize the ECRC/TPO to enter into scope negotiations, to issue a task order to a GPC for the completion of a Bike/Ped/Trail plan, and to authorize the TPO Chair to sign Resolution Bay 24-17. Please contact Angela Bradley, ECRC staff, at [angela.bradley@ecrc.org](mailto:angela.bradley@ecrc.org) if additional information is needed.

## RESOLUTION BAY 24-17

### A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE ECRC CEO TO ENTER SCOPE NEGOTIATIONS TO ISSUE A TASK ORDER TO A GENERAL PLANNING CONSULTANT FOR COMPLETION OF A BIKE/PED/TRAIL PLAN

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**WHEREAS**, the Bay County Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, 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 existing Bicycle-Pedestrian Master Plan was completed in 2011 and has not been updated since 2013; and

**WHEREAS**, a new Master Plan is needed, to include the SUN Trail and Florida Greenways and Trails priority network; and

**WHEREAS**, the TPO's adopted FY 2025 – FY 2026 Unified Planning Work Program contains the completion of a Bicycle, Pedestrian, & Trail Master Plan Major Update;

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

The TPO authorizes the ECRC CEO to enter scope negotiations to issue a task order to a General Planning Consultant for completion of a bike/ped/trail plan.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 7th day of August 2024.

**BAY COUNTY TRANSPORTATION  
PLANNING ORGANIZATION**

**BY:** \_\_\_\_\_  
Pamn Henderson, Chairman

**ATTEST:** \_\_\_\_\_



**BAY COUNTY TPO  
2024/2025 BICYCLE, PEDESTRIAN, and TRAIL MASTER PLAN  
SCOPE OF WORK**

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**Project Name:** Bay County TPO 2024/2025 Bicycle, Pedestrian & Trail Master Plan

**Purpose:** This plan will serve as a resource for the Bay County TPO and will be a major update to the TPO's Current Bicycle Pedestrian Master Plan, which will include the addition of a Trail Element.

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**Project Managers:** Consultant -Tyrone Scorsone, Kittelson & Associates

ECRC Staff -Angela Bradley

**Consultant Team:** To Be Determined

**ECRC Project Team:**

Angela Bradley, ECRC Staff

Gary Kramer, ECRC Staff

Leandra Meredith, ECRC Staff

Rae Emary, ECRC Staff

Jessica Walton, ECRC Staff

**Assistance from Others:**

Regional Bike, Ped, and Trail Committee

Local Government Partners

Florida Department of Transportation

Federal Highway Administration

Advocacy, Citizens, and Interested Parties

**Fee:** To Be Determined

**Deliverable(s):** Bay County TPO Bicycle, Pedestrian, & Trail Master Plan

**Proposed Schedule:** Project to be initiated in August 2024 and completed within twelve (12) months of the Notice to Proceed Date (NTP)

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## SCOPE OF WORK

### BACKGROUND

A network of complete streets improves the safety, convenience, efficiency, and accessibility of the transportation system for all users. The TPO has a history of planning for complete streets that dates back well before the creation and popularity of the term. The 2011 Bicycle Pedestrian Plan centered on identifying potential bicycle and pedestrian facility improvements and prioritizing them for future construction. The 2011 Bicycle Pedestrian Plan was amended in 2013 to add four (4) additional projects. In addition, the Florida Department of Transportation adopted the Complete Streets policy in September 2014, which promotes safety, quality of life, and economic development in Florida. The 2011 Bicycle Pedestrian Plan and 2013 amendment continue to be utilized for the inclusion of bike/ped projects in the LRTP. The plan provided beneficial projects that have made their way to construction. Since the last update, the local governments have made progress towards the development of bike/friendly ped-friendly communities. Thus, to capture all local efforts made, provide an updated priority list, and create a trail master plan focused on the SUN trail and the Florida Greenways and Trails Priority Network, a Bicycle, Pedestrian & Trail Master Plan major revision is necessary.

### INTENT

Given the emphasis on bicycle, pedestrian, and trail improvements as well as the addition of the Complete Streets policy, the TPO will undertake an effort to incorporate the improvements and Complete Streets policy into an updated Pedestrian, Bicycle, and Trail Master Plan. The goal of this major plan update is to develop a non-motorized system that addresses the needs of all users and encourages the use of alternative modes of transportation. By providing alternate modes of transportation, citizens benefit not only from their physical health but also from increased prosperity for themselves and the community. The purpose and goal of the Bay TPO Bicycle, Pedestrian, & Trail Master Plan is to:

- A. Develop a shared vision for all communities.
- B. Promote active transportation, enhancing safety, and improving connectivity.
- C. Set specific goals, such as increasing Bicycle, Pedestrian, Trail infrastructure, promoting health, and reducing traffic congestion.
- D. Develop strategies that support the integration of safe and well-connected pedestrian and bicycle networks into the overall transportation system.
- E. Identify and prioritize Bicycle and Pedestrian Projects, as well as Trail projects included on the SUN Trail network and the Florida Greenways and Trails Priority network.

### Task 1: Project Administration and Coordination

- A. **ECRC and CONSULTANT will develop a project schedule that includes** project meetings, bi-weekly or as-needed coordination meetings, a timeline of deliverables, and schedule coordination with the Bay County Long Range Transportation Plan (LRTP) Project. Also, this

project will coordinate and use data from the SS4A Safety Plan and other relevant data from the SS4A Project. The **ECRC Staff** will provide notes from the bi-weekly coordination meetings. This plan will utilize data from the Bay LRTP, which is relevant to performing analysis and background data. This plan may also utilize safety data and relevant information from Safe Streets for all projects.

- B. ECRC Staff** will provide updates on the Bay LRTP, SS4A Safety Plan, and other aspects of the SS4A Project, as well as coordination of this project with the LRTP, SS4A Safety Plan, and SS4A Project schedule.
- C. ECRC Staff** will oversee the review and quality assurance of all work on all tasks and deliverables.
- D. ECRC Staff** will coordinate all meeting times, locations, venues, and correspondence.

#### **Deliverables:**

- Project Schedule
- Virtual bi-weekly or as-needed coordination meetings with the Project Team
- Notes after bi-weekly or as-needed virtual coordination meetings with the Project Team
- Coordination of the Bay LRTP and SS4A process and provide relevant Information to assist in the development of this plan
- Oversee Review and Quality Assurance on all work for all tasks
- Coordinate all meeting times, locations, venues, and correspondence

#### **Task 2: Identification of Vision, Goals, and Objectives**

**ECRC Staff** will begin by evaluating the 2011 and subsequent 2013 amendments. The Pedestrian/Bicycle Master Plan's vision statement, goals, and objectives will involve public input through surveys, and the analysis of existing conditions. Regional Bicycle, Pedestrian, and Trail Committees, and Local Working Groups will have input and review. Objectives will be set for specific, measurable milestones. This will enable progress toward reaching the community vision. The objectives will be system and performance-oriented and will provide quantitative direction towards the attainment of goals.

#### **Deliverables**

- Review of 2011 Plan and 2013 Amendments
- Vision Statement, Goals, and Objectives
- Survey (s)

### Task 3: Marketing and Outreach

- A. **ECRC Staff and CONSULTANT** during this project will utilize the currently adopted Public Involvement Plan PPP. This project will follow the current PPP regarding specific public involvement procedures to be used throughout the project, including public outreach procedures, meeting formats, presentations to the TPO and advisory committees, document review periods, meeting notices, and the utilization of feedback and comments throughout the project. Specifically, ECRC staff will develop a vision statement, goals, and objectives. and will request feedback from the Regional Bicycle and Pedestrian Advisory Committee. A Local Working Group will be utilized for this project and will also provide feedback throughout the process in addition to the Regional Bicycle and Pedestrian Advisory Committee.
- B. The currently adopted PPP shall identify specific outreach efforts to inform and involve the traditionally underserved (such as limited English proficiency, disabled, minority, and low-income populations). The plan shall involve the participation of a variety of interested parties including but not limited to recreational pedestrian and cycling organizations, law enforcement, parents, students, school safety officials, university safety officials, and underserved communities, as well as the public.
- C. **ECRC Staff** will solicit public input for the planning effort through social media, outreach materials, and online presence. They will also continuously monitor and update online media.
- D. **CONSULTANT** will attend meetings/outreach events and supply meeting materials including but not limited to display boards, presentations, agenda items, and printed materials as necessary for committees to provide input and review.
- E. The plan will be conducted in a collaborative atmosphere, with public participation integrated into the process of technical evaluation and prioritization. The plan will incorporate the following civic engagement efforts: **THE CONSULTANT** will present up to **three (3) Regional Bicycle Pedestrian Advisory Committee Meetings**, up to **three (3) Local Working Group Meetings**, present during **two (2) TPO and TPO Advisory Committee Meetings**. These meetings may be held in person, virtual or hybrid.
- F. **Existing Regional Bicycle and Pedestrian Advisory Committee:** The Regional Bicycle Pedestrian and Advisory Committee will be utilized to assist in the development of Regional Goals and Objectives, guide the plan from a regional perspective, and will be responsible for reviewing and providing comments on key deliverables providing input on plan recommendations. The existing Regional Bicycle and Pedestrian Advisory Committee is anticipated to hold up to **three (3) meetings**, which may be in person, virtual, or hybrid.
- G. **The Local Working Group:** may include representatives from the TPO and Advisory committees, university and school officials, students, recreational pedestrian and trail and bicycling organizations, law enforcement, citizens, design professionals, and other groups as determined. It is anticipated the Local Working Group will hold up to **three (3) meetings** which may be in person, virtual, or hybrid.

### Deliverables

- Facebook page
- Webpage – will be hosted on the Emerald Coast Regional Council website

- Outreach materials plan logo, surveys, and graphics
- Coordination of all events, meetings, times, locations, and similar items
- Advertising of all meetings and events
- Communications regarding all Committees, Working Groups, and Public Meetings
- **CONSULTANT** will attend meetings and outreach events (**ECRC Staff** will also attend) and supply meeting materials including but not limited to display boards, presentations, agenda items, and printed materials as necessary for committees to provide input and review
- Identification of Local Working Group Members
- Presentations of **three (3)** Regional Bicycle and Pedestrian Advisory Committee meetings
- Presentations of **three (3)** Local Working Group Meetings
- Presentations of **two (2)** TPO and Advisory Committee meetings

#### **Task 4: GIS**

**ECRC Staff** will provide GIS support to analyze various tasks throughout the plan development and visualize roadway networks, bicycle pedestrian and trail facilities. Also, the approach and GIS tool utilized will be discussed with the project team. **ECRC staff** will support the final plan by providing maps for the Bicycle, Pedestrian, and Trail Plan.

#### **Deliverables**

- GIS Interactive Map (or another tool deemed appropriate)
- GIS Maps for the Bicycle, Pedestrian, and Trails Plan

#### **Task 5: Project Identification and Prioritization Methodology**

**CONSULTANT** will work with **ECRC Staff** with input from the Regional Bicycle and Pedestrian Advisory Committee and Local Working Group to update criteria and a methodology for identifying and prioritizing pedestrian and bicycle projects. The methodology will include consideration of the following:

- TPO area demographics (who are the users)
- Level of Service (LOS) standards consistent with the standards established by the Florida Department of Transportation (FDOT)
- Identification of all Bicycle, Pedestrian, and Trail Projects from Cost Feasible and other relevant plans plus new projects
- Feedback from outreach efforts on community needs, perceptions, and deficiencies
- Potential demand for pedestrian and bicycle facilities with potentially, who may implement and who maintains

**CONSULTANT** and **ECRC Staff**, with input from the existing Regional Bicycle and Pedestrian Advisory Committee and Local Working Group, will develop the criteria and methodology for prioritizing the trail network.

## **Deliverables**

- Summary of major bicycle, pedestrian, and trail trends, needs, constraints, and opportunities within the TPO area
- Summary of feedback from different outreach efforts on community needs, perceptions, and deficiencies
- Identification of possible Bicycle, Pedestrian, and Trail Projects from Cost Feasible and other relevant plans plus new projects with who potentially implements and maintains
- Technical memorandum describing the identification of possible project prioritization methodology

## **Task 6: Development of Plan and Selection of Improvements**

The **CONSULTANT** along with **ECRC Staff** is tasked with developing a Bicycle, Pedestrian, and Trail Master Plan in accordance with the provided task descriptions and outcomes. Proposed improvements will undergo thorough analysis to evaluate their impact on the study area, their ability to address identified issues, trends, needs, safety, obstacles, and opportunities, as well as potential sources of funding and revenue. The plan and all accompanying information must be presented in a succinct, well-organized, and comprehensible format suitable for public consumption. Building upon the results of the preceding task, the proposed improvements will encompass the following elements:

- Confirm Identification of all Bicycle, Pedestrian, and Trail Projects from Cost Feasible Plan and other relevant plans plus new projects
- Policies for the realization of the plan's specified vision, goals, and objectives
- Strategies for improving bicycle, pedestrian, and trail safety and designs, safety education programs, and improvement of roadway signage
- Possible locations and types of facilities which may be built in different communities with strategies for improving designs, safety, signage and education
- Strategies for monitoring and evaluating the success and implementation of the plan

The **ECRC Staff** with **CONSULTANT** will develop a draft of The Bicycle, Pedestrian, and Trail Master Plan **ECRC Staff** will provide two rounds of comments before the final draft is presented for adoption to the Bay TPO and advisory committees.

## **Deliverables**

- Confirm Identification of Bicycle, Pedestrian, and Trail improvements in the TPO Cost Feasible Plan and other relevant plans plus new projects,
- Policies to Implement Vision, Goals, and Objectives,
- Possible locations and types of facilities that may be built in different communities with strategies for improving designs, safety, signage, and education,
- Strategies for monitoring and evaluating the success and implementation of the Plan,
- Draft of Bicycle, Pedestrian, and Trail Master Plan with two rounds of comments from **ECRC Staff**.

## **Task 7: Final Plan and Implementation Matrix**

**ECRC Staff** will provide a technical memorandum of existing funding sources available for the construction and improvement of pedestrian, bicycle, and trail facilities. This will include both project matrixes to be included in the final Plan. **ECRC Staff** will compile the Final Plan with input from the **CONSULTANT**. The **CONSULTANT** will present the Final Plan to Bay TPO and advisory committees.

### **Deliverables**

- Matrix for Prioritized Bicycle and Pedestrian Project with Funding Sources Identified for inclusion in final plan
- Matrix for Prioritized Trail Projects with Funding Sources Identified for inclusion in final plan
- Final Plan
- Summary of all outreach activities to be discussed during final adoption
- Presentation of the Final Plan to Regional Bicycle, Pedestrian, and Trail Committee, Local Working Group, Bay TPO and advisory committees
- Final adopted Plan in electronic format (MS Word and Searchable PDF format) and five (5) printed copies

## Summary of Deliverables

Deliverable
<b>Deliverable 1: Project Administration and Coordination</b> <ul style="list-style-type: none"> <li>• Project Schedule-<b>CONSULTANT and ECRC staff</b></li> <li>• Virtual Bi-weekly or as-needed coordination meetings with the Project Team -<b>ECRC Staff</b></li> <li>• Notes from virtual bi-weekly or as-needed virtual coordination meetings with the Project Team-<b>ECRC Staff</b></li> <li>• Coordination of Bay LRTP and SS4A process to provide relevant information to assist in the development of this plan-<b>ECRC Staff</b></li> <li>• Oversee Review and Quality Assurance on all work for all tasks-<b>ECRC Staff</b></li> <li>• Coordinate all meeting times, locations, venues, and correspondence-<b>ECRC Staff</b></li> </ul>
<b>Deliverable 2: Identification of Vision, Goals, and Objectives</b> <ul style="list-style-type: none"> <li>• Review of 2011 Plan and 2013 Amendments-<b>ECRC Staff</b></li> <li>• Vision Statement, Goals, and Objectives-<b>ECRC Staff</b></li> <li>• Survey (s)-<b>ECRC Staff</b></li> </ul>
<b>Deliverable 3: Marketing and Outreach</b> <ul style="list-style-type: none"> <li>• Facebook page-<b>ECRC Staff</b></li> <li>• Webpage – will be hosted on the Emerald Coast Regional Council website-<b>ECRC Staff</b></li> <li>• Outreach materials plan logo, surveys, and graphics-<b>ECRC Staff</b></li> <li>• Coordination of all events, meetings, times, locations, and similar items-<b>ECRC Staff</b></li> <li>• Advertising of all meetings and events-<b>ECRC Staff</b></li> <li>• Communications regarding all Committees, Working Groups, and Public Meetings-<b>ECRC Staff</b></li> <li>• Attend meetings and outreach events and supply meeting materials including but not limited to display boards, presentations, agenda items, and printed materials necessary for committees to provide input and review-<b>CONSULTANT (ECRC Staff will attend all meetings and outreach events)</b></li> <li>• Identification of Local Working Group Members-<b>ECRC Staff</b></li> <li>• Presentation of <b>three (3)</b> Regional Bicycle, Pedestrian, and Trail Committee</li> <li>• Presentation of <b>three (3)</b> Local Working Group Meetings</li> <li>• Presentations of <b>two (2)</b> TPO and Advisory Committee</li> </ul>
<b>Deliverable 4: GIS</b> <ul style="list-style-type: none"> <li>• GIS Interactive Map (or other ESRI tool deemed appropriate)-<b>ECRC Staff</b></li> <li>• GIS Maps for the Bicycle, Pedestrian, and Trails Plan-<b>ECRC Staff</b></li> </ul>



**Deliverable 5: Project Identification and Prioritization Methodology**

- Summary of major bicycle, pedestrian, and trail trends, needs, constraints, and opportunities within the TPO area-**ECRC Staff**
- Summary of feedback from different outreach efforts on community needs, perceptions, and deficiencies-**ECRC Staff**
- Identification of proposed Bicycle, Pedestrian, and Trail Projects from Cost Feasible Plan and other relevant plans plus new project with who potentially implements and maintains **ECRC Staff**
- Technical memorandum describing the identification of possible project prioritization methodology-**CONSULTANT**

**Deliverable 6: Development of Plan and Selection of Improvements**

- Confirm Identification of Bicycle, Pedestrian, and Trail improvements in the TPO Cost Feasible Plan and other relevant plans plus new projects-**ECRC Staff**
- Policies to Implement Vision, Goals, and Objectives-**ECRC Staff**
- Possible locations and types of facilities that may be built in different communities with strategies for improving designs, safety, signage, and education-**ECRC Staff**
- Strategies for monitoring and evaluating the success and implementation of the Plan-**ECRC Staff**
- Draft of Bicycle, Pedestrian, and Trail Master Plan-**CONSULTANT** along with **ECRC Staff**, will draft a Bicycle, Pedestrian, and Trail Master Plan with two rounds of comments from **ECRC Staff**. -**CONSULTANT and ECRC Staff**

**Deliverable 7: Final Plan and Implementation Matrix**

- Matrix for Prioritized Bicycle and Pedestrian Projects with Funding Sources Identified for Inclusion in Final Plan-**ECRC Staff**
- Matrix for Prioritized Trail Projects with Funding Sources Identified for Inclusion in Final Plan-**ECRC Staff**
- Final Plan-**ECRC Staff** will finalize with input from **CONSULTANT-ECRC Staff with CONSULTANT**
- Summary of all outreach activities to be discussed during final adoption-**ECRC Staff**
- Presentation of the Final Plan to the Regional Bicycle, Pedestrian, and Trail Committee Local Working Group, and Bay TPO and Advisory committees-**CONSULTANT**
- Final adopted Plan in electronic format (MS Word and Searchable PDF format) and five (5) printed copies-**CONSULTANT**

# ENCLOSURE B

## **ENCLOSURE B TPO ONLY**

**SUBJECT :** Request by Bay County

**ORIGIN OF SUBJECT:** Bay County Board of County Commissioners (BOCC)

**LOCAL GOVERNMENT ACTION NEEDED:** None

**BACKGROUND:** On June 18, 2024, the Bay County BOCC considered and adopted Resolution #4079 requesting that the Bay County TPO create a subcommittee to seek alternatives to Emerald Coast Regional Council as the provider of administrative support services for the TPO, and to present the findings to the TPO Board no later than its November 6, 2024 meeting.

Attached is a short list of general concerns and planning council responsibilities for the TPO's information and consideration of the resolution requesting the TPO set up a committee to look at alternatives for administrative support for the TPO.

**Attached are the Following:**

- Bay County BOCC Resolution #4079
- General Concerns and Planning Council Responsibilities
- ECRC Responses
- Receipt for MPOAC Expenses

**RECOMMENDED ACTION: Discussion of Request by Bay County BOCC.** Please contact Ashley Stukekey, Director Collaborative Services, Bay County BOCC, at 850-215-2465 or [astukekey@baycountyfl.gov](mailto:astukekey@baycountyfl.gov), if additional information is needed.

RESOLUTION NO. 4079

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, TO RECOMMEND ALTERNATIVE ADMINISTRATION FOR THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** The Emerald Coast Regional Council (“ECRC”) is one of ten regional planning councils created by the State of Florida to support regional growth and development by providing intergovernmental solutions through planning, economic development, and technical assistance to local governments, state and federal agencies. The ECRC of Northwest Florida serves as the administration support for the Transportation Planning Organization (“TPO”) for seven counties, including Escambia, Santa Rosa, Okaloosa, Walton, Bay, Washington, and Holmes Counties.

**WHEREAS,** The Bay County Board of County Commissioners has expressed interest in finding alternative administrative support for the Bay County TPO.

**WHEREAS,** The Bay County Board of County Commissioners is recommending the TPO board create a subcommittee to seek out alternatives to ECRC support administration, and present the findings to the TPO Board no later than its November 6, 2024, meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Bay County, Florida, in regular session duly assembled that said Board hereby declares:

1. The foregoing findings are incorporated herein and made a part hereof.

2. The Bay County Board of County Commissioners requests the Bay County TPO board to create a subcommittee to seek out alternatives to ECRC administration and present the findings no later than its November 6, 2024 TPO board meeting.

3. All prior resolutions or any parts of prior resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

4. If any section or portion of a section of this Resolution proves to be invalid, unlawful or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**DULY ADOPTED BY THE GOVERNING BOARD OF BAY COUNTY,  
FLORIDA, THIS 18<sup>TH</sup> DAY OF JUNE 2024.**

Seal



**BOARD OF COUNTY  
COMMISSIONERS  
BAY COUNTY, FLORIDA**

A blue ink signature of Tommy Hamm, written in a cursive style.

Tommy Hamm, Chairman

**ATTEST:**

**Approved as to form:**

A blue ink signature of Bill Kinsaul, written in a cursive style.

Bill Kinsaul, Clerk



A blue ink signature of Brian D. Leebrick, written in a cursive style.

Office of County Attorney

**Brian D. Leebrick**

## **General Concerns and RPC responsibilities**

- 1) **The costs of recently held events that were put on by ECRC were extravagant.** In February 2024, an evening event was held in connection with ECRC/TPO Board Workshop & Training and MPOAC Institute. The costs for this particular event were much larger than similar events in the past. In particular, certain items such as the procurement of an event planner and bringing in entertainment from long distances were of significant cost.
- 2) **Communications from the ECRC Board.** As a result of the prior event above, the ECRC Board looked into the costs of the event and procurement used to acquire the above services. There were multiple ECRC Executive committee meetings, as well as, ECRC Board meetings to discuss the event. While the ECRC did look into the event and its costs, communications with the various boards that make up the Bay County TPO was not readily available. Of concern was the “what/when/how” the ECRC Board investigated the event, what they decided to do or not do as a result of any findings, and the lack of reporting back to members of the Bay County TPO of those results.
- 3) **Summary of the mandatory regulatory role that Regional Planning Councils (RPC) play as a matter of statutory authority.** Almost everything the RPCs do, including ECRC, are a matter of interlocal agreement rather than statutory obligation. That includes its role in staffing the TPOs.
  - a. RPCs get a copy of a local government comp plan or comp plan amendment and have the right to provide comment. s. 163.3184. Comments must be limited to effects on regional resources or facilities.
  - b. RPCs can review plans of independent transportation authorities and metropolitan planning organizations to identify inconsistencies between those agencies’ plans and applicable local government plans. S. 186.505(23)
  - c. RPCs can comment on DRI and FQD applications
  - d. RPCs can develop regional transportation policies, but RPC transportation goals must be consistent with TPO goals and policies and are advisory only. s. 339.155(4)(b)
  - e. TPOs are required to have written agreements with the RPCs “specifying the means by which activities will be coordinated and how transportation planning and programming will be part of the comprehensive planned development of the area.” S. 339.175, F.S.
- 4) **Products that the TPO are required to produce:**
  - a. A long-range transportation plan
  - b. A transportation improvement plan
  - c. A unified planning work program
  - d. A Congestion Management Plan

#### General Concerns and RPC responsibilities

1) The costs of recently held events that were put on by ECRC were extravagant. In February 2024, an evening event was held in connection with ECRC/TPO Board Workshop & Training and MPOAC Institute. The costs for this particular event were much larger than similar events in the past. In particular, certain items such as the procurement of an event planner and bringing in entertainment from long distances were of significant cost.

***ECRC Response: The event mentioned above was an ECRC sponsored event held February 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> and stretched over the three-day period. There were several workshops, meetings, and sessions designed for board members to attend and benefit from. The Bay TPO did not pay for anything associated, related, or directly for the evening, the entertainment, or the event planner mentioned above, nor did any local government. Total charges to the Bay TPO were only \$502.30 which were directly associated with the MPOAC weekend institute training. This amount represents a massive savings to the TPO as sending only one board member to an MPOAC training costs on average \$750 and typically we send 3 or 6 per year. FDOT has reviewed all costs associated with the TPO charges with no issues. FHWA has reviewed all costs associated with federal funds with no issues. ECRC board has reviewed all costs associated with this event and found no wrong doing.***

2) Communications from the ECRC Board. As a result of the prior event above, the ECRC Board looked into the costs of the event and procurement used to acquire the above services. There were multiple ECRC Executive committee meetings, as well as, ECRC Board meetings to discuss the event. While the ECRC did look into the event and its costs, communications with the various boards that make up the Bay County TPO was not readily available. Of concern was the “what/when/how” the ECRC Board investigated the event, what they decided to do or not do as a result of any findings, and the lack of reporting back to members of the Bay County TPO of those results.

***ECRC Response: Again, being highly conscientious of TPO funds, ECRC only used \$502.30 of TPO funds that went directly to the MPOAC training in which the Bay TPO board members were invited and attended. We typically do not seek additional approval or input for expenditures this small when they’ve already been approved in the operating budgets.***

3) Summary of the mandatory regulatory role that Regional Planning Councils (RPC) play as a matter of statutory authority. Almost everything the RPCs do, including ECRC, are a matter of interlocal agreement rather than statutory obligation. That includes its role in staffing the TPOs.

a. RPCs get a copy of a local government comp plan or comp plan amendment and have the right to provide comment. s. 163.3184. Comments must be limited to effects on regional resources or facilities.

b. RPCs can review plans of independent transportation authorities and metropolitan planning organizations to identify inconsistencies between those agencies’ plans and applicable local government plans. S. 186.505(23)

c. RPCs can comment on DRI and FQD applications

d. RPCs can develop regional transportation policies, but RPC transportation goals must be consistent with TPO goals and policies and are advisory only. s. 339.155(4)(b)

e. TPOs are required to have written agreements with the RPCs “specifying the means by which activities will be coordinated and how transportation planning and programming will be part of the comprehensive planned development of the area.” S. 339.175, F.S.

***ECRC Response: Items a through d have all been removed from RPC responsibilities via Florida Statutes during Rick Scotts time as Florida Governor. For the past seven or eight years, there are no***

*requirements for RPCs to review comp plans/amendments or old DRIs. Item e, the ECRC does have several written agreements with the TPO that outline the activities and functions of the TPO/ECRC roles.*

4) Products that the TPO are required to produce:

- a. A long-range transportation plan
- b. A transportation improvement plan
- c. A unified planning work program
- d. A Congestion Management Plan

***ECRC Response: Yes this is correct, ECRC as the staff to the TPO provides these products to the TPOs.***



Sandestin  
Golf and Beach Resort  
2/19/2024 7:26

=====  
Village Conf Technol  
Check: 1804580  
Related Check: 1804549  
Server: Frederick  
Terminal: 180  
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Village Conf Tec  
1 SL Pod Mic Pkg 120.00  
1 10' Cradle Upgd 65.00  
1 5K HD Upgrade 445.00  
1 Proj Screen Pkg 225.00  
1 WlessMsew/LsrPtr 55.00  
8 Tech to Operate 760.00  
@ 95.00  
25 Push To Talk Mic 1875.00  
@ 75.00  
1 X32 400.00  
1 WirelessLavilier 175.00  
1 Service Charge 840.00  
1 BWNA Sales Fee 82.40  
\*D Open Disc \$Check -504.00

=====  
Gross Sales 5042.40  
Discount -504.00  
Subtotal 4538.40  
Total 4538.40

City/Room Charge 4538.40  
24W0AU  
Metropolitan Planning Orgng Or  
GRAND TOTAL 4538.40

Order Number: 06\_11694  
Event Date: 2/3/24  
Azalea Ballroom  
\*ECRC is paying  
\$2009.20, while MPOAC  
is paying \$2529.20 of  
the total.

# ENCLOSURE C

**ENCLOSURE C - PLANNING INFORMATION ITEMS** (no presentation necessary):

1. TCC and CAC January 2024 Meeting Minutes
2. Bay TPO Actions Report –June 2024
3. 2024 Bay TPO Meeting Schedule

**BAY COUNTY TRANSPORTATION TECHNICAL COORDINATING COMMITTEE**  
**EMERALD COAST REGIONAL COUNCIL (Designated staff)**  
**Bay County Transit Office**  
**1010 Cone Ave, Panama City, FL 32401**  
**June 26, 2024**

**MEMBERS IN ATTENDANCE:**

Eddie Cook, Chair	City of Callaway
Jonathan Hayes	City of Panama City
Cliff Johnson	Bay County
Clint Murphy	City of Panama City
Matt DeVito	City of Panama City

**MEMBERS NOT IN ATTENDANCE:**

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

**OTHERS IN ATTENDANCE:**

Bryant Paulk	FDOT
Donna Green	FDOT
Lamar Hobbs	BayWay
Cory Wilkinson	HDR
Harrisson Neilly	Transdev
Trey Kolmetz	BayWay
Tabatha Martin	BayWay
Gene Keen	BayWay
Ashley Stukey	Bay County
Lindsay Slautterback	Kimley-Horn

**Virtual Attendance:**

Terry Shaw	P.E., Kimley-Horn
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**EMERALD COAST REGIONAL COUNCIL STAFF:**

Mary Beth Washnock

Gary Kramer

Leandra Meridith

Angela Bradley

**Virtual Attendance:**

Austin Mount

Gabrielle McVoy

Katie Fults

Howard Vanselow

Jill Nobles

Rae Emary

**CALL TO ORDER / INVOCATION / PLEDGE**

**APPROVAL OF AGENDA** TPO Only

**PUBLIC FORUM:** None

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

Bryant Paulk stated that the DuPont Bridge replacement project was let in May of this year. This was a \$350 million design/build contract awarded to Scott Bridge Co. Bryant Paulk stated that once contract time and other details are finalized FDOT will update the TPO.

Bryant Paulk reported that the US 231 at Star Ave/Titus Rd realignment project is scheduled for a February 2025 letting. The current construction estimate for this project is \$21million. The increase in the project estimate has generated the need for an LRTP amendment and FDOT will be sending a request to the TPO for this update.

Bryant Paulk reported there would be a public meeting for the SR20 from SR79 to US231 PD&E study on July 23<sup>rd</sup> at the Sand Hills Assembly of God Church. The church is located at 14032 Hwy 77 Southport, FL. The meeting is scheduled from 5:30 to 6:30 p.m.

**PLANNING AND TRANSIT CONSENT AGENDA:**

1. **ALL COMMITTEES - Approval of April Meeting Minutes**
2. **ENCLOSURE A – TPO ONLY - Consideration of the Membership Certification for Bay County Transportation Disadvantaged Coordinating Boards – *Howard Vanselow, ECRC Staff***

**Jonathan Hayes moved to approve the April 2024 Bay TCC Meeting Minutes. Cliff Johnson seconded the motion, and it was unanimously approved.**

**PLANNING ACTION ITEMS:**

- 1. ENCLOSURE B- ALL COMMITTEES - ROLL CALL VOTE – PUBLIC HEARING REQUIRED  
Consideration of Resolution BAY 24-15 Adopting the Bay County TPO FY 2025-2029 Transportation Improvement Program (TIP) - *Gary Kramer, ECRC Staff***

Gary Kramer presented the Bay County TPO FY 2025-2029 TIP. Leandra Meredith presented the comments received and the public involvement element for the TIP.

**Cliff Johnson moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 24-15 adopting the FY2025-2029 TIP. The motion was seconded by Jonathan Hayes and the motion passed unanimously.**

- 2. ENCLOSURE C - ALL COMMITTEES Consideration of Resolution BAY 24-14 Adopting the Bay FY 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff***

Gary Kramer presented the Bay County TPO FY 2026-2030 Project Priorities. Leandra Meredith presented the public involvement section of the project and presented survey results.

**Cliff Johnson moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-14 adopting the FY 2026-2030 Project Priorities. The motion was seconded by Jonathan Hayes and the motion passed unanimously.**

- 3. ENCLOSURE D- ALL COMMITTEES – Election of TPO and Advisory Committee Chair and Vice Chair for FY 2025 (July 1, 2024 – June 30, 2025)**

Johnathan Hayes recommended the chair and vice chair stay the same.

**Jonathan Hayes moved to elect Eddie Cook as TCC Chair and Keith Bryant as TCC Vice Chair for FY 2025. The motion was seconded by Cliff Johnson and was passed unanimously.**

**PLANNING PRESENTATIONS ITEMS:**

- 1. ENCLOSURE E – ALL COMMITTEES - Emerald Coast Safety Action Plan for the Safe Streets for All (SS4A) Grant Update – *Lindsay Slautterback, Kimley-Horn***



Lindsay Slautterback gave an update on the Emerald Coast Safety Action plan for the Safe Streets for All Grant. Lindsay Slautterback informed the board that as a recipient of an SS4A grant, ECRC will produce a Safety Action Plan. The Safety Action Plan will assist the ECRC and the TPO regions in achieving the target of zero fatalities and serious injuries.

**2. ENCLOSURE F - ALL COMMITTEES – Introductory Presentation for the Smart Regions Master Plan- Terry Shaw, P.E., Kimley-Horn (virtual)**

Terry Shaw gave an update on the Smart Regions Mater Plan, stating that the vision of the plan was to leverage smart technologies to enhance the quality of life of residents and visitors.

*Chair Eddie Cook had to leave the meeting and Cliff Johnson stepped in to chair the remainder of the meeting.*

**ENCLOSURE G - PLANNING INFORMATION ITEMS (no presentation necessary):**

1. TCC and CAC January 2024 Meeting Minutes
2. Bay TPO Actions Report – April 2024
3. Letter to FDOT RE: Signage on Thomas Drive Bridge
4. Letter to FDOT RE: Request for Access Management Study on MLK Jr. Blvd.
5. Letter to TPO from Florida Department of Commerce RE: Submittal of TIP
6. Meeting Notice for Transportation Alternative Workshop (February 2024)
7. Letter to FDOT RE: TIP Amendment
8. MPO Joint Certification Statement
9. 2024 Bay County TPO Meeting Schedule

**TRANSIT AGENDA**

1. **TRANSIT ACTION ITEMS: ENCLOSURE H – TPO ONLY – Nomination of Transit Sub-Committee Member – Mary Beth Washnock, ECRC Staff**
2. **ENCLOSURE I – TPO ONLY - Consideration of Resolution Bay 24-16 Approving Draft Bill Language for Proceeding with the Necessary Legislative Process for Creation of a New Independent Transit Authority – Ashley Stukey, Bay County BOCC**

**TRANSIT UPDATE**

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

**OTHER BUSINESS** – The next Bay TPO meeting will be held on August 7th, 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

## BAY COUNTY TCC Meeting Minutes

June 26, 2024 (Page 5 of 5)

the Bayway Public Transit System, Administration and Meeting Facility, 1010 Cone Ave, Panama City, Florida 32401. For more information, contact Mary Beth Washnock, TPO Coordinator at [marybeth.washnock@ecrc.org](mailto:marybeth.washnock@ecrc.org) or 850-332-7976 x 228.

## **ADJOURNMENT**



**BAY COUNTY TRANSPORTATION CITIZENS' ADVISORY COMMITTEE**  
**EMERALD COAST REGIONAL COUNCIL (Designated staff)**  
**Bay County Transit Office**  
**1010 Cone Ave, Panama City, FL 32401**  
**June 26, 2024**

**MEMBERS IN ATTENDANCE:**

James Pretlow, Vice Chair  
Marty Kirkland  
Robert Waddell  
Robert Wood  
Paul Bohac  
Walter R. Akins  
Larry Messinger  
Stanley Parron

**MEMBERS NOT IN ATTENDANCE:**

Ali C. Frohlic, Chair  
Wilda Hodge  
Brandy Mankin  
Thomas Robinson, MD  
Jo Ann M. Stone  
Patty J. Strohmenger  
Guy York

**OTHERS IN ATTENDANCE:**

Bryant Paulk	FDOT
Donna Green	FDOT
Kaylor Collins	FDOT
Lamar Hobbs	BayWay
Cory Wilkinson	HDR
Harrisson Neilly	Transdev
Trey Kolmetz	BayWay
Tabatha Martin	BayWay
Gene Keen	BayWay
Ashley Stukey	Bay County
Lindsay Slautterback	Kimley-Horn
<u>Virtual Attendance:</u>	
Terry Shaw	P.E., Kimley-Horn

**EMERALD COAST REGIONAL COUNCIL STAFF:**

Mary Beth Washnock  
Gary Kramer

Leandra Meridith

Angela Bradley

Virtual Attendance:

Austin Mount

Gabrielle McVoy

Katie Fults

Howard Vanselow

Jill Nobles

Rae Emary

### **CALL TO ORDER / INVOCATION / PLEDGE – Chair Pamn Henderson**

Vice Chair James Pretlow chaired the meeting in Chair Ali Frohlich's absence and called the meeting to order

### **APPROVAL OF AGENDA TPO Only**

### **PUBLIC FORUM:**

Paul Bohac commended Leandra Meredith and Angela Bradley, ECRC staff, for the presentation they gave at the Callaway Planning Board meeting in early June and stated that John Hagan, the president of the Callaway Planning Board, wrote a letter regarding an extension of the four laning of Highway 22 beyond Star Avenue. As a result of that letter, Angela Bradley and Leandra Meredith appeared before the planning board and provided an overview of what the TPO is doing and how important it is that the considerations regarding road construction and expansion consider the impact of decisions made by planning boards. Paul Bohac relayed that John Hagan stated that the presentation really enlightened the planning board members.

### **FDOT UPDATE: FDOT Update - *Bryant Paulk, AICP Florida Department of Transportation (FDOT) Urban Liaisons***

Bryant Paulk stated that the DuPont Bridge replacement project was let in May of this year. This was a \$350 million design/build contract awarded to Scott Bridge Co. Bryant Paulk stated that once contract time and other details are finalized FDOT will update the TPO.

Bryant Paulk reported that the US 231 at Star Ave/Titus Rd realignment project is scheduled for a February 2025 letting. The current construction estimate for this project is \$21million. The increase in the project estimate has generated the need for an LRTP amendment and FDOT will be sending a request to the TPO for this update.

Bryant Paulk reported there would be a public meeting for the SR20 from SR79 to US231 PD&E study on July 23<sup>rd</sup> at the Sand Hills Assembly of God Church. The church is located at 14032 Hwy 77 Southport, FL. The meeting is scheduled from 5:30 to 6:30 p.m.

**PLANNING AND TRANSIT CONSENT AGENDA:**

1. **ALL COMMITTEES - Approval of April Meeting Minutes**
2. **ENCLOSURE A – TPO ONLY - Consideration of the Membership Certification for Bay County Transportation Disadvantaged Coordinating Boards – *Howard Vanselow, ECRC Staff***

**Marty Kirkland moved to approve the April 2024 Bay CAC Meeting Minutes. Walter Akins seconded the motion, and it was unanimously approved.**

**PLANNING ACTION ITEMS:**

1. **ENCLOSURE B– ALL COMMITTEES - ROLL CALL VOTE – PUBLIC HEARING REQUIRED Consideration of Resolution BAY 24-15 Adopting the Bay County TPO FY 2025-2029 Transportation Improvement Program (TIP) - *Gary Kramer, ECRC Staff***

Gary Kramer presented the Bay County TPO FY 2025-2029 TIP. Leandra Meredith presented the comments received and the public involvement element for the TIP.

**Robert Waddell moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 24-15 adopting the FY2025-2029 TIP. The motion was seconded by Robert Wood and the motion passed unanimously.**

2. **ENCLOSURE C - ALL COMMITTEES Consideration of Resolution BAY 24-14 Adopting the Bay FY 2026-2030 Project Priorities – *Gary Kramer, ECRC Staff***

Gary Kramer presented the Bay County TPO FY 2026-2030 Project Priorities. Leandra Meredith presented the public involvement section of the project and presented survey results.

**Paul Bohac moved to recommend the TPO authorize the TPO chairman to sign Resolution Bay 24-14 adopting the FY 2026-2030 Project Priorities. The motion was seconded by Robert Wood and the motion passed unanimously.**

3. **ENCLOSURE D- ALL COMMITTEES – Election of TPO and Advisory Committee Chair and Vice Chair for FY 2025 (July 1, 2024 – June 30, 2025)**

It was recommended that the chair and vice chair stay the same.

**Paul Bohac moved to elect Ali Frohlich as CAC Chair and James Pretlow as CAC Vice Chair for FY 2025. The motion was seconded by Robert Wood and was**

**passed unanimously.**

**PLANNING PRESENTATIONS ITEMS:**

**1. ENCLOSURE E – ALL COMMITTEES - Emerald Coast Safety Action Plan for the Safe Streets for All (SS4A) Grant Update – *Lindsay Slautterback, Kimley-Horn***

Lindsay Slautterback gave an update on the Emerald Coast Safety Action plan for the Safe Streets for All Grant. Lindsay Slautterback informed the board that as a recipient of an SS4A grant, ECRC will produce a Safety Action Plan. The Safety Action Plan will assist the ECRC and the TPO regions in achieving the target of zero fatalities and serious injuries.

Vice Chair Pretlow asked about discussions regarding a road diet for West Beach Drive and stated he thought that would be counterproductive. Lindsay Slautterback stated that the idea of a road diet is to narrow the lanes which creates a feeling of friction so drivers will be more aware, because they feel like they're in a smaller space.

**2. ENCLOSURE F - ALL COMMITTEES – Introductory Presentation for the Smart Regions Master Plan- *Terry Shaw, P.E., Kimley-Horn (virtual)***

Terry Shaw gave an update on the Smart Regions Mater Plan, stating that the vision of the plan was to leverage smart technologies to enhance the quality of life of residents and visitors.

**ENCLOSURE G - PLANNING INFORMATION ITEMS (no presentation necessary):**

1. TCC and CAC January 2024 Meeting Minutes
2. Bay TPO Actions Report – April 2024
3. Letter to FDOT RE: Signage on Thomas Drive Bridge
4. Letter to FDOT RE: Request for Access Management Study on MLK Jr. Blvd.
5. Letter to TPO from Florida Department of Commerce RE: Submittal of TIP
6. Meeting Notice for Transportation Alternative Workshop (February 2024)
7. Letter to FDOT RE: TIP Amendment
8. MPO Joint Certification Statement
9. 2024 Bay County TPO Meeting Schedule

**TRANSIT AGENDA**

- 1. TRANSIT ACTION ITEMS: ENCLOSURE H – TPO ONLY – Nomination of Transit Sub-Committee Member – *Mary Beth Washnock, ECRC Staff***
- 2. ENCLOSURE I – TPO ONLY - Consideration of Resolution Bay 24-16 Approving Draft Bill Language for Proceeding with the Necessary Legislative Process for**

**Creation of a New Independent Transit Authority – Ashley Stukey, Bay County  
BOCC**

**TRANSIT UPDATE**

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

**OTHER BUSINESS** – The next Bay TPO meeting will be held on August 7th, 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. For more information, contact Mary Beth Washnock, TPO Coordinator at [marybeth.washnock@ecrc.org](mailto:marybeth.washnock@ecrc.org) or 850-332-7976 x 228.

**ADJOURNMENT**

## **MEMORANDUM**

Pamn Henderson | Chairperson

Robert Carroll | Vice Chairman



DATE: July 11, 2024  
TO: Mr. Bryant Paulk, AICP, FDOT Urban Liaison  
CC: TPO, TCC, and CAC Members  
FROM: Mary Beth Washnock, TPO Coordinator  
RE: TPO Actions Report – June 26, 2024

The following items were approved by the Bay County Transportation Planning Organization (TPO) at the June 26, 2024, 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**

#### **TRANSPORTATION DISADVANTAGED**

The TPO approved the membership certification for the Bay County Transportation Disadvantaged Coordinating Board. This action is recommended to maintain the function of the Transportation Disadvantaged Coordinating Board in Bay County.

#### **TRANSPORTATION IMPROVEMENT PROGRAM**

The TPO approved Resolution BAY 24-15 adopting the Bay County TPO FY 2025-2029 Transportation Improvement Program (TIP). The TIP is required to be submitted to FDOT by July 15, 2024.

#### **PROJECT PRIORITIES.**

The TPO approved Resolution Bay 24-14 adopting the FY 2026-2030 Project Priorities with changes approved by the TPO board. This action was necessary to maintain the July 1, 2024 submittal deadline to FDOT. The Priorities can be accessed at the following link:

[Welcome to Emerald Coast Regional Council, FL \(ecrc.org\)](https://www.ecrc.org/)

#### **NOMINATIONS AND ELECTIONS OF TPO AND COMMITTEE CHAIR AND VICE CHAIRS**

The Chair and Vice Chair election results were as follows:

**TPO:** Chair: Pamn Henderson  
Vice Chair: Robert Carroll  
**TCC:** Chair: Eddie Cook  
Vice Chair: Keith Bryant  
**CAC:** Chair: Ali Frohlich  
Vice Chair: James Pretlow

**TRANSIT ACTION ITEMS**

**TRANSIT SUBCOMMITTEE**

The TPO nominated Mary Coburn to serve on the Transit Subcommittee.



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](http://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](mailto:Leandra.Meredith@ecrc.org)

For more information please contact [PublicInvolvement@ecrc.org](mailto:PublicInvolvement@ecrc.org).

# 2024

## TRANSPORTATION PLANNING ORGANIZATION MEETING SCHEDULE

### MEETING DATES

#### WEDNESDAYS

JANUARY 31<sup>ST</sup>

APRIL 24<sup>TH</sup>

JUNE 26<sup>TH</sup>

AUGUST 7<sup>TH</sup> (*TENTATIVE*)

NOVEMBER 6<sup>TH</sup>

### MEETING TIMES

CITIZENS ADVISORY COMMITTEE  
**CAC 11:00 A.M.**

TECHNICAL COORDINATING COMMITTEE  
**TCC 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**





# **TRANSIT ACTION ITEMS**

# ENCLOSURE D

## **ENCLOSURE D**

### **TPO ONLY**

**SUBJECT:** Consideration of Resolution Bay 24-16 Approving Draft Bill Language for Proceeding with the Necessary Legislative Process for Creation of a New Independent Transit Authority

**ORIGIN OF SUBJECT:** Bay County Governance Transit Committee (GTC)

**LOCAL GOVERNMENT ACTION NEEDED:** Bay County Board of County Commissioners (BOCC) Approval

**BACKGROUND:** On February 1, 2023, the Bay County Transportation Planning Organization and the Bay County BOCC entered an interlocal agreement for creation of the Bay County Governance Transit Committee (GTC). The GTC operated as a county-wide transit policy committee, under the direction of the TPO and BOCC, to oversee preparation and evaluation of the Bay County Transit Governance Analysis (Governance Analysis) and to provide a forum to discuss the Governance Analysis.

Beginning with the June 13, 2023 GTC meeting, Bay County staff, intergovernmental affairs representatives, and consultants worked together to form a working group to conduct the necessary steps for drafting a legislative bill for inclusion in the FY2024 legislative session. Unfortunately, the Transit Authority bill did not move through the legislative process as the climate for adding independent special districts was not favorable at that time.

On June 3, 2024, the GTC met to consider recommending to the TPO and BOCC that the updated draft bill language be resubmitted to the Bay County Local Delegation for consideration and inclusion in the FY2025 Florida Legislative Session.

On June 26, 2024, the GTC recommendation was presented to the entire TPO Board for approval. After conversation among TPO members there were suggestions for changes to the recommended bill language. Those changes have been made to the updated draft bill language for TPO consideration and approval.

**Attached are the following:**

- Resolution Bay 24-16
- Draft Bill Language

**RECOMMENDED ACTION:** Approval of Resolution Bay 24-16 approving draft bill language for proceeding with the necessary legislative process for the creation of a new independent transit authority. Please contact Ashley Stuke, Director Collaborative Services, Bay County BOCC, at 850-215-2465 or [astukey@baycountyfl.gov](mailto:astukey@baycountyfl.gov), if additional information is needed.

## RESOLUTION BAY 24-16

### A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) APPROVING DRAFT BILL LANGUAGE FOR PROCEEDING WITH THE NECESSARY LEGISLATIVE PROCESS FOR CREATION OF A NEW INDEPENDENT TRANSIT AUTHORITY

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**WHEREAS**, on February 1, 2023, the TPO and Bay County Board of County Commissioners (BOCC) entered the Interlocal Agreement for Creation of the Governance Transit Committee (GTC); and

**WHEREAS**, the GTC operates as a county-wide transit policy committee, under the direction of the TPO and BOCC, to oversee the preparation and evaluation of the Bay County Transit Governance Analysis (Governance Analysis) and provide a forum to discuss the Governance Analysis; and

**WHEREAS**, Bay County staff, intergovernmental affairs representatives, and consultants have worked together to form a working group to ensure the appropriate legal, financial, and intergovernmental affairs are in coordination with the creation of an independent transit agency and is defined in a draft legislative bill; and

**WHEREAS**, under direction of Bay County staff, the working group will continue support and the process for submitting the draft bill and finalization, public notice, necessary legislative procedures, and coordination with Bay County's Legislative Delegation for support and eventual consideration for the FY2025 Florida Legislative session; and

**WHEREAS**, on June 3, 2024, draft legislative language reviewed by the working group, for the creation of a new independent transit authority for Bay County to be considered for inclusion in the January 2025 Florida Legislative session was presented to the GTC; and

**WHEREAS**, the GTC, as the county-wide transit policy committee, recommends the BOCC and TPO approve the updated draft bill language as presented;

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

The TPO approves draft bill language for proceeding with the necessary legislative process for the creation of a new independent transit authority.

Passed and duly adopted by the TPO this 7<sup>th</sup> day of August 2024.

**BAY COUNTY TRANSPORTATION  
PLANNING ORGANIZATION**

BY: \_\_\_\_\_  
Pamn Henderson, Chairperson

**ATTEST:** \_\_\_\_\_

1                               A bill to be entitled

2       An act relating to Bay County; providing definitions;

3       creating the Gulf Coast Transit Authority; providing

4       purpose; providing boundaries; providing for charter

5       amendments; providing for a board of directors;

6       providing membership, powers, functions, and duties of

7       the board; providing powers, functions, and duties of

8       the authority; prohibiting the collection of non-ad

9       valorem assessments;

10      prohibiting the authority from having ad valorem

11      taxing power; providing for the authority's fiscal

12      year; providing for the deposit of authority funds;

13      authorizing the authority to borrow money; providing

14      for bonds; providing for use of authority funds;

15      providing exemptions from taxes and assessments upon

16      certain properties and revenues; providing

17      requirements for recordkeeping, public meetings, and

18      public records; authorizing the board to adopt

19      policies and regulations; providing construction;

20      providing severability; providing an effective date.

21

22   Be It Enacted by the Legislature of the State of Florida:

23

24       Section 1. Definitions. -As used in this act, unless

25      otherwise specified:

26       (1) "Authority" means the Gulf Coast Transit Authority.

27       (2) "Bay County TPO" means the entity established by  
28 interlocal agreement between Bay County and the municipalities  
29 located within the county dated February 25, 2015, pursuant to  
30 section 163.01, Florida Statutes.

31       (3) "Board" and "board of directors," unless the context  
32 clearly indicates otherwise, mean the Gulf Coast Transit  
33 Authority Board of Directors.

34       (4) "County" means Bay County.

35       (5) "Director" means a member of the board of directors of  
36 and for the authority.

37       (6) "Mass transit" means a system used for the  
38 transportation of people and goods by means of a street railway,  
39 an elevated railway, a commuter railroad, a subway, a motor  
40 vehicle, a motor bus, a water transport, a ferry, and other  
41 transportation facilities whether now or hereafter invented, and  
42 including a complete system of tracks, stations, rolling stock,  
43 and other facilities necessary to effectuate passenger and goods  
44 conveyance. The term includes fixed route and demand-responsive  
45 transit systems.

46       Section 2. Authority; creation; boundaries; charter  
47 amendments. —

48       (1)       There is hereby created an independent special  
49 district for purposes of providing mass transit services to the  
50 citizens of Bay County, incorporating lands in Bay County

described in subsection (2), which shall be a public corporation having the powers, duties, rights, obligations, and immunities herein set forth, under the name of the Gulf Coast Transit Authority. The authority is organized and exists for the purposes and shall hold all powers set forth in this act and chapter 189, Florida Statutes, unless expressly prohibited under this Act.

(2) The lands to be included within the authority are all lands in Bay County, whether incorporated or unincorporated.

(3) The authority's charter may be amended only by special act of the Legislature.

Section 3. Purpose. —

(1) The purpose of the authority shall be to plan, finance, acquire, construct, operate, and maintain mass transit facilities and systems, together with such supplementary transportation assistance as may be necessary or advisable to service the mass transit needs within the territorial boundaries of the authority and of such areas with which the authority may contract for service.

(2) The purpose of the authority shall also be to provide for the consolidation of transit services in Bay County and to provide for the transition to a countywide transit system.

Section 4. Governing board; quorum; creation; employment of personnel; compensation; organization; commissioners' bond. —

(1) The business and affairs of the authority shall be

76    conducted and administered by a board of seven voting directors,  
77    and the presence of a majority of board members shall constitute  
78    a quorum for official business.

79        (a) The board shall consist of the following members:

80        1. The Board of County Commissioners of Bay County shall  
81    appoint two members of the board.

82        2. The City Council of the City of Panama City Beach shall  
83    appoint one member of the board.

84        3. The City Commission of the City of Panama City shall  
85    appoint one member of the board.

86        4. The City Commission of the City of Lynn Haven shall  
87    appoint one member of the board.

88        5. The City Commission of the City of Callaway shall  
89    appoint one member of the board.

90        6. The Board of the Bay County TPO shall appoint one member of the  
91    board.

92  
93    All members shall be initially appointed by their respective  
94    boards for 2-year terms. Appointees other than the TPO appointee may  
95    serve consecutive terms if the appointing authority so elects.  
96    Appointees may be, but are not required to be, elected members of the  
97    appointing authority.

98        (b) In order to facilitate the consolidation of transit  
99    services in Bay County, arrange for initial funding of the  
100   authority, and transition to a countywide transit system, the



101 board may rely on Bay County Transit staff, the Governance  
102 Transit Committee of the Bay County TPO, and the appropriate  
103 staff of the Bay County TPO to provide support, policy  
104 recommendations, and strategic planning as requested.

105       (2)       The board may employ an executive director and  
106 authorize such other personnel as it deems necessary for the  
107 proper function and operation of the authority. The salaries of  
108 authority personnel, and any other wages, shall be determined by  
109 the board.

110       (3)       Each appointed member of the board shall assume office  
111 10 days following the member's appointment. Annually, within 60  
112 days after the appointment of new members of said board, the  
113 members shall organize by electing from their number a chair, a  
114 vice chair, a secretary, and a treasurer. However, the same  
115 member may be both secretary and treasurer.

116       (4)       The directors shall receive payment for actual  
117 expenses incurred while performing the duties of their office in  
118 accordance with general law governing per diem for public  
119 officials. Directors may not receive compensation for their  
120 services.

121       (5)       Each director, upon taking office and in accordance  
122 with chapter 189, Florida Statutes, shall execute to the  
123 Governor for the benefit of the authority a bond conditioned  
124 upon the faithful performance of the duties of the director's  
125 office. The premium for such bonds shall be paid from the funds

126     of the authority.

127         Section 5. Powers; functions; and duties. –

128         (1)         The authority shall have all powers to carry out the  
129     purposes of this act and the functions and duties provided for  
130     herein, including the following powers, which shall be in  
131     addition to and supplement any other privileges, benefits, and  
132     powers granted by this act or general law:

133         (a)         To adopt bylaws for the regulation of the affairs and  
134     the conduct of the business of the authority. The bylaws shall  
135     provide for quorum and voting requirements, maintenance of  
136     minutes and other official records, and preparation and adoption  
137     of an annual budget.

138         (b) To study, plan, design, establish, acquire, construct,  
139     own, lease, operate, manage, maintain, dispose of, improve, and  
140     expand the mass transit facilities and services within the  
141     boundaries of the authority.

142         (c) To execute all contracts and other documents, adopt  
143     all proceedings, and perform all acts determined by the board as  
144     necessary or advisable to carry out the purposes of this act.  
145     The chair, vice chair, or executive director shall execute  
146     contracts and other documentation on behalf of the authority.

147         (d) To fix, alter, levy, collect, and enforce rates,  
148     fares, fees, charges, and penalties from violations of rules  
149     established by the Authority, for the provision and use of services,  
150     facilities, and products of the authority or to pay the

151    operating or financing costs of the authority's facilities and  
152    services that are available to potential users.

153        (e) To contract for the service of engineers, accountants,  
154    attorneys, and other experts or consultants and such other  
155    agents as the board may require or deem appropriate from time to  
156    time.

157        (f) To acquire such lands and rights and interests  
158    herein; to acquire such personal property as the authority may  
159    deem necessary and appropriate in connection with the  
160    acquisition, ownership, expansion, improvement, operation, and  
161    maintenance of the authority's facilities; and to hold and  
162    dispose of all real and personal property under its control. Except  
163    that the Authority shall not have the power of eminent domain to  
164    acquire property for public transportation facilities.

165        (g) To lease or rent any of its easements, real property  
166    interests, or facilities to other mass transit providers that  
167    are owned by a municipality, county, or special district, that  
168    hold a franchise from a municipality or county, when such lease  
169    or rental is for joint use by the authority and the other  
170    provider.

171        (h) To exercise exclusive jurisdiction, control, and  
172    supervision over the authority's services and facilities and to  
173    make and enforce such rules and regulations for the maintenance,  
174    management, and operation of the authority and its facilities  
175    and services as may be, in the judgment of the board, necessary

176 or desirable for the efficient operation of the authority in  
177 accomplishing the purposes of this act.

178 (i) To enter into interlocal agreements or join with any  
179 other general or special purpose local governments, public  
180 agencies, or authorities in the exercise of common powers.

181 (j) To accomplish construction directly or by letting  
182 contracts to other entities, whether public or private, for all  
183 or any part of the construction of improvements to the  
184 authority's facilities as determined by the board in accordance  
185 with applicable law.

186 (k) To apply for and accept grants, loans, and subsidies  
187 from any governmental entity for the acquisition, construction,  
188 operation, and maintenance of the authority's facilities and  
189 services and to comply with all requirements and conditions  
190 imposed in connection therewith.

191 (l) To receive and accept from any federal, state, or  
192 local sources grants, loans, or contributions for or in the aid  
193 of the planning, construction, reconstruction, operation,  
194 promotion, or financing of the authority's facilities or  
195 services and to receive and accept aid, contributions, or loans  
196 from any other source of money, labor, or other things of value,  
197 to be held, used, and applied only for the purpose for which the  
198 grants, contributions, or loans may be made.

199 (m) To adopt a budget in accordance with applicable law  
200 and to appropriate and expend revenue in accordance with that

201     budget.

202            (n) To purchase or assume ownership, lease, operation,  
203     management, or control of any publicly or privately-owned mass  
204     transit facilities, including the assumption, defeasance, or  
205     payment of the financial liabilities associated with such  
206     facilities.

207            (o) To divide the authority facilities into separate  
208     units, benefit areas, or subsystems for the purpose of setting rates,  
209     fees, or charges; for accounting or financing improvements or  
210     additions; or for any other purpose.

211            (p) To appoint advisory boards and committees to assist  
212     the board in the exercise and performance of the powers and  
213     duties provided in this act.

214            (q) To sue and be sued in the name of the authority and to  
215     participate as a party in any civil, administrative, or other  
216     action.

217            (r) To adopt and use a seal and authorize the use of a  
218     facsimile thereof.

219            (s) To employ or contract with any public entity or person  
220     to manage and operate the authority and its facilities, or any  
221     portion thereof, upon such terms as the board deems appropriate.

222            (t) Subject to such provisions and restrictions as may be  
223     set forth in any financing documents, to sell or otherwise  
224     dispose of the authority's facilities, or any portion thereof,  
225     upon such terms as the board deems appropriate, and to enter

226    into acquisition or other agreements to affect such  
227    dispositions.

228        (u) To acquire by purchase, gift, devise, or otherwise,  
229    and to dispose of, real or personal property or any estate  
230    therein.

231        (v) To provide such deferred compensation, retirement  
232    benefits, or other benefits and programs as the board deems  
233    appropriate.

234        (w) To maintain an office or offices at such place or  
235    places as the board may designate from time to time.

236        (x) To hold, control, and acquire by donation or purchase,  
237    or to dispose of any public easements, dedications to public  
238    use, platted reservations for public purposes, or any  
239    reservations for those purposes authorized by this act and to  
240    make use of such easements, dedications, and reservations for  
241    the purposes authorized in this act.

242        (y) To lease, as lessor or lessee, to or from any person,  
243    firm, corporation, association, or body, public or private,  
244    facilities or property of any nature to carry out the purposes  
245    authorized in this act.

246        (z) To borrow money and issue bonds, certificates,  
247    warrants, notes, obligations, or other evidence of indebtedness.

248        (aa) To invest its money in such investments as directed  
249    by the board in accordance with state law. Such investments  
250    shall be consistent in all instances with the applicable

251 provisions of the financing documents.

252 (bb) To purchase such insurance as the authority deems  
253 appropriate.

254 (cc) To develop transportation plans and to coordinate the  
255 authority's planning and programs with those of appropriate  
256 municipal, county, state, special district, and federal agencies  
257 and other political subdivisions of the state.

258 (dd) To market and promote the authority and its  
259 facilities and services.

260 (ee) To do all acts and to exercise all powers necessary,  
261 convenient, incidental, implied, or proper, both within and  
262 outside the boundaries of the authority, in connection with any  
263 of the powers, duties, obligations, or purposes authorized by  
264 this act, general law, or any interlocal agreement entered into  
265 by the authority.

266 (ff) To prescribe and adopt necessary rules and  
267 regulations consistent with the provisions of this act.

268 (2) In exercising the powers conferred by this act, the  
269 board shall act by resolution or motion made and adopted at a  
270 duly noticed and publicly held meetings in conformance with  
271 applicable law.

272 (3) The provisions of chapter 120, Florida Statutes, shall  
273 not apply to the authority.

274 (4) Nothing herein is intended to or shall be construed to  
275 limit the power of local self-government of the county or

276 conflict with the Constitution of the State of Florida.

277       (5)       The authority's planning requirements shall be as set  
278 forth in this act and chapter 189, Florida Statutes.

279       (6)       Requirements for financial disclosure, meeting  
280 notices, reporting, public records maintenance, and per diem  
281 expenses for directors, officers, and employees shall be as set  
282 forth in this act and chapters 112, 119, 189, and 286, Florida  
283 Statutes.

284       Section 6. ~~Non-ad valorem assessments. The authority is~~  
285 ~~authorized to levy and enforce the collection of non-ad valorem~~  
286 ~~assessments in accordance with chapters 189 and 197, Florida~~  
287 ~~Statutes.~~ The Authority shall have no ad valorem taxing or non-ad  
288 valorem assessment power.

289       Section 7. Fiscal year. -The authority's fiscal year shall  
290 begin on October 1 and end on September 30.

291       Section 8. Authority funds. -All funds of the authority  
292 shall be deposited in qualified public depositories in  
293 accordance with chapter 280, Florida Statutes.

294       Section 9. Authority to borrow money; procedures and  
295 requirements for the issuance of bonds. -

296       (1)       The board shall have the power and authority to borrow  
297 money or issue other evidences of indebtedness for the purposes  
298 of the authority in accordance with chapter 189, Florida  
299 Statutes. The board shall by resolution authorize the issuance  
300 of general obligation bonds payable from any lawful sources for



301 construction of capital improvements or expansion purposes of  
302 the transit services that the authority exists to provide,  
303 subject to a referendum of the qualified electors of the  
304 authority in accordance with the requirements of general law.

305       (2) The authority is prohibited from lending its credit to  
306 corporations, associations, partnerships, or persons.

307       (3) The authority may finance or refinance the  
308 acquisition, construction, expansion, and improvement of such  
309 facilities relating to a governmental function or purpose  
310 through the issuance of its bonds, notes, or other obligations  
311 under this section or as otherwise authorized by law. The  
312 authority has all the powers that are necessary to finance, own,  
313 operate, or manage the public facility, including, without  
314 limitation, the power to establish rates, charges, and fees for  
315 products or services provided by it; the power to sell or finance all  
316 or a portion of such facility; and the power to contract with a public  
317 or private entity to manage and operate such facilities or to  
318 provide or receive facilities, services, or products.

319       (4) The authority may also issue bond anticipation notes  
320 in connection with the authorization, issuance, and sale of  
321 bonds. The bonds may be issued as serial bonds or as term bonds  
322 or both. The authority may issue capital appreciation bonds or  
323 variable rate bonds. Any bonds, notes, or other obligations must  
324 be authorized by resolution of the authority and bear the date;  
325 mature at the time, not exceeding 40 years from their respective

326    dates; bear interest at the rate; be payable at the time; be in  
327    the denomination; be in the form; carry the registration  
328    privileges; be executed in the manner; be payable from the  
329    sources and in the medium or payment and at the place; and be  
330    subject to the terms of redemption, including redemption prior  
331    to maturity, as the resolution may provide. If any officer whose  
332    signature, or a facsimile of whose signature, appears on any  
333    bonds, notes, or other obligations ceases to be an officer  
334    before the delivery of the bonds, notes, or other obligations,  
335    the signature or facsimile is valid and sufficient for all  
336    purposes as if he or she had remained in office until the  
337    delivery. The bonds, notes, or other obligations may be sold at  
338    public or private sale for such price as the authority shall  
339    determine in accordance with chapter 189, Florida Statutes.  
340    Pending preparation of the definitive bonds, the authority may  
341    issue interim certificates, which shall be exchanged for the  
342    definitive bonds. The bonds may be secured by a form of credit  
343    enhancement, if any, as the authority deems appropriate. The  
344    bonds may be secured by an indenture of trust or trust  
345    agreement. In addition, the authority may delegate to an  
346    officer, official, or agent of the authority as the governing  
347    body of the authority may select, the power to determine the  
348    time; manner of sale, public or private; maturities; rate of  
349    interest, which may be fixed or may vary at the time and in  
350    accordance with a specified formula or method of determination;

351 and other terms and conditions as may be deemed appropriate by  
352 the officer, official, or agent so designated by the governing  
353 body of the authority. However, the amount and maturity of the  
354 bonds, notes, or other obligations and the interest rate of the  
355 bonds, notes, or other obligations must be within the limits  
356 prescribed by the governing body of the authority and its  
357 resolution delegating to an officer, official, or agent the  
358 power to authorize the issuance and sale of the bonds, notes, or  
359 other obligations.

360       (5)       Bonds, notes, or other obligations issued under this  
361 section may be validated as provided in chapter 75, Florida  
362 Statutes.

363       (6)       The accomplishment of the authorized purposes of the  
364 authority is in all respects for the benefit of the people of  
365 the state, for the increase of their commerce and prosperity,  
366 and for the improvement of their health and living conditions.  
367 Since the authority will perform essential governmental  
368 functions in accomplishing its purposes, the authority is not  
369 required to pay any taxes or assessments of any kind whatsoever  
370 upon any property acquired or used by the authority for such  
371 purposes or upon any revenues or other income at any time  
372 received by the authority. The authority shall be exempt from  
373 all taxation, licenses, fees, or other charges of any kind  
374 imposed by the state, the county, any municipality, any  
375 political subdivision, any taxing district, or any other public

376 agency or body of the state. The bonds, notes, and other  
377 obligations of the authority, their transfer, and the income  
378 therefrom, including any profits made on the sale thereof, are  
379 at all times free from taxation of any kind by the state or by  
380 any political subdivision or other agency or instrumentality  
381 thereof. The exemption granted in this paragraph is not  
382 applicable to any tax imposed by chapter 220, Florida Statutes,  
383 on interest, income, or profits on debt obligations owned by  
384 corporations.

385       Section 10. Board action; compliance with open government  
386 laws and public records laws; authority to adopt policies and  
387 regulations. —

388       (1) A record shall be kept of all meetings of the board,  
389 and, in such meetings, a majority vote of the directors,  
390 providing that a quorum is present, shall be necessary for any  
391 affirmative action by the board.

392       (2) The board shall comply with chapter 286, Florida  
393 Statutes, to preserve the right of the people to attend public  
394 meetings.

395       (3) The board shall comply with the public records laws  
396 set forth in chapter 119, Florida Statutes, to preserve the  
397 right of the people to access public records.

398       (4) The board may adopt policies and regulations not  
399 inconsistent with any portion of this act or chapter 189,  
400 Florida Statutes, as it may deem necessary for the transaction

401 of its business and in implementing and carrying out the  
402 provisions of this act. The board shall have authority to  
403 provide all things necessary for the operation of transit  
404 services in the authority.

405       Section 11. Notwithstanding any provision in this act to  
406 the contrary, neither this act nor the creation of the authority  
407 shall have any effect on the powers, duties, rights,  
408 obligations, and immunities of any county, municipality, or  
409 special district. This act is intended to comply with the  
410 provisions of Art. VIII, Section 4, of the Florida Constitution  
411 regarding transfer of powers.

412       Section 12. In the event that any part of this act should  
413 be held void for any reason, such holding shall not affect any  
414 other part thereof.

415       Section 13. This act shall take effect upon becoming a  
416 law.

# TRANSIT UPDATE

# LEGAL UPDATE

# ADJOURNMENT