

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Bay County Transit Office
1010 Cone Ave, Panama City, FL 32401
December 09, 2024

MEMBERS IN ATTENDANCE:

Pamn Henderson, Chair	City of Callaway
Robert Carroll, Vice-Chair	Bay County Commission
Daniel Raffield	Bay County Commission
Doug Crosby	Bay County Commission
Clair Pease	Bay County Commission
David Griggs	City of Callaway
Judy Vandergrift	City of Lynn Haven
Pat Perno	City of Lynn Haven
Brian Grainger	City of Panama City
Janice Lucas	City of Panama City
Josh Street	City of Panama City
Paul Casto	City of Panama City Beach
Jack Griffis	City of Springfield

MEMBERS NOT IN ATTENDANCE:

Doug Moore	Bay County Commission
Jerry Smith	City of Mexico Beach
Jenna Flint Haligas	City of Panama City
Michael Rohan, Sr.	City of Panama City
Mary Coburn	City of Panama City Beach

OTHERS IN ATTENDANCE:

Bryant Paulk	FDOT
Olen Pettis	FDOT
Dustin Castells	FDOT
Casey Johns	FDOT
Carla Hodges	FDOT
Secretary Phillip Gainer	FDOT
Colby Cleveland	FDOT
Cory Wilkinson	HDR
Harrison Neilly	Transdev
Mary Beth Washnock	CPWG
Jared Schneider	Kimley-Horn
Brandi Dehiter	Carpe Diem
Kira Love	Carpe Diem
Nicole Austin	BayWay

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Sarah Horton	BayWay
Tammie Mars	BayWay
Bobbe Anna Pelletier	Callaway Commissioner
Brenda Janke	City of Lynn Haven

Virtual Attendance

Tanya Branton	FDOT
Kaylor Collins	
Bruce Barnhart	
Angela Bradley	
Clint Murphy	
Nick Lepp	
Tabitha Martin	

EMERALD COAST REGIONAL COUNCIL STAFF:

Kandase Lee
Tiffany Bates
Annie Arguello
Leandra Meredith
Gary Kramer
Jill Nobles
Howard Vanselow
Tammy Neal
Virtual Attendance:
Gabrielle McVoy
Rae Emary
Gina Watson
Dawn Schwartz
Jill Strickler

CALL TO ORDER / INVOCATION / PLEDGE

APPROVAL OF AGENDA

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

PUBLIC FORUM:

Lamar Hobbs, BayWay, stated that BayWay was awarded the transit agency of the year for the state of Florida in 2024 and recognized three BayWay employees for helping people in crisis. The employees were given the "Better Bayway" award. Lamar Hobbs stated that in May, Kathy Mordecai, noticed an elderly woman who seemed to be confused and had the potential to walk into a busy road. Kathy Mordecai pulled over and called dispatch as well as the Bay County Sheriff's Office. They identified the woman, who was thought to have

dementia, and she waited on the bus until she was reunited with her family members. The driver received an award for exceptional care and assistance.

Lamar Hobbs stated that this year, BayWay employees at the transit agency were trained to assist minors going through crisis. In April, driver Sara Horton discovered a young boy who was wandering alone and notified dispatch. Bayway's road supervisor, Antrese McCormick, came to the scene and took the boy to the police station. Operators suggested there might be another child wandering in the area, so the driver and road supervisor searched the area and found a second unattended child, a 4-year-old girl. Bayway employees waited with her until the Springfield Police Department arrived. The driver and the supervisor both received an award for swift action and unwavering commitment to the safety and well-being of children.

Chair Henderson welcomed the two new Bay County commissioners, Commissioner Daniel Raffield and Commissioner Doug Crosby.

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

Bryant Paulk gave a report on the recent virtual project update on the multi-use path in Mexico Beach. The project is currently under PD&E.

Bryant Paulk gave an update on two additional projects, stating that the re-alignment of Star Avenue and Titus Road at U.S. 231 project is still on schedule for a February 2025 letting date. Bryant Paulk also reported that the final segment of the Panama City Beach Parkway widening project is scheduled for a February 2026 letting date.

Bryant Paulk stated that the TPO board requested FDOT to investigate access management opportunities along the Martin Luther King Blvd. corridor in Panama City. The FDOT traffic operations office looked at any interim improvements or immediate safety improvements that were required and did not find any due to the corridor being fairly restrictive.

PLANNING AND TRANSIT CONSENT AGENDA:

- 1. ALL COMMITTEES - Approval of August 2024 Meeting Minutes**
- 2. TPO ONLY- Consideration of Resolution Bay 24-29 to Recommend Bay County as the Single Designated Community Transportation Coordinator (CTC) for Bay County - *Howard Vanselow, ECRC Staff***
- 3. ALL COMMITTEES - Consideration of Resolution Bay 24-30 Amending the Fiscal Year (FY) 2025 - FY 2026 Bay County Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP) to Revisions Per 2 CFR/200/Subpart E**

Cost Principle Guidelines – Kandase Lee, ECRC CEO

4. **ALL COMMITTEES - Consideration of Resolution Bay 24-21 Ratifying the Chair's Signature and Adoption of the Adjusted Urban Area Boundary and the Functional Classification Map for Bay County on October 10, 2024– Gary Kramer, ECRC Staff**

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

PLANNING ACTION ITEMS:

1. **ENCLOSURE A – ALL COMMITTEES - Consideration of Resolution Bay 24-33 Accepting the FDOT FY 2026-2030 Tentative Work Program – Carla Hodges, FDOT/ Bryant Paulk, AICP, FDOT**

Carla Hodges, FDOT, presented the FDOT FY 2026-2030 Tentative Work Program, highlighting projects planned for Bay County through 2030.

Council Member Casto moved to authorize the TPO chair to sign Resolution BAY 24-33 accepting the FDOT FY 2026-2030 Tentative Work Program. Commissioner Grainger seconded the motion, and it was unanimously approved.

2. **ENCLOSURE B – ALL COMMITTEES – ROLL CALL VOTE - Consideration of Resolution Bay 24-27 Amending the FY 2025-2029 Transportation Improvement Program to Add the Construction Phase for SR 368 (23rd Street) from Jenks Avenue to SR 77 Lighting Project for Financial Project Identification (FPID) Number 4437161 in FY 2024/2025 at a Total Cost of \$10,000 – Bryant Paulk, AICP, FDOT**

Bryant Paulk presented the proposed TIP amendment.

Commissioner Perno moved to authorize the TPO chair to sign Resolution Bay 24-27 amending the FY 2025-2029 TIP. Commissioner Griggs seconded the motion.

ROLL CALL VOTE

Mayor Henderson	Yes
Commissioner Carroll	Yes
Commissioner Raffield	Yes
Commissioner Crosby	Yes
Commissioner Pease	Yes
Commissioner Griggs	Yes
Commissioner Vandergrift	Yes

Commissioner Perno	Yes
Commissioner Grainger	Yes
Commissioner Lucas	Yes
Commissioner Street	Yes
Council Member Casto	Yes
Commissioner Griffis	Yes

The motion passed unanimously.

- 3. ENCLOSURE C - ALL COMMITTEES - ROLL CALL VOTE - Consideration of Resolution Bay 24-28 Amending the FY 2025-2029 Transportation Improvement Program to Add the Construction Phase for East Side of Nautilus Street from Surfside Middle School Entrance to SR30A (Back Beach Road) Sidewalk Project for Financial Project Identification (FPID) Number 4456142 in FY 2024/2025 at a Total Cost of \$152,008- *Bryant Paulk, AICP, FDOT***

Bryant Paulk presented the proposed TIP amendment.

Commissioner Grainger moved to authorize the TPO chair to sign Resolution BAY 24-28 amending the FY 2025-2029 TIP. Commissioner Griggs seconded the motion.

ROLL CALL VOTE

Mayor Henderson	Yes
Commissioner Carroll	Yes
Commissioner Raffield	Yes
Commissioner Crosby	Yes
Commissioner Pease	Yes
Commissioner Griggs	Yes
Commissioner Vandergrift	Yes
Commissioner Perno	Yes
Commissioner Grainger	Yes
Commissioner Lucas	Yes
Commissioner Street	Yes
Council Member Casto	Yes
Commissioner Griffis	Yes

The motion passed unanimously.

- 4. ENCLOSURE D - ALL COMMITTEES - Consideration of Resolution Bay 24-19 Adopting Statewide "Vision Zero" Targets for Safety Performance Measures - *Gary Kramer, ECRC Staff***

Gary Kramer presented the targets for safety performance measures, stating that TPO approval is recommended to comply with the February 27, 2025, deadline to remain in compliance with the federal and state regulations for transportation planning.

Commissioner Griggs moved to authorize the TPO chair to sign Resolution Bay 24-19 adopting Statewide "Vision Zero" targets for Safety Performance Measures. Commissioner Grainger seconded the motion, and it was unanimously approved.

5. ENCLOSURE E – ALL COMMITTEES - Consideration of Resolution Bay 24-20 Adjusting the Four-Year Targets (2025) for Bridge (PM 2) and System Performance (PM 3) for the Florida Department of Transportation– *Gary Kramer, ECRC Staff*

Gary Kramer presented the four-year targets (2025) for Bridge (PM 2) and System Performance (PM 3) for FDOT, stating that the deadline to adjust the four-year (2025) targets for Bridge and Pavement and System Performance is March 30, 2025.

Commissioner Grainger moved to authorize the TPO chair to sign Resolution Bay 24-20 adjusting the four-year targets (2025) for Bridge (PM 2) and System Performance (PM 3) for FDOT. Commissioner Carroll seconded the motion, and it was unanimously approved.

6. ENCLOSURE F – ALL COMMITTEES - Consideration of Resolution BAY 24-24 Accepting the Emerald Coast Safety Action Plan and Authorizing the TPO Chair to Sign a Letter of Support for the Emerald Coast Safety Action Plan – *Jill Nobles, ECRC Staff*

Jill Nobles presented the Emerald Coast Safety Action Plan. This action is recommended to prioritize the strategies and countermeasures identified to eliminate fatalities and serious injuries along the High Injury Network in the Bay County TPO area. Jill Nobles stated that ECRC staff were also recommending the chair sign a letter of support for the Emerald Coast Safety Action Plan. Jared Schneider with Kimley Horne went over the highlights of development of the plan and how it can be used to seek implementation funds.

Commissioner Street moved to authorize the TPO chair to sign Resolution Bay 24-24 accepting the Emerald Coast Safety Action Plan and authorizing the TPO chair to sign a letter of support for the Emerald Coast Safety Action Plan. Commissioner Pease seconded the motion, and it was unanimously approved.

7. ENCLOSURE G – ALL COMMITTEES - Consideration of Resolution BAY 24-26

Adopting the Congestion Management Process Plan (CMPP) Minor Update – Jill Nobles, ECRC Staff

Jill Nobles presented the Congestion Management Process Plan minor update.

Council Member Casto moved to authorize the TPO chair to sign Resolution Bay 24-26 adopting the Congestion Management Process Plan minor update. Commissioner Perno seconded the motion, and it was unanimously approved.

8. ENCLOSURE H – TPO ONLY - Appointment of a Bay TPO Board Member and Alternate to serve on the MPOAC Governing Board for Calendar Year 2025 – *Kandase Lee, ECRC CEO*

Kandase Lee announced that the TPO board needed to appoint one member and an alternate to serve on the 2025 MPOAC Governing Board, stating that the current primary member is former Commissioner Bill Dozier, Bay County, and the alternate is Commissioner Josh Street, Panama City. Commissioner Josh Street and Commissioner Janice Lucas were nominated to serve.

Commissioner Grainger moved to appoint Commissioner Josh Street as the primary member and Commissioner Janice Lucas as alternate to the MPOAC Governing Board for Calendar Year 2025. Commissioner Carroll seconded the motion, and it was unanimously approved.

PRESENTATION ITEMS:

1. ENCLOSURE I – ALL COMMITTEES- Informational Presentation for the Transportation Alternatives (TA) Program and the Transportation Regional Incentive Program (TRIP) – *Jill Nobles, ECRC Staff*

Jill Nobles presented the Transportation Alternatives (TA) Program and the Transportation Regional Incentive Program (TRIP) and informed the board that TA and TRIP applications are due in FDOT's Grant Application Program (GAP) by Friday, January 17, 2025.

PLANNING INFORMATION ITEMS (no presentation necessary):

1. August 2024 Bay TPO Actions Report
2. August 2024 Bay TCC and CAC Meeting Minutes
3. Bay County TPO Signed Florida Commerce Letter
4. Bay February 2024 TA Application Review Workshop Agenda
5. Modification to the FY 2025-2029 Transportation Improvement Program (TIP) Letters
6. Safety Study and Capacity Project on SR 22
7. Callaway Elementary School Safety Concerns/SR22 Capacity Improvements Letter

TRANSIT AGENDA

TRANSIT ACTION ITEMS: NONE

TRANSIT PRESENTATION ITEMS:

1. ENCLOSURE J – TPO ONLY - FY2024 Transit Productivity and Performance Measures Report – Lamar Hobbs, Bay County Transit

Lamar Hobbs presented the FY2024 Transit Productivity and Performance Measures Report, stating that on July 1, 2024, Section 341.071, F.S., was amended to include the requirement of transit productivity and performance measures reports, by adding subsection (4)(a). This new provision requires public transit providers to disclose certain information and documentation relating to its budgeted and general administrative costs. Lamar Hobbs stated that as a recipient of state funds, Bayway is required to submit a report certifying the transit productivity and performance measures on an annual basis to FDOT.

TRANSIT UPDATE

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

OTHER BUSINESS – The 2025 Bay TPO meeting schedule is to be determined.

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

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

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