



Pamn Henderson
Chair

Robert Carroll
Vice Chair

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**SPECIAL MEETING OF THE
TRANSPORTATION PLANNING ORGANIZATION BOARD**

February 25, 2025, 1:00 p.m.

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

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.

TRANSIT ACTION ITEMS:

- 1. ENCLOSURE A – TPO ONLY** - Consideration of Resolution Bay 25-07 Authorizing a Project for Resurfacing of the Bus Wash Facility Floor – *Lamar Hobbs, Bay County Transit, BayWay*
- 2. ENCLOSURE B – TPO ONLY** - Consideration of Resolution Bay 25-08 Authorizing Continuation of the Fixed Route Sunday Schedule - *Lamar Hobbs, Bay County Transit, BayWay*

OTHER BUSINESS – The next Bay TPO meeting will be held on May 28, 2025, at 3:30 p.m. The TCC will meet at 11:00 a.m. and the CAC at 1:30 p.m. All meetings will take place at the Bay County Transit Office, 1010 Cone Ave Panama City, FL 32401.

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

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

Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no sea Inglés. Notifique Annie Arguello (annie.arguello@ecrc.org) de los requisitos de acceso o el idioma en el 850-332-7976 ext. 226 o 1-800-955-8771 para TTY-Florida al menos 48 horas de antelación.

SCAN QR CODE TO VIEW

FULL AGENDA



TRANSIT ACTION ITEMS

ENCLOSURE A

ENCLOSURE A

TPO ONLY

SUBJECT: Consideration of Resolution Bay 25-07 Authorizing a Project for Resurfacing of the Bus Wash Facility Floor

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

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On December 5th, 2023, the TPO contracted with R. E. Crawford Construction LLC. To build a new bus wash facility at 920 Wilson Avenue. As part of the bus wash facility construction project, the architect of record, MLD Architects, specified a traffic coating system in the original documents and then modified that traffic coating system in Addendum #1 dated 10/5/23 Item #2 and attached a revised specification to the addendum. The contractor of record, R. E. Crawford Construction LLC., then submitted a different/substitute system during the shop drawing/product submittal process which was a Sherwin Williams product and not the product specified. This submittal was rejected, and a follow up submittal was never received. MLD Architects visited the site on 8/8/24 and noted the applied traffic coating system was not the one specified, and questioned the product used. This concern was brought to R. E. Crawford Construction's attention during the aforementioned site visit and via an observation report dated 8/9/24. As construction continued, the applied traffic coating system was questioned before, during, and after the wash equipment installation. On 10/17/24, the architect received confirmation that the traffic coating system was not what had been specified, and the architect immediately requested the product information to verify that it was an equal product to one specified. The requested product information was received on 11/20/24 and was subsequently rejected as not being equivalent to the specified product.

After the said traffic coating system was installed, staff observed several locations within the bus wash where the coating was flaking off. This information was brought to the attention of the architect and contractor. The contractor subsequently had the flooring subcontractor repair the damaged areas using the same unapproved product described above. In consultation with the architect, it was recommended that the equipment be removed, the floor scarified to raw concrete, properly prepared substrate inspected and approved by the manufacturer's technical representative, and the specified product be installed by a certified applicator. All millage and finishes (color) are to be inspected and approved by the manufacturer's technical representative, architect, and owner.

Attached is the following:

- Resolution Bay 25-07

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chair to sign Resolution 25-07, (a) authorizing staff to direct R. E. Crawford to have the entirety of the equipment removed and stored in an approved facility by InterClean, b) having the entirety of the floor scarified to raw concrete, properly prepared substrate inspected and approved by the manufacturer's technical representative, c) having the specified product installed by a certified applicator, all millage and finishes (color) inspected and approved by the manufacturer's technical representative, architect, and owner, with wall to wall coverage as specified in the documents, and d) having the wash equipment reinstalled and recommissioned by InterClean. Please contact Lamar Hobbs, Bay County Board of County Commissioners, at 850-248-8161 or lhobbs@baycountyfl.gov, if additional information is needed.

RESOLUTION BAY 25-07

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING STAFF TO DIRECT R. E. CRAWFORD TO HAVE THE ENTIRETY OF THE EQUIPMENT REMOVED AND STORED IN AN APPROVED FACILITY BY INTERCLEAN, THE ENTIRETY OF THE FLOOR SCARIFIED TO RAW CONCRETE, PROPERLY PREPARED SUBSTRATE INSPECTED AND APPROVED BY THE MANUFACTURER'S TECHNICAL REPRESENTATIVE, THE SPECIFIED PRODUCT INSTALLED BY A CERTIFIED APPLICATOR, ALL MILLAGE AND FINISHES (COLOR) INSPECTED AND APPROVED BY THE MANUFACTURER'S TECHNICAL REPRESENTATIVE, ARCHITECT, AND OWNER, WITH WALL TO WALL COVERAGE AS SPECIFIED IN THE DOCUMENTS, THEN REINSTALLATION AND RECOMMISSIONING OF THE WASH EQUIPMENT BY INTERCLEAN

WHEREAS, the Bay County Transportation Planning Organization (TPO) is the organization as the designated recipient for all Transit Grant Funds including and not limited to Federal Transit Administration and Florida Department of Transportation (FDOT); and

WHEREAS, on December 5th, 2023 the TPO contracted with R. E. Crawford Construction LLC to build a new bus wash facility at 920 Wilson Avenue; and

WHEREAS, as part of the bus wash facility construction project, the architect of record, MLD Architects specified a traffic coating system in the construction documents; and

WHEREAS, R.E. Crawford Construction LLC., as the contractor of record, installed an unapproved traffic coating system; and

WHEREAS, the unapproved traffic coating system has begun to fail in multiple places within the bus wash facility; and

WHEREAS, the unapproved traffic coating system will need to be removed in its entirety so that the specified coating can be properly installed; and

WHEREAS, the installed bus wash equipment will have to be removed in its entirety so that the coating can be properly installed:

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

The TPO authorizes staff to direct R.E. Crawford to have the entirety of the equipment removed and stored in an approved facility by InterClean, the entirety of the floor scarified to raw concrete, properly prepared substrate inspected and approved by the manufacturer's technical representative, the specified product installed by a certified applicator, all millage and finishes (color) inspected and approved by the manufacturer's technical representative, architect, and owner, with wall to wall coverage as specified in the documents, then reinstallation and recommissioning of the wash equipment by InterClean.

Passed and duly adopted by the Bay County Transportation Planning Organization this 25th day of February 2025.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____
Pamn Henderson, Chair

ATTEST: _____

ENCLOSURE B

ENCLOSURE B

TPO ONLY

SUBJECT: Consideration of Resolution Bay 25-08 Authorizing Continuation of the Fixed Route Sunday Schedule

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

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: On April 5th, 2023, the TPO authorized the beginning of a fixed route Sunday service in partnership with the Panama City Beach Convention and Visitors Bureau (PCBCVB). The original implementation was funded by the PCBCVB for FY2023 and FY2024. The popularity of the service has continued to grow and has shown that there is support for the continuation of the Sunday service going forward.

During the previous two years, the Sunday service generated the following ridership:

FY2023: 10,598

FY2024: 17,251

Attached is the following:

- Resolution Bay 25-08

RECOMMENDED ACTION: A motion authorizing the TPO chair to sign Resolution Bay 25-08 authorizing the continuation of the Sunday service to begin on March 2nd, 2025 and to continue until November 30th, 2025, at a cost of \$149,189.04. Please contact Lamar Hobbs, Bay County Board of County Commissioners, at 850-248-8161 or lhobbs@baycountyfl.gov, if additional information is needed.

RESOLUTION BAY 25-08

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE CONTINUATION OF THE FIXED ROUTE SUNDAY SERVICE

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

WHEREAS, on April 5th, 2023 the TPO and the Panama City Beach Convention and Visitors Bureau (PCBCVB) entered an agreement for the addition of a Sunday service to the fixed route system for the purposes of providing tourists and workers with transportation to and from Panama City Beach; and

WHEREAS, the Bay County Tourist Development Council funded the service for FY2023 and FY2024 in order to determine the need for said service; and

WHEREAS, the service generated a total of 27,849 rides over the two and has received overwhelming support for the continuation of the service in the following years; and

WHEREAS, the service for year 2025 would begin on March 2nd, 2025, and continue until November 30th, 2025; and

WHEREAS, the described service would be at a cost of \$149,189.04;

THEREFORE, BE IT RESOLVED BY THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION (TPO) THAT: the Board authorizes the continuation of the Sunday service to begin on March 2nd, 2025 and continue until November 30th, 2025, at a cost of \$149,189.04.

Passed and duly adopted by the Bay County Transportation Planning Organization this 25th day of February 2025.

**BAY COUNTY TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____

Pamn Henderson, Chair

ATTEST: _____

ADJOURNMENT