

**BAY COUNTY TECHNICAL COORDINATING COMMITTEE (TCC)**

**APRIL 26, 2017 MEETING MINUTES**

West Florida Regional Planning Council

(Designated staff)

Bay County Government Center

840 West 11<sup>th</sup> Street

Panama City, Florida

**Members attending:**

Neil Fravel, Chairman

Kelly Jenkins

Mell Smigielski

Keith Bryant

Gene Keen

John Skaggs

Richard McConnell

City of Panama City

City of Panama City Beach

City of Mexico Beach

Bay County

Bay Area Transit

NSA Panama City

NW FL Beaches Intl Airport

**Others attending:**

Walt Dodson

Clark Stephens

Kevin Elliott

Brandi Tagirs

John Fielding

David Haight

Sandra Lamb

Wayne Waters

Lynn Cherry

Ben Faust

Suzanne Lex

Starsky Harrell

Jon McClain

Tony Alex

David Freni

Matt Johnson

Scott Lord

Matt Dockins

Chris Piazza

Angela Bradley

Mary Beth Washnock

Jenny Cook

Brittany Ellers

Gary Kramer

Dorothy McKenzie

Annie Walthall

AECOM

AECOM

Applied Research Associates

Applied Research Associates

Atkins

Atkins

Atkins

BCC Engineering

CDCS

SRMP

FDOT

FDOT

HNTB

Lochner

Lochner

Michael Baker International

Michael Baker International

RKK

RKK

Bay County

WFRPC Staff, Transportation Manager

WFRPC Staff

WFRPC Staff

WFRPC Staff

WFRPC Staff

WFRPC Staff

**1. CALL TO ORDER /PLEDGE/ INVOCATION**

Chairman Fravel called the meeting to order.

2. **APPROVAL OF AGENDA**

Ms. Cook stated there was an add-on item (Enclosure N) for the appointment of a nominating committee or nominations from the floor for the chair and vice-chair.

3. **PUBLIC FORUM**

There were no speakers from the public.

4. **CONSENT AGENDA:**

Approval of February 22, 2017 Meeting Minutes.

**Mr. Bryant moved to approve the February 22, 2017 TCC meeting minutes. The motion was seconded by Mr. McConnell and it was passed unanimously.**

5. **ACTION ITEMS FOR PLANNING:**

A. Consideration of Resolution BAY 17-04 Adopting the Transportation Alternatives Program (TAP) Ranked Projects

Ms. Cook reviewed the five projects submitted to the TPO. She presented the scoring of each project.

Project One – Boat Race Road Sidewalk and Bike Lane/City of Callaway

Project Two – Cherry Street Sidewalks/City of Callaway

Project Three – Wallace Road Sidewalk and Bike Lane/City of Callaway

Project Four – Yellow Bluff and S. Star Avenue Sidewalk/City of Callaway

Project Five – 15<sup>th</sup> Street Pedestrian Safety Improvements/Mexico Beach

**Mr. Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 17-04 adopting the TAP ranked projects. Mr. McConnell seconded the motion and it was unanimously approved.**

B. Consideration of Resolution BAY 17-05 Adopting the FY 2017–FY 2018 Unified Planning Work Program (UPWP) Year 2 (FY 2018) Amendments, Authorizing the West Florida Regional Planning Council Executive Director to sign the FY 2017 Certifications and Assurances and Authorizing TPO Staff to Apply for and Execute a Federal Transit Administration (FTA) Section 5305 Grant for use in FY 2018 -

Ms. Washnock stated that adjustments were made to the UPWP, and that they were moving into year two of the document, FY 2018. She said certifications and assurances that are part of the action are related to the FTA grant, and are done to seek grant funding from the Federal Transit Administration.

**Mr. Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 17-05 adopting the FY 2017 – FY 2018 Unified Planning Work Program (UPWP) Year 2 (FY 2018) Amendments, authorizing the West Florida Regional Planning Council Executive Director to sign the FY 2017 Certifications and Assurances and Authorizing TPO Staff to**

**apply for and execute a Federal Transit Administration (FTA) Section 5305 Grant for use in FY 2018. Mr. Smigielski seconded the motion and it was passed unanimously.**

**C. ACTION ITEMS FOR TRANSIT**

Adopting a Memorandum of Understanding (MOU) for Donation of Funds for Additional Trolley Shelters-

Ms. Washnock said Resolution Bay 17-06 referred to the TPO entering into an agreement with Royal American in the form of a memorandum of understanding to provide eight trolley shelters in two years. In addition, the resolution stipulated that the TPO has applied for and continues applying for funding to build transit shelters for the Bay Town Trolley Service Area which consists of approximately five shelters per year.

**Mr. McConnell made a motion to recommend the TPO authorize the TPO chairman to sign Resolution BAY 17-06 adopting the MOU for donation of funds for additional trolley shelters. The motion was seconded by Mr. Bryant seconded and it was passed unanimously.**

**6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE**

Ms. Lex presented an update on SR 390 from SR 77 to US 231. She advised that presently FDOT is in the procurement process. When the contract is executed FDOT will take up the PD&E where they left off and move forward as a six-lane project.

Next Ms. Lex stated that the Complete Streets draft manual is available for review on the FDOT website. A link is available for the draft manual and also for the Florida design manual. She said comments will be received on the draft manual until May 25, 2017. The document should be finalized by June 30, 2017.

Chairman Fravel asked for an update on SR 390 first phase and a lawsuit that was holding up the project. Ms. Lex said FDOT notified Bay County and the TPO chairman that FDOT requested a Work Program amendment. FDOT wanted to move the project out in the Work Program. FDOT had to go to the governor for approval. She said notice was just received that the governor approved it. It was moved to FY 2019. Ms. Lex said FDOT will revisit the project in the development of the Work Program next year, dependent upon litigation. It will possibly be moved to FY 2018 if the case is settled.

Ms. Lex introduced Mr. Jon McClain of HNTB. Mr. McClain presented an update on US 231.

Mr. Chris Piazza, of RK&K, presented an update on US 231. He said there was to be a public hearing later that week on Thursday. He said last year they introduced the project to the TPO. There are 24 miles of US 231 that has been evaluated for widening. It was separated into five segments. Segment one runs from US 98 to Pipeline Road. Segment two runs from south of Pipeline Road to north of Penny Road. Segment three runs north of Penny Road to Scotts Ferry. Segment four is through the Youngstown area, south of Scotts Ferry to SR 20, and is the end of the project. Also included is a segment of SR 389 that runs from Baldwin Road to Sherman Road.

Mr. Piazza outlined goals of the PD&E study. Included in the goals was improving capacity to six

lanes, from four lanes. Increasing level of service was considered at intersections. Also considered were facilitating freight movement, encouraging economic development, and increasing safety and emergency evacuation capabilities. Four major intersections were considered from a level of service and safety capacity.

Mr. Piazza spoke regarding the US 98 flyover, going over US 231. SR 77 was also being considered to go over US 231. Mr. Piazza said explained details of plans for each segment. He said the study should be finalized by the end of 2017.

**7. PLANNING PRESENTATIONS (no action):**

**D. Review of the Bay County Transportation Planning Organization (TPO) Public Participation Process (PPP) Plan Update –**

Ms. Ellers said the PPP is a guide for Public Involvement staff to reach out to the community. A major update is in progress. The deadline for comments is June 16, 2017.

Ms. Ellers introduced Ms. Annie Walthall, a new Public Involvement staff member.

**E. Review of the Draft BAY TPO FY 2018-2022 Transportation Improvement Program (TIP) –**  
Mr. Kramer said the TIP would be presented for approval next month. The document is available on the website and comments are to be received by May 12, 2017.

Mr. Bryant asked if bike plans for Jenks Avenue should be removed. Ms. Lex said FDOT, at the request of Bay County, passed a resolution and forwarded it to the Work Program staff. It was requested that FDOT remove it from the upcoming Work Program and FDOT did remove the project.

**F. Bay County Transportation Planning Organization (TPO) FY 2019-2023 Draft Project Priorities -**  
Mr. Kramer said there would be public workshops on May 1, 2017. He said a flyer was available. He stated that the item would be reviewed in June and approved in July 2017.

**G. Congestion Management Process Plan (CMPP) Minor Update**

Ms. Cook said the CMPP minor update includes the updated performance measures tables and traffic counts using the 2015 annual average daily traffic counts. The CMPP is available for review and will be presented at the next meeting for approval.

**H. Review of Florida Department of Transportation (FDOT) State Road 388 for the following locations: Segment 5 from State Road 79 to Northwest Florida Beaches International Airport Financial Project Identification Number: 424464-5-52-01. Segment 6 from east of Northwest Florida Beaches International Airport to east of Burnt Mill Creek, Financial Project Identification Number: 424464-6-52-01. Segment 7 from east of Burnt Mill Creek to State Road 77 Financial Project Identification Number: 424464-7-52-01 –**

Ms. Lex introduced Mr. McClain, the project manager. Mr. McClain updated the SR 388 corridor. He stated that corridor is split into three segments. He presented a map of the three segments. On the west side there will be a realignment from Crooked Creek to SR 79. On the west side there will also be a realignment to match existing SR 388 to the north.

Mr. Dodson, of AECOM, stated segment 5 is from SR 79 to the airport entrance road. He said they are adding a new signalized intersection at SR 79. There will also be an intersection where existing SR 388 will tie into a new roadway. A multi-lane roundabout is being constructed at the airport entrance. Dual bridges are being constructed across Crooked Creek. He explained the plans in detail.

Mr. Faust, of DRMP, presented information on segment 6, the middle segment which is two miles long. He said they are removing the causeway and the Burnt Mill Creek bridge. The bridge and causeway are to be replaced with a pair of 2,000 foot long bridges. There will be dedicated wildlife crossing under the bridge.

Mr. Alex, of H. W. Lochner, reported on segment 7. The total length of the project is six miles. The two lane road will be converted into a four lane, divided highway for 4.5 miles. The eastern 1.5 miles of the project will realign SR 388 northward to intersect SR 77 at County Road 388. A new intersection is being constructed at SR 77 and will be signalized. He stated that over the next few months they will finalize the design of the SR 388 segments.

Mr. Alex stated that public meeting for segments 5 and 6 are schedule for June 27, 2017 at Woodstock Church in Panama City Beach. He said a design public hearing is scheduled for segment 7 at Gulf Coast State College on May 25, 2017.

- I. Review of FDOT State Road 390 from Jenks Avenue to State Road 77. Financial Project Identification Number: 217875-4-52-01 -  
Ms. Lex introduced Ms. Lamb, of Atkins, the FDOT project manager. Ms. Lamb introduced Mr. Johnson, of Michael Baker International, the design consultant.

Mr. Johnson spoke on segment 4 of SR 390, from Jenks Ave. to SR 77. He said the project entails widening the two lane undivided rural facility, to a divided six lane facility with buffered bike lanes and sidewalks on both sides. There are four signalized intersections proposed, with three already existing. The project includes a new pedestrian structure at Mowat Middle School. The project has been through the PD&E phase. He said presently they are in the design/right-of-way acquisition phase of the project. Construction is expected in the fall of 2018.

- J. Presentation on the latest innovations from the Federal Highway Administration (FHWA) that are proven to reduce pedestrian deaths -  
Ms. Tagirs, of Applied Research Associates, presented. She said pedestrian deaths are on the rise nationally and locally. She said FHWA has developed innovations. Every Day Counts is a state based model designed to identify and rapidly deploy proven although underutilized innovations.

Ms. Tagirs said 2017 is projected to be one of the worse years for fatalities. Uncontrolled crossing locations without lights are a particular problem. She further explained innovations to enhance safety. She stated that FHWA recognizes there are problems with rising pedestrian fatalities. Various steps are being taken to provide signalized intersections to enhance safety.

There is funding available through the Accelerated Innovation Deployment Administration. Funding is being used as an incentive to provide innovations.

**8. INFORMATION ITEMS FOR PLANNING** (no presentation necessary)

Included in the agenda packet were the following:

- February 2017 Actions Report
- February 2017 Advisory Committee Meeting Minutes

9. Add-on Item – Appointment of a nominating committee for the election of a chair and vice-chair. Ms. Cook advised that nominations could be made from the floor.

Chairman Fravel said the members could appoint a nominating committee that would bring back recommendations at the next meeting for a chair and vice chair, or they could nominate a chair and vice chair at the meeting in progress.

**A motion was made by Mr. Bryant to nominate Mr. Gene Keen for chair and Mr. Marc Mackey for vice chair. The motion was seconded and was passed unanimously.**

**10. INFORMATION ITEMS FOR TRANSIT**

Included in the agenda packet were the following:

- a. Transit Financial Report
- b. Operating Report

**11. ADJOURNMENT**

There being no further business the meeting adjourned.