

BAY COUNTY TECHNICAL COORDINATING COMMITTEE (TCC)

JUNE 28, 2017 MEETING MINUTES

West Florida Regional Planning Council

(Designated staff)

Bay County Government Center

840 West 11th Street

Panama City, Florida

Members attending:

Gene Keen, Chairman

Neil Fravel

Kelly Jenkins

Keith Bryant

Marc Mackey

Gene Keen

Wayne Stubbs

Bay Area Transit

City of Panama City

City of Panama City Beach

Bay County

Bay County

Bay Area Transit

Panama City Port Authority

Others attending:

John Fielding

David Haight

Wayne Waters

Lynn Cherry

Ben Faust

Suzanne Lex

Dean Mitchell

Roger Rossitto

Angela Bradley

Brandi DeRuiter

Mary Beth Washnock

Tiffany Bates

Jill Lavender

Gary Kramer

Rob Mahan

Dorothy McKenzie

Atkins

Atkins

BCC Engineering

CDCS

DRMP

FDOT

HNTB

Kisinger Campo & Associates

Bay County

Bay County Chamber

WFRPC Staff

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. Washnock asked if there were any changes or add-ons to the agenda. There were none.

Mr. Bryant moved to approve the agenda. The motion was seconded by Mr. Mackey and it was approved unanimously.

3. PUBLIC FORUM

There were no speakers from the public.

4. **CONSENT AGENDA:**

Approval of April 26, 2017 Meeting Minutes.

Mr. Bryant moved to approve the April 26, 2017 TCC meeting minutes. The motion was seconded by Mr. Fravel and it was passed unanimously.

5. **ACTION ITEMS FOR PLANNING:**

- A. Consideration of Resolution BAY 17-07 to Adopt the Bay County TPO FY 2018-2022 Transportation Improvement Program (TIP) and to Authorize the TPO to Administratively Amend the FY 2018-2022 TIP to Include the Projects in FDOT's Variance Report
Mr. Kramer said the comments that were received were due May 12, 2017 and were included in the agenda packet. The FDOT Variance Report was also included in the agenda.

Mr. Kramer said the Federal Highway Administration recommended that an appendix be added to the TIP for the comments that were received. He said this will be done. The TIP was made available online on May 30, 2017 for review.

Mr. Kramer said the adopted FY 2018-2022 TIP is due to FDOT by July 15, 2017.

Mr. Mackey moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 17-07 to adopt the Bay County TPO FY 2018-2022 TIP and to authorize TPO to administratively amend the FY 2018-2022 TIP to include the projects in FDOT's Variance Report. Mr. Bryant seconded the motion and it was unanimously approved.

- B. Consideration of Resolution BAY 17-08 Adopting the Bay County TPO Congestion Management Process Plan (CMPP) Minor Update
Ms. Washnock said the CMPP includes updating safety maps, traffic counts, and a recalculation of the Level of Service. Information from the CMPP is used for the Long Range Transportation Plan.

Mr. Bryant moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 17-08 adopting the Bay County TPO CMPP minor update. Mr. Stubbs seconded the motion and it was passed unanimously.

- C. Request to Proceed with Amending the Bay County 2040 Long Range Transportation (LRTP) Plan Needs and Cost Feasible Plan for Design Build funds for the US 98/Tyndall Air Force Base Overpass
Ms. Lex, FDOT, presented. She requested that the TCC recommend approval to add the Tyndall Air Force Base overpass design-build project into the Cost Feasible Plan, fiscal year 2018-2022. The project has been funded for \$378,625 for design in order to get it ready to put out for consultant bid for design-build. The project is to build the flyover to allow connection between the Air Force Base points without going back through security, and maintain traffic flow on US 98.

Mr. Mackey moved to recommend the TPO amending the Bay County 2040 LRTP Needs and Cost Feasible Plan for Design-Build funds for the US 98/Tyndall Air Force Base Overpass. Mr. Bryant seconded the motion and it was passed unanimously.

6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE

Ms. Lex advised Mr. John Fielding would report on a TSM project he coordinated with Bay County. Secondly, FDOT's consultant project manager was to report on the SR 22 reconstruction project.

Mr. Fielding said there had been discussion regarding traffic signals. The effort was to improve the connection and data streaming capabilities between FDOT and Bay County. He said there was to be a priorities workshop the next day. He asked that the TCC recommend that it be a TSM project on the list and recommend priority ranking.

Mr. Jenkins moved to recommend that the TPO place the TSM project on the Project Priorities List. Mr. Bryant seconded the motion and it was passed unanimously.

Ms. Lex introduced Mr. Dean Mitchell, of HNTB, the FDOT consultant project manager. She also introduced Mr. Roger Rossitto, of Kisinger Campo & Associates. Mr. Rossitto is the consultant project manager on the SR 22 reconstruction.

Mr. Mitchell stated they were there to inform the board about the SR 22 capacity improvement project. He said the limits on the project start to the west of business 98 and extend to east of Star Avenue. It is four-lane project to include sidewalks, buffered bike lanes, and lighting. They will be in final stages of the project in the summer of 2018. The project is not funded for construction or right-of-way.

Mr. Rossitto expanded on the details of the SR 22 project. He said the project straddles the City of Springfield and the City of Callaway. It starts at the west end of SR 30, to CR 2315/Star Avenue. The project is three miles in distance. Flooding problems will be addressed. Signalized intersections will be improved. There was a PD&E study in 2015. The purpose and need was identified as increasing capacity and minimizing travel. The recommendation from the PD&E Study was to four-lane with a median. He said they are in the design stage of the project.

Mr. Rossitto further stated that for the SR 22 project they will be adding a 16-foot raised median. There are six signalized intersections. Mr. Rossitto explained improvements to be made to the intersections.

Mr. Rossitto said there will be a public meeting August 31, 2017.

Ms. Lex presented information resulting from the past legislative session. She explained the General Appropriation Act projects that were signed into law. She said in 2017 the legislature included 85 appropriation projects, totaling \$153.6 million. Of the 85 projects, 54 were vetoed, and 31 remained. The 31 remaining projects were to be programmed across the state in fiscal year 2018. The 31 projects total \$23.24 million. Ten of the 31 projects are located in District Three, with two of them being located in Bay County. Florida statute directed that through the General Appropriations Act the projects must be deducted from the funds annually allocated to the respective districts.

Ms. Lex stated that the two projects in Bay County total \$9.5 million and they are listed in the bill as the Port of Panama City dredging and infrastructure improvements for \$2 million, and ship building infrastructure at Port of Panama City for \$7.5 million.

Ms. Lex said first legislation requires that they reduce district reserve funding. As such, the Department attempts to restrict the impact to the areas that receive these projects. Ms. Lex advised of the projects that were removed in FY 2018 from FDOT's Work Program in Bay County:

1. State Road 75 US 231 South of Predlawn to north of Penny - Design.
2. SR 390, from SR 77 to SR 75 - Project Development Environmental Study.
3. TSM box funds that were in reserve. This was a priority #4 non SIS from the TPO.
4. CR 389 East Avenue construction of turn lanes - TRIP project.
5. West Panama City Beach Parkway, West 98 and Pauley Avenue. Construction of intersection improvements. Turn lanes and signal installation.

Ms. Lex said the Bay County TPO is holding their project priority workshop June 29, 2017. The project priorities will be brought back to the TCC in July for finalization. Ms. Lex encouraged the TCC to recommend to the TPO to add the projects back to the list. Ms. Lex said the District is committed to funding the projects and bringing them back into the Work Program. The first project FDOT will attempt to add back to the Work Program is the Pauley Ave. intersection project.

7. PLANNING PRESENTATIONS (no action)

A. Review of the Draft Bay County TPO FY 2019-2023 Project Priorities

Mr. Kramer said the TPO produces several transportation plans. He said utilization of the Long Range Transportation Plan Cost Feasible Plan is how the project priorities are developed, annually. After the priorities are adopted by the TPO, staff will meet with FDOT to develop FDOT's Five-Year Work Program.

Mr. Kramer said the project methodology for capacity projects for the non SIS and SIS are the same as last year. The completed projects were removed from the list. New projects are placed at the end of the priority list. He explained the sources for the projects on the list and ranking criteria. The project priorities will be presented at the July 2017 meeting for adoption. The adopted priorities will be sent to FDOT by August 1, 2017.

Mr. Kramer said there were two public workshops on April 25, 2017. There was a TPO and advisory committee workshop on May 22, 2017. There is a workshop scheduled for June 29, 2017 at the Bay County Government Center.

B. Progress Report on Implementation of the Regional Intelligent Transportation Systems (ITS) Plan Adopted in 2010

Ms. Lavender said in 2010 a Regional ITS plan was completed for the three TPOs from Pensacola to Bay County. She stated the ITS improves safety and efficiency and reduces the cost of moving people, goods and services. The original ITS plan in 2010 identified existing and future

communication networks and devices needed to enhance the system. The vision of the plan was a regional loop.

Some of the recommended improvements from the ITS plan were fiber optic cables connecting signalized intersections, cameras, DMS signs, weather stations, and transportation management centers.

Ms. Lavender provided an update of what each TPO accomplished since the 2010 plan was adopted. The Bay County system has 179 intersections, 94 cameras, 5 DMS signs and 2 weather stations.

INFORMATION ITEMS FOR PLANNING (no presentation necessary)

Included in the agenda packet were the following:

- April 2017 Actions Report
- April 2017 Advisory Committee Meeting Minutes
- Review of the Bay County TPO Public Participation Process (PPP) Plan Update
- MPOAC Legislative Update

Ms. Washnock referred to the Public Participation Process update and asked Ms. Bates to read a statement regarding the Plan. The statement outlined that the TPO adopted the current PPP in December 2012 with the understanding that changes, edits, and revisions would be made at the appropriate timeframe. The statement further related that the state requirement for comment for public participation plans is 45 days. Ms. Bates said this is a reminder that the period for review began on April 26, 2017 when the PPP was presented to the TPO and advisory committees, and will continue until July 5, 2017. She said that after the comment period ends, public involvement will create an underlying strikethrough document, in addition to the final document to submit for approval at the July meetings.

TRANSIT

8. CONSENT AGENDA

A. Consideration to Update the Transit Public Participation Process (PPP) and Authorizing Resolution BAY 17-11

Ms. Bradley said the PPP is guided by federal requirements. She said the main adjustment was to make it clear that the PPP process is required for all fare changes and major service reductions.

Mr. Stubbs moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 17-11 to update the Transit PPP. The motion was seconded by Ms. Jenkins and it was passed unanimously.

9. TRANSIT ACTION ITEMS

A. Consideration to Approve and Execute a Draft Request for Proposal (RFP) and Scope of Services for the Selection of a Transit Advertising Sales and Service Firm and Authorizing Resolution BAY 17-12

Ms. Bradley said the action was to allow staff to request assistance and an advertising firm to help them start an advertising program to advertise on the outside of their vehicles. She said there is a TPO subcommittee that dealt with the advertising. Ms. Bradley asked for a motion to approve and execute the RFP.

Mr. Bryant moved to recommend TPO approval and execution of a draft RFP and Scope of Services for the selection of a transit advertising sales and service firm and to recommend the TPO authorize the TPO chairman to sign Resolution BAY 17-12. The motion was seconded by Mr. Stubbs and it was passed unanimously.

10. TRANSIT PRESENTATIONS (no action)

A. Bay Town Trolley Operations and Maintenance Complex Construction Status Update –

Mr. Haight, from Atkins, stated they were working on closing out the project for approximately six months. He said the contractor still has some items left to provide to Atkins. The remaining items are not related to construction, but rather related to lien releases and performance of some of the sub contractors. He said the attorney will discuss actions to be taken at the TPO meeting.

Mr. Haight said he has a list of change orders that have been made, and direct purchase orders that have been executed. He stated that the punch list is essentially complete. One item still under debate is the HVAC system improvements to be made. He said the attorney will have a discussion with the contractor to resolve the issue.

11. TRANSIT UPDATE

Ms. Bradley advised that there were no updates to report.

12. LEGAL UPDATE

Ms. Washnock indicated that a report would be made at the TPO meeting later that day.

13. INFORMATION ITEMS FOR TRANSIT (no presentations necessary)

Included in the agenda were the following:

- a. Advertising Committee Report
- b. BTT/BAT Ridership Report

14. OTHER BUSINESS

15. ADJOURNMENT

There being no further business the meeting adjourned.