

BAY COUNTY TECHNICAL COORDINATING COMMITTEE (TCC)

AUGUST 22, 2018 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

Dale Cronwell

Neil Fravel

John Skaggs

Wayne Stubbs

Bay Area Transit

City of Panama City

City of Panama City

Naval Coastal Systems Station

Panama City Port Authority

Members not attending:

Keith Bryant

Marc Mackey

Ian Crelling

Eddie Cook

Amanda Richard

Mell Smigielski

Kelly Jenkins

Richard McConnell

Parker W McClellan, Jr.

Tony Summerlin

Lee Penton

Cassie Muffley

Charlie Lewis

Bay County

Bay County

Bay County

City of Callaway

City of Lynn Haven

City of Mexico Beach

City of Panama City Beach

Northwest FL Beaches Intl Airport

Northwest FL Beaches Intl

City of Parker

City of Springfield

Tyndall AFB

Port Panama City

Others attending:

John Fielding

David Haight

Wiley Page

Donna Green

Suzanne Lex

Angela Bradley

Sandra Culbreth

Lamar Hobbs

Wayne Waters

Brian Waterman

Cory Wilkinson

David Griggs

Mary Beth Washnock

Tiffany Bates

Gary Kramer

Jill Krug

Jill Lavender

Atkins

Atkins

Atkins

FDOT

FDOT

Bay County

Bay County Staff

Bay County

BCC Engineering

HDR

HDR

City of Callaway

WFRPC Staff

WFRPC Staff

WFRPC Staff

WFRPC Staff

WFRPC Staff

Dorothy McKenzie
Kathy Saldana

WFRPC Staff
WFRPC Staff

1. CALL TO ORDER /PLEDGE/ INVOCATION

Chairman Keen called the meeting to order.

2. APPROVAL OF AGENDA

Ms. Krug called for a recommendation of approval of the agenda.

Mr. Fravel moved to approve the agenda. Mr. Cronwell seconded the motion and it was approved unanimously.

3. PUBLIC FORUM

Ms. Krug advised that there were no speakers to address the TCC.

4. PLANNING CONSENT AGENDA:

- Item #1 - Approval of June 2018 TPO Meeting Minutes
- Item #2 -Consideration to Approve the Rider Code of Conduct and Appeal Process Through the Contract Operator, Doing Business as Bay Town Trolley
- Item #3 - Consideration to Approve and Execute a Contract with DAG Architects, Inc. for Professional Services to Design and Obtain Permits for the Remodel and Roof Replacement of, and Management of Contractor(s) for the property located at 1021 Massalina Drive Panama City Florida 32401
- Item #4 - Consideration of the Vehicle Donation Program

Ms. Krug called for a recommendation of approval of the consent agenda. She stated the agenda items were primarily from the subcommittee that met for advertising.

Mr. Fravel had a question regarding the vehicle donation program and non profit applicants. He asked said it appeared that if a group did not sign up by the end of September 2018, they would not be considered for five years. He asked if that was true.

Ms. Bradley said the five year consideration was not true and that staff would come up with a reasonable date for the vehicle donation program.

Mr. Fravel asked if a new charitable organization is started two years from now, why they couldn't apply two years from now. He asked why there was a cutoff date.

Ms. Bradley said the intent was to have everyone currently interested apply at one time. She said vehicles do not become available very often that meet that criteria and this way, staff can get the charitable organizations on a waiting list, make sure that they are a non profit, and 501C3 certify them. Then each time they have a vehicle that meets the criteria they will go through and draw a name out of a hat. If not, they will keep putting names in and the people that were there first may not get one. It was a way to control and have a group selected and their names go in a hat.

Mr. Fravel asked if it is open for somebody during the next five years to submit an application. Ms. Bradley said, no, that they use five years as a cutoff. She said once they have an all call for now, then they will use those organizations for the next five years, to put their names in a hat. She said probably two vehicles, in five years, would meet the criteria.

Mr. Fravel said he would prefer it to be open for any organization to submit at any time. Ms. Bradley said she could advise the TPO of Mr. Fravel's recommendation if the board supports his recommendation.

Mr. Cronwell suggested removing the vehicle donation item from the consent agenda and discuss later.

Mr. Cronwell moved that Item #4 Consideration of the Vehicle Donation Program, be removed from the consent agenda. Mr. Fravel seconded the motion and it was unanimously approved.

Mr. Fravel moved to approve the minutes as written and to recommend the TPO approve items #2 and #3 of the consent agenda. Mr. Cronwell seconded the motion and it was unanimously approved.

Chairman Keen opened the meeting for discussion on Consent Item #4 – Vehicle Donation Program.

Mr. Fravel moved to recommend that the window for any eligible 501C3 groups be allowed to sign up on the waiting list at any time they want.

Mr. Cronwell asked about having a window of opportunity once a year, beginning at the start of the fiscal year. He said if they are not on the five-year list, now would be the chance to get on it. He thought there should at least be an opportunity every two years.

Ms. Bradley said every two years would be acceptable.

Mr. Cronwell seconded the motion and the motion was unanimously approved.

5. ACTION ITEMS FOR PLANNING:

- A. Consideration of Resolution BAY 18-10 Authorizing WFRPC Staff to Begin Negotiations with HDR Engineering, Inc. and Atkins, and Authorizing the Executive Director to Sign the Memorandums of Agreement Between the Florida-Alabama, Okaloosa-Walton, and Bay County TPOs and the Selected Consultants on the General Planning Consultant (GPC) Contract -

Ms. Lavender said the intent is to hire two general planning consultants for the next contract cycle. The current agreement with Atkins for three years ending in October 2018. The process for the new contracts started in March 2018 with a request for letters of interest. The letters of interest were received in April 2018. The selection committee developed a short list of consultants in April 2018, consisting of the top three consultants. The top three consultants were issued technical goals requirements in May 2018 and were reviewed in June 2018. The selection

committee met in July and scored the technical proposals, and heard presentations from the top three.

Ms. Lavender said the short list consisted of Atkins, HDR, and HNTB. The letters of interest and the technical proposal were graded on specified criteria. The technical proposals included an oral presentation component at the committee meeting.

Ms. Lavender said the final recommendation of the selection committee was for HDR to be the primary consultant, and Atkins to be the secondary consultant. Upon approval, negotiations will move forward with HDR and Atkins and contracts will be signed.

Mr. Stubbs moved to recommend the TPO authorize the TPO chairman to sign Resolution BAY 18-10 authorizing WFRPC staff to begin negotiations with HDR Engineering, Inc. and Atkins, and authorizing the Executive Director to sign the Memorandums of Agreement between the Florida-Alabama, Okaloosa-Walton, and Bay County TPOs and the selected consultants on the GPC contract. Mr. Fravel seconded the motion and it was passed unanimously.

- B. Consideration to Remove project FPID 44283-1 from the FDOT Five-Year Work Program and Replace with East Avenue Project Development and Environmental Study

Ms. Krug said a replacement letter was handed out, for the letter included in the agenda, that was addressed to Ms. Lex of FDOT.

Mr. Kramer said the item was a request to remove the Bay County Parkway Phase II Project Developmental and Environment Study from Fiscal Year 2019-2020 for \$825,000. The request was made because federal funds were programmed for the project, however, the Bay County staff and Panama City Beach staff funded the environmental studies. After reviewing the Work Program two East Avenue projects have feasibility study programmed in Fiscal Year 2019-2020 from the port entrance to Business 98 and Business 98 to Sherman. The Project Development and Environment studies are currently not programmed for those two projects. Mr. Kramer requested to move the PD&E funds from Bay Parkway Phase II and add them to the two East Avenue projects.

Mr. Stubbs moved to recommend the TPO authorize the TPO chairman to approve removal of project FPID 44283-1 from the FDOT Five-Year Work Program and replace the funds on the East Avenue Project Development and Environmental Study. Mr. Fravel seconded the motion and it was passed unanimously.

6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE

Ms. Green said FDOT had two public meetings to report. There will be a meeting on 8/30/18 at 5:30 pm at the Holiday Inn regarding US 231. A formal presentation will be made at 6:00 pm. Ms. Green said that there would be a public meeting regarding SR 22, on 11/15/18 at 5:30 pm at the Callaway Arts and Conference Center.

7. PLANNING PRESENTATIONS

A. Bay County TPO FY 2020-2024 Draft Project Priorities

Mr. Kramer said the products that the TPO produces are the Unified Planning Work Program, Bicycle/Pedestrian Plan, Congestion Management Process Plan, Public Involvement Plan, Long Range Transportation Plan, Transportation Improvement Program and Project Priorities.

Mr. Kramer said the Long Range Transportation Plan was adopted in June 2016 and will be adopted again by June 2021. The three important elements of the LRTP are Goals and Objectives, the Needs Plan, and Cost Feasible Plan. The project priorities are based on the Cost Feasible Plan of the LRTP. When the project priorities are approved, they will be sent to FDOT to serve as a guide for FDOT to build their Five-Year Work Program. The TPO's version of FDOT's Work Program is the Transportation Improvement Program (TIP). There are also locally funded projects in the TIP, not just state funded projects. The TIP shows how the projects will be implemented in the next five years.

Mr. Kramer said the capacity projects for the non-SIS and the Strategic Intermodal System project priorities are based on the 2040 Long Range Transportation Plan. Projects scheduled for construction in the next three years are in the committed list. The new projects are placed at the end of the project priority list.

Mr. Kramer said the Community Redevelopment Agency projects were provided by the Panama City Beach staff. The Transportation Alternatives program projects were ranked, based on the TPO approved criteria. The Bicycle/Pedestrian projects were ranked based on a committee of the TCC and the CAC. The Transportation System Management projects were ranked based on the TPO approved criteria. Public Transportation projects were provided by the WFRPC Public Transportation staff.

Mr. Kramer said aviation projects were provided by the Northwest Florida Beaches International Airport. The port projects were provided by the Port Panama City staff.

Mr. Kramer said the bridge replacement project was amended in the LRTP in April 2018. One of the projects was the duPont Bridge replacement. The bridge replacement project is now in the project priorities.

Mr. Kramer said there were two public outreach events on 7/7/18 and 7/14/18 in Lynn Haven. There was also a public workshop on 6/30/18 at the Bay County Library. The committee of the TPO, CAC, and TCC met 7/30/18 at the Bay County Library.

Mr. Kramer said there would be a workshop on 8/29/18 for the TPO and advisory committees at 10:00 am at the Bay County Government Center. The project priorities will be an action item in September at the TPO and advisory committee meetings. The project priorities will be forwarded to FDOT by October 1, 2018.

Ms. Krug informed the board that items B, C and D were for board review and there would be no presentation unless requested.

- B. Consideration of Targets for System Performance, Pavement, and Bridge Performance Measures –
- C. Congestion Management Process Plan Minor Update
- D. Progress Report on Implementation of the Regional Intelligent Transportation Systems (ITS) Plan Adopted in 2010

8. PLANNING INFORMATION PACKAGE

Included in the agenda packet were the following:

- TCC and CAC June Meeting Minutes
- Bay June 2018 Actions Report
- 5th Annual Transportation Symposium Flyer
- SR 77 (Martin Luther King, Jr. Boulevard) Letter
- FDOT Modification to the FY 2018-2022 Transportation Improvement Program Letter
- Bay TPO 2018 Meeting Schedule

9. **TRANSIT ACTION ITEMS:** There were no action items.

10. TRANSIT PRESENTATIONS:

A. Consideration of Performance Targets for Transit Assets

Ms. Washnock said the item for transit performance measures for transit assets would be presented at the next meeting for approval. She said FTA was under the FAST Act, and before that MAP-21. She said requested performance measures were based on the rolling stock for the transit system, the equipment, facilities, and infrastructure. Bay Town Trolley, the TPO transit agency, provided the recommendations for rolling stock. The rolling stock includes the vans, cutaway bus, trolley bus, regular bus, and equipment for service vehicles and facilities. The item will be presented at the next meeting for approval.

Ms. Washnock asked that comments be received by September 7, 2018.

TRANSIT UPDATE

Ms. Bradley said they are updating their technology. Real time data of the buses is available. On the buses there is available SMS text, call in service, and WIFI . The services were provided by an FTA technical grant. The project was started in March of 2018. The service was being launched August 22, 2018.

Mr. Hobbs, the operations coordinator, presented a video demonstrating the SMS voice service. The riders can access trolley and bus arrival times for specific stops. Each trolley stop is assigned a stop code the rider can use when calling for information, or they can use the website to acquire trolley stop times. The phone number to call or text for Bay Town Trolley information is 386-204-8886.

The video presentation also showed a tool for management use only. The tool was demonstrated on a Swiftly Dashboard. The Swiftly Dashboard is an internal tool used for analytics to help understand operational efficiencies and generally monitor the system. On-time performance of vehicles is monitored in the system.

Mr. Hobbs said the new transportation system technology would allow the administrators the ability to check the system and provide customer service.

Mr. Cronwell asked if the predicted arrival times were based on real-time GPS or scheduled times. Mr. Hobbs said the times are based on real times. Mr. Cronwell asked if the real-time information would be available on the new holiday schedules. Mr. Hobbs said the real-time information would be available on the holidays.

Mr. Stubbs asked if the new technology would be advertised to make the riders of the trolley aware. Mr. Hobbs said advertising will be done to introduce the new technology, and that the TPO has a marketing firm, BowStearn, that will assist in advertising.

Ms. Bradley said information regarding the new tracking system information is available on the website for Bay Town Trolley.

11. TRANSIT INFORMATION PACKAGE

Included in the agenda were the following:

- Transit Subcommittee July 18, 2018 Meeting Minutes
- Transit Bay Town Trolley (BTT)/Bay Area Transit (BAT) Revenue & Ridership Report
- Financial Report

12. ADJOURNMENT

There being no further business the meeting adjourned at 11:45 a.m.