MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION

GoToMeeting Visual Virtual Meeting

Wednesday, July 22, 2020
3:30 p.m.

Technical Coordinating Committee (TCC) - 11:00 a.m. | Citizens’ Advisory Committee (CAC) - 1:30 p.m.

1. CALL TO ORDER / PLEDGE / INVOCATION / ROLL CALL – Chairperson Pamn Henderson

2. PUBLIC FORUM
   Only board/committee members will be able to speak during the meeting, community members participating via phone will be muted during the meeting and are only able to listen. There is opportunity for the public to provide comments however, as we do with all TPO meetings. Comments can be provided in the chat box, by email, or by phone. The public can also submit comments on the YouTube live stream.

3. 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.

PLANNING

4. PLANNING AND TRANSIT CONSENT AGENDA:
   1) ALL COMMITTEES- Approval of the May 2020 Meeting Minutes
   2) TPO & CAC CONSENT - Consideration of the Membership Certification for Bay County Transportation Disadvantaged Coordinating Boards – Mr. Howard Vanselow, ECRC Staff

5. PLANNING ACTION ITEMS:

   A. ENCLOSURE A- ALL COMMITTEES: (TPO ROLL CALL VOTE & PUBLIC HEARING REQUIRED) Consideration of Resolution BAY 20-11 to Adopt the Bay County TPO FY 2021-2025 Transportation Improvement Program (TIP) and Authorize TPO to Administratively Amend the FY 2021-2025 TIP to Include the Projects in FDOT’s Variance Report – Mr. Gary Kramer, ECRC Staff
B. ENCLOSURE B - ALL COMMITTEES: Consideration of Resolution BAY 20-12 to Adopt the Transportation Performance Measures Consensus Planning Document – Mr. Gary Kramer, ECRC Staff

C. ENCLOSURE C - ALL COMMITTEES: Consideration of Resolution Bay 20-13 to Adopt the Regional Rural Transportation Plan – Mr. Gary Kramer, ECRC Staff/Mr. Austin Mount, ECRC Chief Executive Officer

6. FDOT UPDATE - Mr. Bryant Paulk, AICP, FDOT Urban Liaison or Ms. Donna Green, FDOT Urban Liaison

7. PLANNING PRESENTATION ITEMS (NO ACTION REQUIRED):

D. ENCLOSURE D - ALL COMMITTEES: Review of Draft Bay County TPO FY 2022-2026 Project Priorities – Mr. Gary Kramer, ECRC Staff


8. PLANNING INFORMATION PACKAGE (no presentation necessary)

F. ENCLOSURE F - ALL COMMITTEES
   • TCC and CAC May 2020 Meeting Minutes
   • Bay May 2020 Actions Report
   • FTA National Transit Database Narrative Report
   • 2020 Tentative TPO Schedule

TRANSIT

9. TRANSIT ACTION ITEMS:

TRANSIT ENCLOSURE – ALL COMMITTEES: Consideration of First Transit’s Request to Allow for COVID-19 Hazard Pay Bonuses for Transit Staff and the Reimbursement of COVID-19 Hazard Pay Bonuses – Ms. Angela Bradley, Bay County Staff

10. TRANSIT UPDATE – Ms. Angela Bradley, Bay County Staff

11. TRANSIT INFORMATION PACKAGE (no presentations necessary):
   • Transit Financial Report FY19-20
   • Transit Revenue & Ridership Report
   • Letter from Amalgamated Transit Union to TPO

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

OTHER BUSINESS: The next Bay TPO meeting will be Wednesday, September 23, 2020, Location TBD. The TCC will meet at 11:00 a.m., the CAC will meet at 1:30 p.m., and the TPO will meet at 3:30 p.m.
13. ADJOURNMENT

Stay up to date with the TPO events and activities on Facebook: www.Facebook.com/EmeraldCoastRegionalCouncil or by subscribing to the Bay County TPO Interested Parties list by clicking here: Bay County TPO Interested Parties

Questions? Email Cameron Smith, TPO Coordinator, at Cameron.Smith@ecrc.org

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 Americans with Disabilities Act and for languages other than English. Please notify Brittany Ellers of requirements at 1-800-226-8914 Extension 220 or 1-800-995-8771 for TTY-Florida 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 sean inglés. Notifique a la Ada Clark (ada.clark@ecrc.org) de los requisitos de acceso o el idioma en el 1-800-226-8914, Extension 227 o 1-800-995-8771 para TTY-Florida al menos 48 horas de antelación.
CONSENT AGENDA
CONSENT AGENDA
ALL COMMITTEES

FOR APPROVAL UNDER CONSENT:

1) **ALL COMMITTEES**: Approval of May 2020 Meeting Minutes
2) **TPO ONLY**: Consideration of the Membership Certification for the Bay County Transportation Disadvantaged Coordinating Boards
MEMBERS IN ATTENDANCE
Mayor Pamn Henderson, Chairperson  City of Callaway
Commissioner David Griggs  City of Callaway
Councilman Michael Jarmin  City of Panama City Beach
Commissioner Robert Carroll  Bay County
Commissioner William Dozier  Bay County

MEMBERS NOT IN ATTENDANCE
Mayor Margo Anderson  City of Lynn Haven
Commissioner Pat Perno  City of Lynn Haven
Commissioner Keith Baker  Bay County
Commissioner Philip Griffitts  Bay County
Commissioner Tommy Hamm  Bay County
Councilman Jerry Smith  City of Mexico Beach
Councilman Geoff McConnell  City of Panama City Beach
Commissioner Jenna Flint Haligas  City of Panama City
Commissioner Mike Nichols  City of Panama City
Commissioner Billy Rader  City of Panama City
Commissioner Kenneth Brown  City of Panama City
Mayor Greg Brudnicki  City of Panama City
Councilman Ken Jones  City of Parker
Commissioner Topeka Humphries  City of Springfield

OTHERS IN ATTENDANCE
Paul Bohac  CAC Applicant - Callaway
Angela Bradley  Bay County
Larry Messinger  City of Panama City
Eddie Cook  City of Callaway
Donna Green  FDOT
Bryant Paulk  FDOT
Brad Harrington  First Transit
Cory Wilkinson  HDR
John Fielding  Atkins

EMERALD COAST REGIONAL COUNCIL STAFF
Austin Mount
Mary Beth Washnock
Tiffany Bates
1. **CALL TO ORDER/PLEDGE/INVOCATION**
   Chairperson Henderson called the meeting to order.

2. **PUBLIC FORUM**
   Ms. Washnock said comments can be submitted by chat box, email or by phone. Ms. Washock read the comments submitted to the meeting.

   1. Gail Vancour – “Many businesses are still closed causing First Transit drivers the need for clean bathroom facilities. They are on front lines where exposure to the Coronavirus can cause employee and family death. Therefore, drivers should receive hazard pay.”
   
   2. Doug Sheffer – “We would like to know where our part of the $5.9 million the county received, as we are essential workers. So far, we haven't seen, or even heard of any part of the money coming to us. Management needs to be held accountable for wrong-doing and not calling people who are qualified to drive instead of using response demand drivers. As a result, small buses are being used to cover fixed routes, which are not large enough to handle the passenger loads. These response demand drivers are being allowed to bring fixed route drivers on over.”
   
   3. Veronica Scott – “It is unfair to us as bus operators that we put our lives on the line every day and not being protected from Covid 19, and it is not being taken seriously. There are rarely bathrooms that we can use. We are constantly fighting with roaches as well as passengers. The rate of pay should be commensurate with these responsibilities.”
   
   4. Pauline Johnson – “I feel that the trolley drivers need PPE equipment as well as restroom facilities. Due to places being closed, there aren't many places to go to the restroom. Also, they need some kind of hazard pay due to the public. They don't know who they may pick up at the stops, or where they have been, or who they have been in contact with.”
   
   5. Stephen Granby – “Our buses have been quartered off to accommodate on average 12 to 17 passengers. How is this in compliance with the social distancing of no more than 10 people in a group with a six-foot distance between them, sent by the CDC, governor of Florida, and the president of the United States? All over the country you hear about transit workers losing their lives. Thank you for taking the time to hear my thoughts.”
6. Graham Anderson - "We need a place to use the bathroom. Some of us don't have a place to visit and get out, without turning around or backing up. We need shirts that are comfortable. What we are wearing now are very hot and hold in the heat. Drivers are in the sun all day. It would be nice to get hazard pay because of being essential also."

7. James Hahn – “As a driver for First Transit, I would like to voice my opinion over the way social distancing is handled on the buses. The management put tape on the seats, but it does really no good, because riders just move, cut, rip it up. I get really tired of asking the riders not to sit there. My idea is that there should be a rope, or something else harder to move, with a sign on it stating, ‘Don't sit here.’ At least then the rider would move."

8. Gina Brown – “The Panama City trolley drivers demand a place to use the bathroom at at least one of our transfer points. We demand taking social distancing more seriously. We should be getting hazardous pay throughout this pandemic, just as transit drivers elsewhere are receiving.”

9. Anita Butler – “No social distancing in place. No masks provided. No bathrooms or hand washing stations for driver.”

10. John Barfield – “We are essential personnel and should receive hazardous pay.”

11. Kim Warren – “I would like to know why we do not receive hazardous pay. We are putting our lives out on the line to do our jobs. Plus, I would like to know why we were not informed of a Coronavirus in our workplace. It is very unprofessional to not tell us, to know that someone had it. The job itself is putting all of us at danger by not letting us know about the Coronavirus in our place. The people that are in our office don't deal with the people that we deal with out in the community. Also, not letting us know that one of the clients that goes to dialysis family members had the Coronavirus as well. I would pretty much say that is very much hazardous pay for all of us. Also, there is overcrowding on the bus which is why the Coronavirus is going on. I just don't know how you work.”

12. Mark Rivas – “As a transit operator for Bay County Trolleys, in this time of pandemic, there are several things that affect the job that could be addressed from your level. Follow the CDC recommended practices, make sure that drivers have access to adequate bathroom facilities, as many places are still closed. Thank you for your time.”

13. Richard Carpenter – “All passengers must be required to wear a mask.”

3. **APPROVAL OF AGENDA**

Chairperson Henderson asked if there were any add-ons to the agenda.

Ms. Washnocked said there was an add-on item for the transit operations that was emailed to members. Chairperson Henderson called for a motion to approve the agenda, including the Route 10 add-on item.
Commissioner Carroll moved to amend the agenda to include the Route 10 add-on item. Commissioner Griggs seconded the motion and it was passed unanimously.

4. PLANNING AND TRANSIT CONSENT AGENDA
Approval of December 2019 Meeting Minutes

Ms. Washnock called for approval of the transit and consent agenda, including February 2020 meeting minutes. Also, there was a Citizens’ Advisory Committee application presented for Mr. Paul Bohac who was recommended for approval by the CAC.

Commissioner Griggs moved to approve the consent agenda and to approve Mr. Paul Bohac as a member of the CAC, Commissioner Carroll seconded the motion and it was unanimously approved.

5. PLANNING ACTION ITEMS

A. Consideration of Resolution BAY 20-10 Supporting the City of Callaway’s Request to Split-Phase Project from the Florida Department of Transportation of the Widening of SR22 from Star Avenue to US 98B; and Providing an Effective Date – Ms. Mary Beth Washnock, ECRC Transportation Manager

Ms. Washnock said this request came from the city manager of the City of Callaway. The split would be as follows: Phase One - Star Avenue to Tyndall Pkwy, and Phase Two - Tyndall Pkwy. to Highway 98B. The City of Callaway requested a resolution of support from the TPO to go to FDOT.

Commissioner Dozier moved to authorize the TPO chairman to sign Resolution BAY 20-10 supporting the City of Callaway’s request to split the widening of SR22 from Star Avenue to US 98B into two phases, providing an effective date. Commissioner Carroll seconded the motion. The motion was unanimously approved.

B. Consideration of Resolution Bay 20-08 Authorizing Emergency Approvals Under a Declared County, State or Federal State of Emergency to Ensure Compliance with State and Federal Requirements for Metropolitan Planning Organizations; Repealing all Resolutions in Conflict; Providing an Effective Date – Mr. Austin Mount, ECRC Chief Executive Officer

Mr. Mount said the resolution was developed in conjunction with all 27 MPOs across the state of Florida. Commissioner Dozier represents the TPO on the MPOAC. The MPOAC works with FDOT and the Federal Highway Administration and has
developed a resolution for all MPOs to use as guidance. The resolution allows the TPO to conduct business during the local, state or federal emergency designation. Staff can work remotely and continue operations. The governor has put in place executive orders allowing virtual meetings. The resolution would put in place specific measures to allow Mr. Mount to work in conjunction with the chair to approve any documents that would be pushing a deadline. Federal Highway, during the last few months, has stated they will not provide relief on any of their deadlines. Anything that is currently in place and being implemented in the near future must stick to the deadlines that are either agreed to, or that they have put out in their guidance.

Mr. Mount said the next agenda item is one item that needed to have approval and was pushing the deadline. The deadline is June 30, 2020 to have all the documents and processes complete.

**Commissioner Dozier moved to authorize the TPO chairman to sign Resolution BAY 20-10 authorizing emergency approvals under a declared county, state or federal State of Emergency to ensure compliance with state and federal requirements for Metropolitan Planning Organizations; repealing all resolutions in conflict; providing an effective date. Commissioner Carroll seconded the motion. The motion was unanimously approved.**

**C. Consideration of Resolution BAY 20-07 Amending the FY 2019-FY 2020 Unified Planning Work Program (UPWP) to De-obligate Funds in the Amounts of $37,009 (PL Funds) and $145,859 (SA Funds) – Ms. Mary Beth Washnock, ECRC Transportation Manager**

Ms. Washnock said the Long-Range Transportation Plan is one of the projects covered in the UPWP. She said the money will need to span over more than one fiscal year. The fiscal year starts July 1, 2020. The Bay County LRTP is currently being updated. Funds for this task were appropriated in the FY 2019-FY2020 UPWP and will need to carry forward into the new UPWP. The TPO is required by FDOT to express in writing that $145,859 will need to carry forward after July, so the funds must be de-obligated. The funds are being put into future years.

**Councilman Jarman moved to authorize the TPO chairman to sign Resolution BAY 20-07 amending the FY 2010-2020 Unified Planning Work Program (UPWP) to de-obligate funds in the amounts of $37,009 (PL Funds) and 145,859 (SA Funds). Commissioner Carroll seconded the motion. The motion was unanimously approved.**
D. Consideration of Resolution BAY 20-06 Reaffirming the Intergovernmental Coordination and Review (ICAR) and Public Transportation Coordination Joint Participation Agreement – Ms. Jill Lavender, ECRC Staff

Ms. Lavender said the purpose of the agreement is for all the owners and operators of major modes of transportation to agree that they will help with the TPO in the development and review of the UPWP, Transportation Improvement Program, Long Range Transportation Plan, and any other corridor or sub area studies. The ICAR agreement was signed in 2010 and reaffirmed in 2015. The ICAR agreement have a term of five years and automatically renew at the end of said five years for another five-year term, and every five years thereafter. At the end of the five-year term and at least every five years thereafter the parties hereto shall examine the terms and agree to amend the provisions, or reaffirm the same.

Ms. Lavender said no substantial changes are needed and asked the TPO to reaffirm the ICAR agreement.

Commissioner Griggs moved to authorize the TPO chairman to sign Resolution BAY 20-06 reaffirming the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement. Commissioner Carroll seconded the motion. The motion was unanimously approved.

E. Consideration of Resolution BAY 20-05 to Adopt the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Evaluation Criteria and Financial Resources – Mr. Gary Kramer, ECRC Staff

Mr. Kramer presented. He said the LRTP needs to be approved by June 22, 2021. The TPO approved the scope of services for the 2045 LRTP in July 2019. Also, a steering committee was appointed to oversee the 2045 LRTP. He reviewed the major tasks included in the scope of services. He said the goals and objectives were approved by the TPO February 25, 2020. The next step in the process is the evaluation criteria and financial resources.

The steering committee met twice regarding the evaluation criteria and financial resources. The summary of the meetings was included in the agenda package. The evaluation criteria purpose is to rank Needs Plan projects based on goals and objectives. The steering committee recommended no changes from the 2040 LRTP.

Mr. Kramer said the agenda indicated changes to the evaluation criteria from the 2040 to the 2045 LRTP. Changes were made to complete streets, safety, congestion management and scoring.
Mr. Kramer explained what funding will be available. He said there will not be enough funding for all of the projects in the Needs Plan. The financial resources evaluation will be used to narrow down the Needs Plan to a Cost Feasible Plan.

Mr. Kramer said the FDOT provided a memorandum in November 2018 regarding the financial resource projections for the 2045 LRTP. The Strategic Intermodal System (SIS) funds are identified in FDOT's SIS Cost Feasible Plan. The monies have been allocated. He further explained funding.

Mr. Kramer said Bay County and the municipalities will be worked with on accessing local funds. Mr. Kramer explained what FDOT has provided for statewide funds.

Commissioner Carroll moved to authorize the TPO chairman to sign Resolution BAY 20-05 to adopt the Bay County TPO 2045 Long Range Transportation (LRTP) Evaluation Criteria and Financial Resources. Commissioner Dozier seconded the motion. The motion was unanimously approved.

F. Election of Transportation Planning Organization (TPO), Technical Coordinating Committee (TCC) and Citizens' Advisory Committee (CAC) Chair and Vice Chair for Fiscal Year (FY) 2021 (July 1, 2020 through June 30, 2021) – Ms. Mary Beth Washnock, ECRC Transportation Manager

Ms. Washnock said Keith Bryant is the TCC chair and Kelly Jenkins is the vice chair and that did not change. The CAC chair is Ali Frohlich and Guy York is the vice chair.

Chairperson Henderson said she has enjoyed serving as the chairperson and was willing to continue serving as the chairperson.

Commissioner Dozier recommended retaining Mayor Pamn Henderson as the chair and Commissioner Robert Carroll as the vice chair.

Commissioner Griggs moved to retain the Fiscal Year 2020 CAC, TCC and TPO chairs and vice chair for Fiscal Year 2021 Councilman Jarmin seconded the motion. The motion was unanimously approved.

6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE -Mr. Bryant Paulk, AICP, FDOT Urban Liaison

Mr. Paulk said FDOT will start virtual public meetings for various projects in the near future.
Mr. Paulk said Commissioner Dozier has expressed the need for 6th Street to be resurfaced. FDOT spoke to their pavement management office. FDOT has evaluated the need and is trying to advance the project as soon as they can get the plans prioritized. Once FDOT can determine if the project can be advanced, FDOT will look at utilizing some of their temporary resurfacing overlay funds to make minor improvements in the area. FDOT’s first goal would be to advance the project and do a full resurfacing. If they cannot do a full resurfacing FDOT will consider other options.

7. EMERALD COAST REGIONAL COUNCIL CHIEF EXECUTIVE OFFICERS BRIEF – Mr. Austin Mount, ECRC CEO

Mr. Mount said the TPO staff is working remotely. Public meetings and steering committee meetings are being held virtually.

Mr. Mount said explained the potential of infrastructure stimulus packages that may come out of Washington D.C. Mr. Mount said ECRC is in communication with federal legislators to make sure the legislators are aware that the Florida Panhandle supports any kind of surface transportation block grant funding that might advance projects that are shovel ready/or near shovel ready. ECRC is working with Mr. Paulk, and FDOT to identify projects. There is a list developed between ECRC and FDOT.

PLANNING PRESENTATIONS (no action)

G. Review of Draft Bay County TPO FY 2021-2025 Transportation Improvement Program (TIP) – Mr. Gary Kramer, ECRC Staff

Mr. Kramer presented. He said the TIP is the end product of the cycle that began with the TPO adoption of the FY 2021-2025 Project Priorities in July 2019, and FDOT presenting the FY 2021-2025 Work Program in October 2019. The draft TIP was posted with a link in the agenda package to the TPO members, CAC, and TCC on April 7, 2020. The review agencies and federal and state delegations were also provided the link. Comments on the draft TIP are due June 3, 2020.

Mr. Kramer said the TIP will be presented for approval in July 2020.

8. PLANNING INFORMATION ITEMS

Ms. Washnock advised the following information items were included in the agenda: She stated there will be meetings in July, September, and December 2020.

- TCC and CAC February 2020 Meeting Minutes
- Bay February 2020 Actions Report
9. TRANSIT ACTION ITEMS – Add-on Item

**Add-On Item Transit – Consideration to Improve Addition of a New Route to Service the Lynn Haven Industrial Park – Ms. Angela Bradley, Bay County Staff**

Ms. Bradley said there is a need to serve large employers. She said employers at the Lynn Haven Industrial Park have requested public transportation options for their employees.

Ms. Bradley said a new route is being proposed on a trial basis. The new route will be Route 10. It is proposed to start June 1, 2020. Ridership counts, stops, and route timing will all be evaluated. Staff will conduct two required public hearings and evaluate public input.

Ms. Bradley said the route will run June 1 through September 30, 2020 and will be funded by Bay County Board of County Commissioners.

Mr. Brad Harrington explained the new route. He said the route would run Monday through Friday from 6:00 am to 8:00 pm. It will start at Panama City Mall and run every hour.

Ms. Bradley said staff will monitor ridership numbers and report to the Bay County TPO. She expected to request final approval of the route in September 2020.

*Commissioner Dozier moved to authorize the addition of Route 10 to Bay Town Trolley, on a trial basis. Commissioner Carroll seconded the motion. The motion was unanimously approved.*

10. TRANSIT UPDATE – Ms. Angela Bradley, Bay County Staff

Ms. Bradley provided an update on the comprehensive operations analysis. She said the TDP was paused to allow FDOT to approve Bay County to have virtual townhall meetings. Approval was received from FDOT. There will be three meetings. She said the first phase is for people that currently ride the system. A rider survey will be circulated to those riders. There will be notices of meetings on the websites and on the buses.
Ms. Bradley said during the second phase staff will speak to employers and community partners.

Ms. Bradley said that bus systems are currently running. The fixed route is down approximately 40%, since the COVID 19 pandemic began. Demand response, with the closing of doctors' offices and other facilities is down 80%. She said she has been working with the Council on Aging to deliver meals. All the drivers are working.

Ms. Bradley said construction of the new facility is on schedule. It is expected that the operations building should be ready by July 2020. The TPO transit administration building should be ready by August 2020.

Chairperson Henderson asked if the insurance company is covering what is needed for the building. Ms. Bradley said a conference was held with the insurance company. There are still details to be worked out regarding the insurance claim. Ms. Bradley said she has submitted a FEMA request.

Commissioner Carroll said at the start of the meeting comments were submitted pertaining to buses, masks for drivers, bathrooms for the drivers, and seating on the bus. He asked for comments from Ms. Bradley.

Ms. Bradley said the union and First Transit are in ongoing discussions. First Transit requested the union develop a proposal regarding hazard pay a few weeks ago. Ms. Bradley said her staff is working with First Transit. PPE masks, gloves, hand sanitizers, wipes and face guards have been procured for drivers and staff. Also, masks are being given to riders.

Ms. Bradley said neither the State of Florida nor the Federal Transit Administration has come out with exact guidelines regarding social distancing for public transportation. She said that Bay County is taping off areas around the drivers and taping off every other seat.

Mr. Harrington addressed the bathroom issue. Several bathroom locations have been provided for drivers. There are not bathrooms available at transfer stops; they do not have the right to have bathrooms at transfer stops. He said some routes have as many as eight locations with restrooms.

11. TRANSIT INFORMATION PACKAGE –

Ms. Washnock advised the transit information package was provided in the agenda package.
12. LEGAL UPDATE –

Ms. Washnock advised there were no legal updates.

13. OTHER BUSINESS

Ms. Washnock advised the next Bay County TPO meeting will be Wednesday, July 22, 2020 at 3:30 pm. The location is to be determined.

14. ADJOURNMENT - There being no further business the meeting adjourned at 4:45 p.m.
CONSENT AGENDA ITEM #2
TPO ONLY

SUBJECT: Consideration of the Membership Certification for Bay County Transportation Disadvantaged Coordinating Boards

ORIGIN OF SUBJECT: Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: In compliance with Rule 41-2, the Designated Official Planning Agency (the TPO) appoints members to the Transportation Disadvantaged Coordinating Boards for counties within the TPO planning boundary. The Bay County Transportation Disadvantaged Coordinating Board request that the TPO certify the Bay County board membership.

Attached is the following:
- Membership Certification for Bay County

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign the Bay County Transportation Disadvantaged Coordinating Board Membership Certification. This action is recommended to maintain the function of the Transportation Disadvantaged Coordinating Board in Bay County. Please contact Mr. Howard Vanselow, ECRC staff, at 800-266-8914, Extension 231 or howard.vanselow@ecrc.org if additional information is needed.
**COORDINATING BOARD MEMBERSHIP CERTIFICATION**  
**BAY COUNTY, FLORIDA**

**NAME:** BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION  
**ADDRESS:** P. O. Box 11399, Pensacola, FL 32524

The Metropolitan Planning Organization named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), FAC, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

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<td>Pamn Henderson</td>
<td>Bryan Taylor</td>
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<td>(2) Florida Department of Transportation</td>
<td>Toni Prough</td>
<td>Zach Balassone</td>
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<td>(3) Department Of Children &amp; Families</td>
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<td>(12) Children at Risk</td>
<td>Janice Flowers</td>
<td>Thao NGuyen</td>
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<td>(14) Department of Elder Affairs</td>
<td>Jean Warner</td>
<td>Karen Coffman</td>
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<td>(15) Private Transportation Industry</td>
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<td>Cheryl Meeks/Kenyatta Smith</td>
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**SIGNATURE:** ________________________________  
**TITLE:** Bay County TPO Chair

**DATE:** July 22, 2020
ENCLOSURE A
ENCLOSURE A
ALL COMMITTEES

SUBJECT: Consideration of Resolution BAY 20-11 to Adopt the Bay County TPO FY 2021-2025 Transportation Improvement Program (TIP) and Authorize TPO to Administratively Amend the FY 2021-2025 TIP to Include the Projects in FDOT's Variance Report (TPO ROLL CALL VOTE AND PUBLIC HEARING REQUIRED)

ORIGIN OF SUBJECT: 23 Code of Federal Regulations Section 134(j), Chapter 339.175 (8) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Task C.1

LOCAL GOVERNMENT ACTION NEEDED: Provide Regionally Significant Projects that have Dedicated Local Funds Between July 1, 2020 and June 30, 2025

BACKGROUND: The TPO updates and adopts the TIP each year for submittal to FDOT, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Projects within the urbanized area must appear in the TIP in order to receive state and federal funding.

The FY 2021-2025 TIP process began in July 2019, when the Project Priorities were adopted by the TPO and then submitted to FDOT. The Project Priorities are used to develop FDOT FY 2021-2025 Tentative Five-Year Work Program. The tentative Five-Year Work Program is the primary source of information for the TIP. The FDOT Work Program and the TIP are consistent with the TPO’s adopted priorities to the extent feasible. Projects are based on FDOT maintenance requirements, the TPO Long-Range Transportation Plan (LRTP), Transportation Systems Management (TSM) studies, Transportation Alternatives Project (TAP) priorities, andaviation, port, and transit master plans. Projects listed in the TIP are subject to amendment as necessary by the TPO at any time during the year. The TIP has been developed through coordination with FDOT and local governments.

The draft Bay County TPO FY 2021-2025 TIP will be posted online prior to the May 2020 TPO and advisory committee meetings. An e-mail with the draft TIP link on the TPO website will be sent to the TPO and advisory committee members. The draft Bay County TPO FY 2021-2025 Transportation Improvement Program will be accessible by clicking on the following link https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/index.php#outer-56

The following is the Public Involvement element for the Transportation Improvement Program.

- Provide reasonable public access to technical and policy information used
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP
- Demonstrate explicit consideration and response to public input received during plan development process
- Make the TIP drafts and final documents available on the TPO website at, www.ecr.org, a print copy of the current plan is available upon request
- Hold public meetings at convenient times and accessible locations
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households
- Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Handbook
• Periodically review the effectiveness of the procedures and strategies contained in the participation plan
• When significant written and oral comments are received on a draft TIP as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents
• If the final TIP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available
• When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Indian Tribal Government(s)
• When the MPA includes federal public lands, the TPO shall appropriately involve the federal government

Attached are the following:
• Resolution BAY 20-11
• Agency Comments
• FDOT’s Variance Report

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution BAY 20-11 to adopt the FY2021-2025 TIP with any changes that may have been presented and authorize TPO to administratively amend the FY 2021-2025 TIP to include the projects in FDOT’s Variance Report. This alternative is recommended because the TIP has been developed in coordination with FDOT and local governments and is consistent with the TPO Long-Range Transportation Plan, Transportation Systems Management Priorities, Transportation Alternatives Program Project Priorities, and aviation, port, and transit master plans. The TIP is required to be submitted to FDOT by July 15, 2020. Because of the pandemic, FDOT has indicated that August 1, 2020 is acceptable deadline this year. For more information, please contact Mr. Gary Kramer, ECRC staff, at gary.kramer@ecrc.org or at (850) 332-7976 Ext. 219.
ResOLUTION BAY 20-11

A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2021-2025 TRANSPORTATION IMPROVEMENT PROGRAM

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, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the Governor of the State of Florida, to the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

WHEREAS, the Transportation Improvement Program (TIP) is developed in accordance with 23 Code of Federal Regulations 450 Section 134(j) and Section 339.175(8) Florida Statutes; and

WHEREAS, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program; and

WHEREAS, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the TPO's TIP; and

WHEREAS, the Bay County Transportation Planning Organization (TPO) believes the TIP will support the performance targets established by the State and supported by the TPO.

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

The TPO adopts the FY 2021-2025 Transportation Improvement Program.

Passed and duly adopted by the Bay County Transportation Planning Organization on the 22nd day of July 2020.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: ____________________
    Pamn Henderson, Chairperson

ATTEST: ____________________
Florida Department of Transportation

1. The TPO may want to add the 23 Code of Federal Regulations 450.322(b) in the “Consistency with Other Plans“ or “Congestion Management Process“ Section.

   Reference to 23 Code of Federal Regulations 450.322(b) has been added to the “Consistency with Other Plans“ Section.

2. The TPO may want to reference the specific Port and Airport plans in the “Consistency“ Section.

   Port of Panama City and Northwest Florida Beaches International Airport Master Plans have been added to the “Consistency with Other Plans“ Section.
440487-1: Prior Cost decrease; Total Project Cost decrease.

442667-1: Prior Cost decrease; Total Project Cost decrease.
421225-2: Prior Cost decrease; Total Project Cost decrease.

### Preliminary Engineering / Managed by FDOT

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Project Description</th>
<th>&lt;2021</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>&gt;2025</th>
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</thead>
<tbody>
<tr>
<td>421225-2</td>
<td>SR 390 E 14TH STREET FROM SR 77 OHIO AVENUE TO SR 75 (US 231) <em>SIS</em></td>
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### Right of Way / Managed by FDOT

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<tbody>
<tr>
<td>421225-2</td>
<td>SR 390 E 14TH STREET FROM SR 77 OHIO AVENUE TO SR 75 (US 231) <em>SIS</em></td>
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440386-1: Prior Cost decrease; Total Project Cost decrease.

### Preliminary Engineering / Managed by FDOT

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<td>440386-1</td>
<td>SR 30 (US 98B) E HWY 98 FROM PARK ENTRANCE TO CR 22A BOB LITTLE RD <em>NON-SIS</em></td>
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### Construction / Managed by FDOT

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<th>&gt;2025</th>
<th>All Years</th>
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<tr>
<td>440386-1</td>
<td>SR 30 (US 98B) E HWY 98 FROM PARK ENTRANCE TO CR 22A BOB LITTLE RD <em>NON-SIS</em></td>
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444220-1: Prior Cost decrease; Total Project Cost decrease.

### Preliminary Engineering / Managed by FDOT

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<th>Item Number</th>
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<th>2025</th>
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<tbody>
<tr>
<td>444220-1</td>
<td>SR 392A HUTCHISON BLVD FROM SR 30 FRONT BEACH RD TO CLARA AVE <em>NON-SIS</em></td>
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### Construction / Managed by FDOT

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<tr>
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<th>All Years</th>
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<tr>
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Item 444220-1 Totals: 378,708
### 438111-2: Prior Cost decrease; Total Project Cost decrease.

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<tr>
<th>Item Number</th>
<th>Project Description</th>
<th>District</th>
<th>County</th>
<th>Type of Work</th>
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<th>Total Cost</th>
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<td>438111-2</td>
<td></td>
<td>03</td>
<td>BAY</td>
<td>SIDEWALK</td>
<td>131,765</td>
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<td></td>
<td></td>
<td>0</td>
<td>&gt;2025</td>
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</table>

**Preliminary Engineering / Managed by FDOT**

- Actual Advance Construction Tally: 131,765
- Construction / Managed by FDOT: 10,759

**Total Item 438111-2 Totals:** 142,523

### 444057-1: Correct Project Length.

<table>
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<tr>
<th>Item Number</th>
<th>Project Description</th>
<th>District</th>
<th>County</th>
<th>Type of Work</th>
<th>Project Length</th>
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<td>444057-1</td>
<td>Bay County ITS Full Deployment</td>
<td>03</td>
<td>BAY</td>
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**Preliminary Engineering / Managed by FDOT**

- DHT - State In-House Product Support: 35,000
- DITS - Statewide ITS - State 100%: 350,000

**Total Item 444057-1 Totals:** 2,472,192

### 437759-1: Prior Cost decrease; Total Project Cost decrease.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Project Description</th>
<th>District</th>
<th>County</th>
<th>Type of Work</th>
<th>Project Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>437759-1</td>
<td>SR 30A (US 98) PCB Parkway from Walton County Line to Heather Drive</td>
<td>03</td>
<td>BAY</td>
<td>RESURFACING</td>
<td>6.922</td>
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**Preliminary Engineering / Managed by FDOT**

- DDR - District Dedicated Revenue: 1,561,074
- DHT - State In-House Product Support: 154,296
- DS - State Primary Highways & PTO: 260,908

**Total Item 437759-1 Totals:** 1,976,278
440149-1: Prior Cost decrease; Total Project Cost decrease.
ENCLOSURE B
**SUBJECT:** Consideration of Resolution BAY 20-12 to Adopt the Transportation Performance Measures Consensus Planning Document

**ORIGIN OF SUBJECT:** Federal Transportation Legislation (MAP-21 (Moving Ahead for Progress in the 21st Century) Act and FAST (Fixing America's Surface Transportation) Act), Federal Highway Administration, Florida Metropolitan Planning Organization Advisory Council, and Florida Department of Transportation

**LOCAL GOVERNMENT ACTION NEEDED:** None

**BACKGROUND:** Performance Management is a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures are quantitative criteria used to evaluate progress. Performance measure targets are the benchmarks against which collected data is gauged. The Moving Ahead for Progress in the 21st Century Act (MAP-21) requires state Departments of Transportation and Transportation Planning Organizations to conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal transportation funds by increasing accountability and transparency, and by providing for better investment decisions that focus on key outcomes related to seven national goals:

- Safety Improvement
- Infrastructure Condition Maintenance
- Traffic Congestion Reduction
- System Reliability Improvement
- System and Freight Movement Efficiency Improvement
- Protection of the Environment
- Reduction of Delays in Project Delivery

Implementation of Transportation Performance Measures for the Transportation Planning Organizations began in 2018 based on Federal Rule Makings. As a result of these Federal Rule Makings, the TPO has adopted the following performance measures since 2018:

- Safety (Adopted February 5, 2020)
- Bridge (Adopted September 26, 2018)
- Pavement (Adopted September 26, 2018)
- System Performance (Adopted September 26, 2018)
- Transit Asset Management (Adopted September 26, 2018)

Related to these five performance measures, the Transportation Performance Measures Consensus Planning Document was developed by the Florida Department of Transportation (FDOT) and the Florida Metropolitan Planning Organization Advisory Council in 2019. The Transportation Improvement Program (TIP) was modified on September 6, 2019 to include the FDOT Transportation Performance Measures Consensus Planning Document in an appendix. That modification was requested by the Federal Highway Administration (FHWA) through the FDOT Urban Liaison. Since the modification was approved, FHWA has notified FDOT that the Transportation Performance Measures Consensus Planning Document will expire annually, along with the TIP. FDOT has requested that the TPO adopt the Transportation Performance Measures Consensus Planning Document as a stand-alone document.
Attached are the following:

- Resolution Bay 20-12
- Transportation Performance Measures Consensus Planning Document

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution BAY 20-12 adopting the Transportation Performance Measures Consensus Planning Document. This action is recommended so it does not have to be readopted annually through the Transportation Improvement Program. Please contact Gary Kramer, TPO staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.
WHEREAS, the Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Bay County Metropolitan Planning Area; and

WHEREAS, the Florida Department of Transportation (FDOT), the TPO, and transportation providers in the TPO area desire to have documentation regarding their roles to ensure compliance with the transportation performance management requirements of 23 CFR Parts 450, 490, 625, and 673; and

WHEREAS, the Transportation Performance Measures Consensus Planning Document identifies the process for FDOT, TPOs, and public transportation providers to cooperatively develop and share information related to transportation performance management; and

WHEREAS, the Transportation Performance Measure Consensus Planning Document previously was included as an appendix in the annually adopted Transportation Improvement Program (TIP). It has been recommended by the Federal Highway Administration and FDOT to have the Transportation Performance Measure Consensus Planning Document as a separate document that would not have to be readopted every year in a TIP appendix.

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

The TPO adopts the Transportation Performance Measures Consensus Planning Document.

Passed and duly adopted by the Bay County Transportation Planning Organization held on this 22nd day of July 2020.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: __________________________
    Pamn Henderson, Chairperson

ATTEST: ________________________
Transportation Performance Measures  
Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida’s 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the Code of Federal Regulations (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”

- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.
Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:
   a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area. FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.
   b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.
   c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

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1 When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.
2 If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.
sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

a) FDOT will select and establish a statewide target for each applicable federally required performance measure.

i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.

ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.

b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either:

i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT’s statewide targets for that performance measure.

ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

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3 When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.
The establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established.

c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT’s group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers of establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.

iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

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performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.

i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).

ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state’s performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).

iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.

b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.

i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures
and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).

iii. Each MPO will report target-related status information to FDOT upon request to support FDOT’s reporting requirements to FHWA.

c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA’s deadlines based upon the provider’s fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.

4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:

a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.

b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.

c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider’s service area, showing the progress made toward attainment of each target established by the provider.

5. Collection of data for the State asset management plans for the National Highway System (NHS):

a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us

Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org
ENCLOSURE C
SUBJECT: Consideration of Resolution Bay 20-13 to Adopt the Regional Rural Transportation Plan

ORIGIN OF SUBJECT: Florida Department of Transportation

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The FDOT Office of Policy Planning provides guidance to Transportation Planning Organizations through identification of Planning Emphasis Areas in support of the Florida Transportation Plan. In 2018, FDOT identified a need for rural transportation planning by identifying the following Planning Emphasis Area:

TPOs are encouraged to plan for and coordinate with rural governmental entities both within their planning boundaries as well as those areas outside of the current boundaries that are impacted by transportation movements between regions.

In response, the Emerald Coast Regional Council (ECRC) incorporated the need to develop a regional rural transportation plan by allocating a total of $108,000 for Task R.1 in the Fiscal Year 2019-2020 Unified Planning Work Programs (UPWP) from contributions from the three Transportation Planning Organizations (TPOs): Florida-Alabama, Okaloosa-Walton, and Bay County TPOs. The Bay County TPO approved the scope of services for the Regional Rural Transportation Plan on June 26, 2019. HDR Engineering was the consultant that assisted the TPO staff with the development of the Regional Rural Transportation Plan.

The study area consisted of the ten-county area bordering the existing Metropolitan Planning Area of each of the three TPOs. The ten counties are Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, and Gulf. Due to overlapping jurisdiction, coordination with the Apalachee Regional Planning Council has occurred. The Regional Rural Transportation Plan will be presented to the Emerald Coast Regional Council in September.

Development of the Regional Rural Transportation Plan included data collection, the establishment of stakeholders, a survey of the stakeholders, establishment of a Needs Plan with a focus on transportation patterns between the rural areas and the Metropolitan Planning Areas for the three TPOs, a list of the recommendations, and conclusions.

The draft Regional Rural Transportation Plan can be found by clicking on the link below.


Attached is the following:
- Resolution BAY 20-13

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution BAY 20-13 to adopt the Regional Rural Transportation Plan with any changes that may have been presented. This alternative is recommended so the process can commence to close out the Regional Rural Transportation Plan task from the Fiscal Year 2019-2020 Unified Planning Work Program for the TPO. For more information, please contact Mr. Gary Kramer, ECRC staff, at
gary.kramer@ecrc.org or at (850) 332-7976 Ext. 219.
RESOLUTION BAY 20-13
A RESOLUTION OF THE BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE REGIONAL RURAL TRANSPORTATION PLAN

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

WHEREAS, the FDOT Office of Policy Planning provides guidance to Transportation Planning Organizations through identification of Planning Emphasis Areas in support of the Florida Transportation Plan; and

WHEREAS, Emerald Coast Regional Council (ECRC) has incorporated a Regional Rural Transportation Plan by allocating a total of $108,000 for Task R.1 in the Fiscal Year 2019-2020 Unified Planning Work Programs (UPWP) from contributions from the Florida-Alabama, Okaloosa-Walton TPO and the Bay County TPOs; and

WHEREAS, the Bay County TPO approved the scope of work for the Regional Rural Transportation Plan on June 26, 2019; and

WHEREAS, the Bay County TPO has completed the Regional Rural Transportation Plan based on the FDOT 2018 State Planning Emphasis Area for Rural Transportation Planning.

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

The Bay County Transportation Planning Organization adopts the Regional Rural Transportation Plan.

Passed and duly adopted by the Bay County Transportation Planning Organization on this 22nd day of July 2020.

BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION

BY: ____________________
   Pamn Henderson, Chairperson

ATTEST: ________________
ENCLOSURE D
SUBJECT: Review of Draft Bay County TPO FY 2022-2026 Project Priorities

ORIGIN OF SUBJECT: 23 Code of Federal Regulations Section 134(j), Chapter 339.175 (8)(b) Florida Statutes, Bay County TPO Unified Planning Work Program (UPWP) Task C.1

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO reviews and adopts transportation project priorities in September for submittal to FDOT by October 1st. This document is part of the Transportation Improvement Program (TIP) development process. Its purpose is to ensure that transportation projects programmed by FDOT in the Five-Year Work Program are consistent with local needs and plans for the TPO planning area.

As stated in the TPO Public Participation Process Plan dated July 2019, the Project Priorities result from the Long-Range Transportation Plan’s Cost Feasible Plan and are reviewed with the public and the TPO’s advisory committees. Once approved by the TPO, the priorities are given to FDOT for creation of the Five-Year Work Program. From the Five-Year Work Program, the TPO develops the Transportation Improvement Program (TIP) which contains all transportation programs and projects scheduled during the next five years. The TIP is revised annually in June and is available, in interactive format, on the TPO’s website.

The Project Priorities and TIP must be developed by the TPO in consultation with all interested parties and, at a minimum, describe explicit procedures, strategies, and desired outcomes for the following, as outlined by the Code of Federal Regulation (CFR 450.316) and the MPO Handbook:

• Provide reasonable public access to technical and policy information used
• Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP/Project Priorities
• Demonstrate explicit consideration and response to public input received during plan development process
• Make the TIP and Project Priorities drafts and final documents available on the TPO website at www.ecrc.org
• Hold public meetings at convenient times and accessible locations
• Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households
• Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Management Handbook
• Periodically review the effectiveness of the procedures and strategies contained in the participation plan
• When significant written and oral comments are received on a draft TIP or Project Priorities as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents
• If the final Project Priorities/TIP differ significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available
When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Indian Tribal Government(s)

When the MPA includes federal public lands, the TPO shall appropriately involve the federal government

General techniques proven effective include:

- Provide a 30-day public review and comment period for the draft Project Priorities documents
- Promote development of the Project Priorities and TIP through news releases and social media, and eblast to TPO board and advisory committees, partners, stakeholders, community groups, and interested parties (subscribe online at www.ecrc.org)
- Hold public workshop(s) and implement additional project-specific outreach, as needed, to special populations during the Project Priorities process
- Coordinate public outreach to community groups (with emphasis on the underserved)
- Include public input collected at workshops in the draft Project Priorities and TIP
- Include in the public notice of the TPO board meeting when the draft Project Priorities and TIP are to be presented for review and adoption
- Provide the public with an opportunity to comment during public forum when the draft Project Priorities and TIP are presented for review and adoption to the TPO board and advisory committee meetings
- Publish adopted Project Priorities and TIP interactive site (provided by FDOT) on website at www.ecrc.org

TPO responsibilities require that all modes of transportation be addressed in the Project Priorities. The following categories of projects are included in the Priorities:

1. Long Range Transportation Plan Capacity Projects
2. Transportation Systems Management Projects
3. Transportation Alternative Projects
4. Public Transportation Projects
5. Aviation Projects
6. Seaport Projects

The draft Project Priorities for FY 2022-2026 project schedule is listed below:

- June 24, 2020 - TPO/TCC/CAC workshop (GoTo Meeting) (Completed - See Attachment)
- July 22, 2020 - TPO/TCC/CAC meetings to present draft FY 2022-2026 Project Priorities
- Public Outreach
- August 2020 Public Workshop
- August 2020 TPO/TCC/CAC workshop
- September 23, 2020 - TPO/TCC/CAC meetings for approval of FY 2022-2026 Project Priorities

The draft Bay County TPO FY 2022-2026 Project Priorities document will be presented at the July 2020 TPO and advisory committees and will be accessible at the following https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/index.php#outer-56sub-809 In addition, the interactive map in the following link, shows the location and the street view by category for the projects identified in the draft FY 2022-2026 Project Priorities https://tinyurl.com/BayPriorities2022-2026.

Attached is the following:
- June 24, 2020 TPO/TCC/CAC Workshop Comments

**RECOMMENDED ACTION:** This item is for review this month and adoption in September.
contact Mr. Gary Kramer, ECRC staff, if additional information is needed at gary.kramer@ecrc.org or (850) 332-7976 Ext. 219.
1. **Table 1 – Non-SIS Priority 4. Rails to Trails Program.** The Rails to Trails Project, the previous placeholder for this priority, is now fully funded for construction in FY 2022. No new projects were mentioned for this priority. It was recommended this priority be removed from the priority list and the rest of the projects be moved up on the priority list.
   
   *This recommendation will be made.*

2. **Table 1 – Non-SIS Priority 6. SR 22 (Wewa Highway) from Business 98 to SR 30A (US 98) Tyndall Parkway.** Priority should be for 4 lanes instead of 6 lanes.
   
   *This correction will be made.*

3. **Table 1 – Non-SIS Priority 6. SR 22 (Wewa Highway) from Business 98 to SR 30A (US 98) Tyndall Parkway.** It was recommended this priority be moved to Priority 10 and current Priorities 7 through 10 each be moved up one spot.
   
   *This recommendation will be made.*

4. **Table 1 – Non-SIS Priorities 7 and 9. SR 390 from SR 77 to US 231 and US 98 at Thomas Drive.**
   
   It was mentioned that if these priorities are included in the SIS Cost Feasible Plan, they will be moved to the SIS priorities list in future updates to the Project Priorities document.

5. **Table 1 – Non-SIS Priorities 17 and 18. SR 388 from East of Airport to East of Burnt Mill Creek and East of Burnt Mill Creek to SR 77.** It was recommended that these two priorities be moved down one each and a new priority for re-aligning SR 77/SR 388 intersection so it can be continuous flow on SR 388 after stopping at this intersection. Currently, you need to travel on SR 77 for a distance to travel back east and west on SR 388.
   
   *This recommendation will be made with the caveat that the intersection realignment be included in the 2045 Long Range Transportation Plan that is currently underway.*

6. **Table 2 –SIS Priority 4. SR 30A (US 98) Panama City Beach Parkway from East of Nautilus Street to East of Richard Jackson Boulevard.** It was requested if this project could be advanced because of the traffic from the Bay Parkway Phase II being at the intersection of SR 30A (US 98) Panama City Beach Parkway and Nautilus Street.
   
   *To be moved upon the priority list, one or all the US 231 priorities would need to be lower priorities. During the development of the priorities last year, this segment was moved from #6 to #4 because of the Bay Parkway Phase II project.*

7. **Table 3 – TSM.** It was requested that the intersection realignment of US 231, Titus Road, and Star Avenue be added to the TSM Priority List.
   
   *If this project meets the FDOT Candidate List for TSM projects, it will be ranked with other TSM projects to create an updated TSM Priority List. This updated TSM Priority List will then be presented to the TPO and Advisory Committees for approval as part of the Project Priorities agenda item in September 2020.*
ENCLOSURE E
SUBJECT: Review of Draft Congestion Management Process Major Update

ORIGIN OF SUBJECT: 23 Code of Federal Regulations part 450.322; 339.175.6.c.1 Florida Statutes; Unified Planning Work Program (UPWP) and 2045 Bay County TPO Long Range Transportation Plan Scope of Services

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The TPO updates the Long Range Transportation Plan every 5 years. The current Long Range Transportation Plan was adopted on June 22, 2016. The 2045 Bay County TPO Long Range Transportation Plan, Scope of Services was approved by the TPO on July 24, 2019. Some of the tasks identified in the LRTP Scope of Services are: Public Participation, Goals and Objectives, Evaluation Criteria, Financial Resources, Needs Plan, Cost Feasible Plan, and Congestion Management Process Update.

Congestion Management Process

The Congestion Management Process is completed as a task in the 2045 Long Range Transportation Plan development as a major update. The Congestion Management Process is required of TPOs with populations greater than 200,000. The Florida Department of Transportation has extended this requirement to all TPOs in Florida.

The 2045 LRTP Plan Steering Committee met at a GoTo meeting on April 27th, 2020 to comment on Congestion Management Process.

The draft Congestion Management Process is available on the following hyperlink and will be presented at the July TPO and Advisory Committee Meetings: https://www.ecrc.org/programs/transportation_planning/bay_county_tpo/plans_and_documents/long_range_transportation_plan/2045_lrtp_documents.php

Attached is the following:
- Steering Committee Meeting #4 Summary

RECOMMENDED ACTION: Review and comment on the Draft Congestion Management Process Major Update this month and consideration of approval in September. Please provide comments to Gary Kramer, TPO staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org by the close of business on August 7, 2020.
Members Attending
Bryant Paulk, FDOT Urban Liaison
Donna Green, FDOT Urban Liaison
John Skaggs, Naval Coastal Systems Center
Wayne Stubbs, Port Panama City
Tim Smith, Technical Coordinating Committee
Kelly Jenkins, Technical Coordinating Committee
Cliff Johnson, Technical Coordinating Committee
Robert Waddell, Citizens’ Advisory Committee

Members Not Attending
Rickey Fitzgerald, FDOT (Freight)
Trayce Verdun Chapman, Tyndall Air Force Base
Richard McConnell, Northwest Florida Beaches International Airport
Angela Bradley, Bay Town Trolley
Keith Bryant, Technical Coordinating Committee
John Lincoln, Citizens’ Advisory Committee
Leon Miller, Citizens’ Advisory Committee
Thomas Robinson, Citizens’ Advisory Committee (Had a meeting conflict)

Others Attending
Brandi DeRuiter, Bay County Chamber of Commerce
Larry Messinger, Citizens’ Advisory Committee
Jordan McCool, WJHG-TV
Britney Moore, Office of Greenways and Trails
Dan Beaty, HTNB
Peter Ogonowski, HDR
Cory Wilkinson, HDR
Jessica Smith, HDR
Mary Beth Washnock, Emerald Coast Regional Council
Tiffany Bates, Emerald Coast Regional Council
Caitlin Cerame, Emerald Coast Regional Council
Jill Lavender, Emerald Coast Regional Council
Rob Mahan, Emerald Coast Regional Council
Howard Vanselow, Emerald Coast Regional Council
Gary Kramer, Emerald Coast Regional Council

A. Introductions and Welcome
• Gary Kramer welcomed the participants to the Steering Committee Meeting for the 2045 Bay County Transportation Planning Organization (TPO) Long Range Transportation Plan.

B. Overview of LRTP Process and Steering Committee
• Gary Kramer iterated that 2040 Long Range Transportation Plan was adopted on June 22, 2016. The 2045 Long Range Transportation Plan needs to be adopted by June 22, 2021 to maintain the 5-year requirement between Long Range Transportation Plan Updates.
• Gary Kramer mentioned the members of the Steering Committee will be seeing and commenting on various products for the 2045 Long Range Transportation Plan. The Steering Committee will be providing the detailed
review of the draft 2045 Long Range Transportation Plan documents. Therefore, when the TPO and Advisory Committees review the draft 2045 Long Range Transportation Plan documents most of the questions and comments will already have been addressed by the Steering Committee.

C. Project Schedule

- In a PowerPoint slide, Jessica Smith mentioned the Goals and Objectives were approved by the TPO in February. The Evaluation Criteria and the Financial Resources are the focus of today’s meeting. A brief overview of the next tasks (Congestion Management Process and Needs Plan) will be introduced today. The final task is the Cost Feasible Plan which needs to be adopted by the TPO by June 22, 2021 to maintain the five year mandate between Long Range Transportation Plans.

D. Evaluation Criteria and Financial Resources Update

- Jessica Smith explained that the Evaluation Criteria is based on the Goals and Objectives and is used to rank the projects in the adopted Needs Plan. At the January Steering Committee, the Evaluation Criteria was thoroughly reviewed by the Steering Committee and was presented as an information item at the February TPO and Advisory Committee Meetings.
- Jessica Smith reviewed the proposed changes from the 2040 Long Range Transportation Plan Evaluation Criteria to the 2045 Long Range Transportation Plan Evaluation Criteria by showing the shaded highlights in a word document. Complete Streets and Crash Rates were added to the Safety Category. Tourism was added to the Economic Vitality Category. 2045 was changed from 2040 for the Congestion Management Strategies. Lastly, the total points changed from 300 to 335.
- Jessica Smith added at the last Steering Committee Meeting the Steering Committee Members were divided into four groups to provide a recommendation for the weights for each of the Evaluation Criteria Categories. The recommendations are listed below. Since no apparent consensus appeared when reviewing the four group recommendations, the Steering Committee recommended Group 2’s recommendation which is “No Change” from the 2040 Evaluation Criteria Weights.
  - Group 1
    - Multimodal Transportation Safety 20 15
    - System Sustainability and Livability 10 15
    - Economic Vitality 15 20
    - Congestion Management 20 15
  - Group 2 (No Changes)
  - Group 3
    - Multimodal Transportation Safety 20 15
    - System Sustainability and Livability 10 20
    - Congestion Management 20 15
  - Group 4
    - System Efficiency and Preservation 10 5
    - Multimodal Transportation Security 10 15
- Jessica Smith presented the Financial Resources estimates for 2020, 2021-2025, 2026-2030, 2031-2035, and 2036-2045 for the following four funding categories: Strategic Intermodal System, Non-Strategic Intermodal System, Transit, and Transportation Management Area/State Urban Funds. The Transportation Management Area/State Urban Funds are for the Transportation Planning Organizations with Urbanized Area populations of 200,000 or greater. For the 2010 Census, the Bay TPO did not exceed this population so no funds are projected for this category. The funding projections have been provided by FDOT District III. Local government funding from Bay County, each of the cities in the TPO area, and the Panama City Beach Community Redevelopment Agency can also be considered as funding sources for transportation projects in the Long Range Transportation Plan.
• Jessica Smith concluded the Financial Resources presentation by stating that Alternative Revenue sources can be used to fund projects in the Long Range Transportation Plan. These potential revenue sources are: Bonds, Tax Increment Financing, Public Private Partnerships, Grants, Local Option Sales Tax, and Local Option Gas Tax. However, the TPO Staff is not advocating the implementation of these revenue sources.

E. Comments on Draft Evaluation Criteria and Financial Resources

• There were no additional comments on the Draft Evaluation Criteria and the Financial Resources.

F. Area Profiles

• Jessica Smith mentioned that Area Profiles are included in the Long Range Transportation Plan to show different trends regarding various sectors in the TPO region. She introduced Peter Ogonowski, Principal Economist for HDR, to present this information.

• Peter Ogonowski explained the purpose of the Area Profile task within the LRTP update, and used PowerPoint slides for the following variables to show the related historical and forecasted future trends:
  o Population.
  o Households.
  o Employment and Unemployment.
  o Income and Poverty.
  o Real Growth Regional Product.
  o Hotel/Motel Units.
  o Education.
  o Land Use.
  o Vehicles (Registrations, Drivers, Commuting Patterns).
  o Airport Enplanements.

• After reviewing these categories, the following summary was developed for consideration in developing the Bay County TPO 2045 Long Range Transportation Plan.
  o Bay County has grown substantially over the last quarter century, but the growth has been largely below the corresponding state averages.
  o Growth is expected to continue through 2045 but at a decelerated pace.
  o Population is concentrated in Panama City and Panama City Beach urban areas, and along major transportation corridors.
  o People mostly stay within Bay County when commuting to work.
  o Vehicle registrations have declined since 2017.
  o Employment and the unemployment rate have improved since 1990.
  o Evolving industry structure—largely service-sector oriented.
  o Enplanements are projected to continue to increase significantly through 2045.
  o Will need to keep monitoring various impacts from COVID-19 and Hurricane Michael in the coming years.

G. Brief overview of the Congestion Management Process Major Update and the Needs Plan

• Jessica Smith mentioned a task in the Long Range Transportation Plan is to produce a Congestion Management Process document. There are eight items a Congestion Management Process must include. These eight items are:
  o Develop regional objectives for congestion management.
  o Define the Congestion Management Process network.
  o Develop multimodal performance measures.
  o Collect data/monitor performance.
  o Analyze congestion problems and needs.
  o Identify and assess strategies.
- Program and implement strategies.
- Evaluate strategy effectiveness.

- Jessica Smith also reviewed proposed objectives and performance measures for the Congestion Management Process with the Steering Committee and mentioned these are a work in progress and will be examined in further detail at the next Steering Committee Meeting.

- Jessica Smith presented the steps involved in developing the Needs Plan for the Long Range Transportation Plan. These steps, which will be presented in greater detail at the next Steering Committee Meeting, are:
  - Existing Plus Committed Network.
  - Development of Deficiencies.
  - Steering Committee Meetings.
  - Public Review.
  - Adopted Needs Plan and Costs.

H. **Comments from Committee Members and Public**

- Larry Messinger questioned the population growth being decelerated in the future in the Area Profiles presentation.
- Peter Ogonowski responded that sources of the population data are the Census (historical), and the Bureau of Economic and Business Research (projected), which indicate a decelerated future growth rate. He also pointed out that the presented forecast is for the County as a whole, and not for some specific pockets/neighborhoods, some of which may be experiencing more robust recent growth than others because of the impacts of Hurricane Michael or for some other localized reasons.

I. **Next Steps**

- Gary Kramer iterated that the Evaluation Criteria and the Financial Resources will be action items for the TPO and Advisory Committees in May. The Congestion Management Process and the Needs Plan will be review items at the TPO and Advisory Committee Meetings in May and will be discussed in further detail at the next Steering Committee Meeting in June.
- Gary Kramer added that even though the Corona Virus Pandemic has delayed the TPO from having a Steering Committee Meeting since January, the 2045 Long Range Transportation Plan is still on schedule for approval in April 2021.
- Gary Kramer asked for the participants that called in to introduce themselves to ensure their participation is included in the attendance for this meeting. Three participants introduced themselves that called into the meeting.
- Kelly Jenkins asked when is the next TPO Meeting?
- Gary Kramer responded that the next TPO Meeting will be held on May 27.
- Mary Beth Washnock added that the type of meeting in person, virtual, or a combination has not been decided yet for the May 27 TPO and Advisory Committee Meetings.

J. **Adjournment**

- The meeting was adjourned at 10:50 a.m.
ENCLOSURE F
SUBJECT: Information Items (No Presentation Necessary)

ORIGIN OF SUBJECT: ECRC Staff

LOCAL GOVERNMENT ACTION NEEDED: None

Attached are the following:
- TCC and CAC May Meeting Minutes
- BAY TPO May Actions Report
- FTA National Transit Database Narrative Report
- 2020 BAY TPO Schedule

RECOMMENDED ACTION: This item is for information. Please contact Mr. Cameron Smith, ECRC staff, at 1-800-226-8914 Extension 207 or Cameron.smith@ecrc.org if additional information is needed.
MEMBERS IN ATTENDANCE
Keith Bryant, Chairman Bay County
Gene Keen Bay Area Transit
Eddie Cook City of Callaway
Richard McConnell Northwest FL Beaches Intl Airport
Cliff Johnson Bay County Traffic Engineering

MEMBERS NOT IN ATTENDANCE
Ian Crelling Bay County
Doug Lee Bay County School District
Amanda Richard City of Lynn Haven
Kelly Jenkins City of Panama City Beach
Parker W. McClellan, Jr. Northwest FL Beaches Intl
Charlie Lewis Panama City Port Authority
Wayne Stubbs Panama City Port Authority
Tony Summerlin City of Parker
Johnny Sims City of Panama City
Mel Leonard City of Panama City Beach
Lee Penton City of Springfield
David Silvey Tyndall AFB
Traycee Verdun-Chapman Tyndall AFB
Marion Cook Tyndall AFB
John Skaggs Naval Coastal Systems Station

OTHERS IN ATTENDANCE
Angela Bradley Bay County
David Griggs City of Callaway
John Fielding Atkins
Bryant Paulk FDOT
Donna Green FDOT
Brad Harrington First Transit
Larry Messinger Panama City Beach
Cory Wilkinson HDR

EMERALD COAST REGIONAL COUNCIL STAFF
Mary Beth Washnoch
Brittany Ellers
1. **CALL TO ORDER/PLEDGE/INVOCATION**
   Chairman Bryant called the meeting to order.

2. **PUBLIC FORUM**
   Ms. Washnock stated there were no public comments.

3. **APPROVAL OF AGENDA**
   Ms. Washnock said there was an item to add to the agenda in the Transit section.
   Chairman Bryant called for approval of the agenda.

   **Mr. Keen moved to approve the agenda with addition of a transit item. Mr. Cook seconded the motion and it was approved unanimously.**

4. **PLANNING AND TRANSIT CONSENT AGENDA:**
   A. Approval of February 2020 TCC Meeting Minutes

   **Mr. Cook moved to approve the February 2020 meeting minutes, Mr. Keen seconded the motion and it was approved unanimously.**

5. **PLANNING ACTION ITEMS**
   A. Consideration of Resolution BAY 20-10 Supporting the City of Callaway's Request to Split-Phase Project from the Florida Department of Transportation of the Widening of SR22 from Star Avenue to US 98B; and Providing an Effective Date – Ms. Mary Beth Washnock, ECRC Transportation Manager

   Ms. Washnock said the City of Callaway requested that FDOT split the project into two parts. The first section was depicted as Phase I. The City of Callaway has put forth a resolution in support to FDOT and requested that the TPO do the same.

   **Mr. Keen moved to recommend that the TPO authorize the TPO chairman to sign Resolution BAY 20-10 supporting the City of Callaway's request to split-phase the widening of SR22 from Star Avenue to US 98B; and providing an**
effective date. Mr. Cook seconded the motion and it was unanimously approved.

B. Consideration of Resolution BAY 20-05 to Adopt the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Evaluation Criteria and Financial Resources – Mr. Gary Kramer, ECRC Staff

Mr. Kramer said the 2040 LRTP was adopted June 22, 2016. He stated the 2045 LRTP needs to be adopted by June 22, 2021. At the July 2019 Bay County TPO meeting the scope of services for the 2045 LRTP was approved. A steering committee was appointed in July 2019 to oversee the requirements and provide detailed input on the 2045 LRTP. He said there are five important tasks in the scope of services. The tasks are: goals and objectives, evaluation criteria and financial resources, congestion management, needs plan and cost feasible plan.

Mr. Kramer said the goals and objectives were approved by the Bay County TPO at the February 5, 2020 meeting. The next step in the process is the evaluation criteria and financial resources. The steering committee has met twice on the topic.

Mr. Kramer said the purpose of the evaluation criteria is to rank the Needs Plan projects based on the goals and objectives. The steering committee did not recommend any changes on the criteria or the weights.

Mr. Kramer addressed funding resources. He said there will not be enough funding for the Needs Plan. Projections were used from the financial resources to narrow the Needs Plan.

Mr. Kramer said the Strategic Intermodal System (SIS) funds are from the FDOT SIS Cost Feasible Plan. Mr. Kramer said local funding will come from Bay County, municipalities, and Panama City Beach Redevelopment Agency if any projects can be funded locally.

Mr. Kramer said the recommended action was to authorize the TPO chairman to sign the resolution for the 2045 LRTP.

Mr. Cook moved to recommend that the TPO authorize the TPO chairman to sign Resolution BAY 20-05 to adopt the Bay County TPO 2045 LRTP Evaluation Criteria and Financial Resources. Mr. Johnson seconded the motion and it was unanimously approved.
C. Election of Transportation Planning Organization (TPO), Technical Coordinating Committee (TCC) and Citizens’ Advisory Committee (CAC) Chair and Vice Chair for Fiscal Year (FY) 2021 (July 1, 2020 through June 30, 2021) – Ms. Mary Beth Washnock, ECRC Transportation Manager

Ms. Washnock said Keith Bryant is the chair and Kelley Jenkins is the vice chair.

Mr. Cook moved to recommend that the TPO authorize the TPO chairman to approve retaining the TCC Chair and Vice Chair for FY 2021. Mr. Keen seconded the motion.

6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

Mr. Paulk said FDOT will be holding virtual public meetings until further notice.

7. PLANNING PRESENTATIONS (no action)

A. Review of Draft Bay County TPO FY 2021-2025 Transportation Improvement Program (TIP) – Mr. Gary Kramer, ECRC Staff

Mr. Kramer said the TIP is the end product of the cycle that started with the TPO adoption of the FY 2021-2025 project priorities last July, and FDOT presenting the tentative FY 2021-2025 Work Program last October.

Mr. Kramer said the due date for comments on the draft FY 2021-2025 TIP is June 3, 2020. The TIP will be presented for approval in June 2020.

8. PLANNING INFORMATION ITEMS

Included in the agenda package were the following:

- TCC and CAC February 2020 Meeting Minutes
- Bay February 2020 Actions Report
- FDOT Critical Infrastructure Acceleration Letter
- 2020 Tentative TPO Schedule

9. TRANSIT ACTION ITEMS

Add on Item – Ms. Bradley said the item is for consideration to approve the addition of a new route to service Lynn Haven Industrial Park. She said employers are having problems getting employees to and from work. Ms. Bradley announced a new route
servicing the area from Panama City Mall to the Lynn Haven Industrial Park. The route is proposed to start June 1, 2020 for a trial period.

Mr. Harrington explained the details of the proposed route. The route will leave Panama City on the hour Monday through Friday, from 6:00 am to 8:00 pm.

**Mr. Cook moved to recommend the TPO chairman approve the temporary route. Mr. Johnson seconded the motion and it was approved unanimously.**

10. **TRANSIT UPDATE** – Ms. Angela Bradley, Bay County Staff

   Ms. Bradley said that Bay Town Trolley's Comprehensive Operations Analysis and Transportation Development are back on track. A link has been provided for a current rider survey. She said they will hold virtual townhall meetings.

   Ms. Bradley said both systems are up and running; however, the fixed route is down about 40% since COVID-19 began. Demand/response transportation went down 80%; however, should improve with current openings of businesses. She said the vehicles are being used to deliver meals for Council on Aging.

   Ms. Bradley said they construction of the new facility is on schedule. The operations building should be ready in July 2020. The TPO transit administration building should be ready by August 2020.

   Ms. Bradley said shelter replacements are moving forward. Five or six locations will have a high probability of staying, and shelters are being replaced.

11. **TRANSIT INFORMATION PACKAGE** – The package was in the agenda.

12. **LEGAL UPDATE**

   Ms. Washnock advised that there was no legal update.

13. **OTHER BUSINESS**

   The next Bay County TPO meeting will be Wednesday, July 22, 2020 at location TBD. The TCC will meet at 11:00 a.m., the CAC will meet at 1:30 p.m., and the TPO will meet at 3:30 p.m. It is expected that after September 2020 meetings will take place in the transit building.

14. **ADJOURNMENT** - There being no further business the meeting adjourned at 11:45 a.m.
MEMBERS IN ATTENDANCE
Ali Frohlich, Chairman
Larry Messinger
Leon Miller
James Pretlow
Thomas Robinson
Jo Ann Stone
Guy York

MEMBERS NOT IN ATTENDANCE
Walter Akins
Pamela Dorwarth
Wilda Hodge
Marty Kirkland
John Lincoln III
Patty Strohmenger
Robert Waddell

OTHERS IN ATTENDANCE
Paul Bohac CAC Applicant
Angela Bradley Bay County
Brad Harrington Bay County
Lamar Hobbs First Transit
David Griggs City of Callaway
John Fielding Atkins
Cliff Johnson FDOT
Donna Green FDOT
Bryant Paulk FDOT

EMERALD COAST REGIONAL COUNCIL STAFF
Mary Beth Washnock
Brittany Ellers
Gary Kramer
Rob Mahan
Dorothy McKenzie
Cameron Smith
1. **CALL TO ORDER/PLEDGE/INVOCATION**
   Chairman Frohlich called the meeting to order.

2. **PUBLIC FORUM**
   Chairman Frohlich asked if there were any speakers for the public forum. Mr. Smith said there were no public comments.

3. **APPROVAL OF AGENDA**
   Chairman Frohlich said Enclosure F was not applicable to the CAC.
   
   **Mr. York moved to approve the agenda. Ms. Stone seconded the motion and it was unanimously approved.**

4. **PLANNING AND TRANSIT CONSENT AGENDA**

   **A. Approval of the February 2020 Meeting Minutes**

   Chairman Frohlich asked for a motion to approve the February 2020 Meeting Minutes.
   
   **Ms. Stone moved to approve the February 2020 meeting minutes. Mr. York seconded the motion. The motion was passed unanimously.**

5. **PLANNING ACTION ITEMS**

   **A. ENCLOSURE A – Consideration of Resolution BAY-20-10 Supporting the City of Callaway’s Request to Split Phase Project from the Florida Department of Transportation of the Widening of SR22 from Star Avenue to US 98B, and Providing an Effective Date – Ms. Mary Beth Washnock, ECRC Transportation Manager**

   Ms. Washnock said the request was that FDOT split the project. Phase I is from Star Avenue to Tyndall Parkway. Phase II is from Tyndall Parkway to Highway 98B. The City of Callaway has passed a resolution in favor of this action.
   
   **Mr. York moved to recommend that the TPO authorize the TPO chairman to sign Resolution BAY 20-10 supporting the City of Callaway’s request to split the widening of SR22 from Star Avenue to US 98B into phases, providing an effective date. Ms. Stone seconded the motion and it was unanimously approved.**
B. Consideration of Resolution BAY 20-05 to Adopt the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Evaluation Criteria and Financial Resources  
– Mr. Gary Kramer, ECRC Staff

Mr. Kramer presented. He said the 2040 LRTP was adopted June 22, 2016. The 2045 LRTP needs to be adopted by June 22, 2021. The Bay County TPO approved the scope of services July 2019. A steering committee was selected to oversee the 2045 LRTP. The steering committee has met twice. The goals and objectives were approved by the Bay County TPO February 5, 2020.

Mr. Kramer said the purpose of evaluation criteria is to rank projects based on the goals and objectives. No changes were recommended by the steering committee.

Mr. Kramer reviewed the funding resources.

Ms. Stone moved to recommend that the TPO authorize the TPO chairman to sign Resolution BAY 20-05 to adopt the Bay County TPO 2045 LRTP Evaluation Criteria and Financial Resources. Mr. York seconded the motion and it was unanimously approved.

6. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

Mr. Paulk said FDOT is holding public meetings virtually. This allows construction projects to continue to progress in a timely manner. The Bay County area will be notified of the virtual meetings through the Bay County TPO.

Mr. Paulk said FDOT expects some financial impacts to the Work Program based on the pandemic slow down.

Chairman Frohlich said at the last CAC meeting it was asked that they receive an update on the Back Beach Road project. Mr. Paulk said multiple funding sources are being explored for the next segment. Mr. Paulk expected to move into the second phase without too much conflict. He said the City of Panama City Beach is leading in possible alternatives.

Chairman Frohlich said he understood that the next phase will come out at Nautilus Road, go down US 98, and rejoin at Clara Road. He said there has been work done at the intersection north of Clara Road. He thought that it would connect into the sports complex entrance.
Mr. Miller asked where they stand now on SR 390 from SR 77 to US 231. He noticed there were changes on both sides of the highway. Mr. Paulk said the PD&E study is moving forward. Mr. Paulk said FDOT will try to obtain funding from the Strategic Intermodal System (SIS) program for future phases in the expansion of SR 390 from SR 77 to US 231.

Chairman Frohlich asked for an update on West Bay Parkway. Mr. Paulk said the PD&E was approved for West Bay Parkway. He said the Bay County TPO can now prioritize the project.

Chairman Frohlich asked for the status of the overpass at Tyndall Air Force Base at the main gate. Mr. Paulk said work needs be done from the design perspective.

7. **PLANNING INFORMATION ITEMS**

Included in the agenda package were the following:

- TCC and CAC February 2020 Meeting Minutes
- Bay February 2020 Actions Report
- FDOT Critical Infrastructure Acceleration Letter
- 2020 Tentative TPO Schedule

8. **TRANSIT ACTION ITEMS:**

**Add-On Item** – Consideration to approve the addition of a new route to service the Lynn Haven Industrial Park.

Ms. Bradley said due to hurricane and COVID-19 impacts, there has been a request for large employers to be able to get their employees to work. The route to the Lynn Haven Industrial Park will provide a solution. The route will be identified as Route 10. The route will start on a trial basis from June 1, 2020 to September 30, 2020. Public hearings will be held in conjunction with data collected on the trial route. The Bay County commissioners agreed to fund the route during the trial period.

Mr. Harrington provided details for the proposed route. The route will run Monday through Friday from 6:00 am to 8:00 pm.

**Mr. York moved to recommend the TPO approve the Bay Town Trolley trial Route 10. Mr. Miller seconded the motion and the motion was unanimously approved.**

**PLANNING PRESENTATIONS** (no action)
A. Review of Draft Bay County TPO FY 2021-2025 Transportation Improvement Program (TIP) – Mr. Gary Kramer, ECRC Staff

Mr. Kramer presented. He said the TIP is the end product of the cycle that started with the Bay County TPO adoption of the FY 2021-2025 Project Priorities list, and FDOT presenting the FY 2021-2025 Work Program in October 2019.

Mr. Kramer said the due date for comments on the TIP is June 3, 2020. The item will be presented for approval in July 2020.

9. TRANSIT INFORMATION PACKAGE
No items were included in the agenda package.

10. LEGAL UPDATE – Burke, Blue, Hutchinson, Walters & Smith, P.A.
There was no legal update.

11. OTHER BUSINESS

The next Bay County TPO meeting will be Wednesday, July 22, 2020 at location TBD. The TCC will meet at 11:00 a.m., the CAC will meet at 1:30 p.m., and the TPO will meet at 3:30 p.m.

12. ADJOURNMENT
There being no further business the meeting adjourned at 2:10 p.m.
MEMORANDUM

DATE:       June 1, 2020

TO:         Mr. Bryant Paulk, AICP, FDOT Urban Liaison
            Ms. Donna Green, FDOT Urban Liaison

CC:         TPO, TCC, and CAC Members

FROM:       Cameron Smith, Transportation Program Coordinator

RE:         TPO Actions Report – May 27, 2020

The following items were discussed and acted upon by the Bay County Transportation Planning Organization (TPO) at the May 27, 2020 meeting. The Florida Department of Transportation (FDOT) has requested a copy of this report so the appropriate FDOT department directors can take action as requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

**CITY OF CALLAWAY REQUEST**

The TPO approved Resolution BAY 20-10 Supporting the City of Callaway’s Request to Split-Phase Project from the Florida Department of Transportation of the Widening of SR22 from Star Avenue to US 98B; and Providing an Effective Date. This action was recommended to ensure FDOT has documentation of the City’s request.

**EMERGENCY APPROVAL AUTHORIZATION**

The TPO approved Resolution Bay 20-08 Authorizing Emergency Approvals Under a Declared County, State or Federal State of Emergency to Ensure Compliance with State and Federal Requirements for Metropolitan Planning Organizations; Repealing all Resolutions in Conflict; Providing an Effective Date. This action was recommended to allow the work of the TPO to continue in times of emergencies.

**2045 LONG RANGE TRANSPORTATION PLAN**

The TPO unanimously approved Resolution BAY 20-05 to Adopt the Bay County TPO 2045 Long Range Transportation Plan (LRTP) Evaluation Criteria and Financial Resources. This action was recommended to maintain the adoption date of the 2045 Long Range Transportation Plan by June 22, 2021

**UNIFIED PLANNING WORK PROGRAM DE-OBLIGATION OF FUNDS**

The TPO approved Resolution BAY 20-07 Amending the FY 2019-FY 2020 Unified Planning Work Program (UPWP) to De-obligate Funds in the Amounts of $37,009 (PL Funds) and $145,859 (SA Funds). This action was recommended in order to continue with the planning products that may continue between fiscal years and to receive funding in the next fiscal year.
INTERGOVERNMENTAL COORDINATION AND REVIEW

The TPO approved Resolution BAY 20-06 Reaffirming the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement. This action was recommended because there are no amendments needed to the current provisions of the agreement.

ELECTION OF TPO/TCC LEADERSHIP FOR FY 2021

The TPO approved retaining Mayor Pamn Henderson as Chairperson and Commissioner Robert Carroll as Vice-Chairperson to serve for Fiscal Year 2021 (July 1, 2020 – June 30, 2021).

The TCC approved the retaining Mr. Keith Bryant as Chairperson and Ms. Kelly Jenkins as Vice-Chairperson to serve for Fiscal Year 2021.

CITIZENS ADVISORY COMMITTEE

The TPO unanimously approved the Citizens’ Advisory Committee (CAC) Application from Mr. Paul Bohac. This action was recommended because the applicant met all qualifications for CAC membership and the CAC recommended approval to the TPO board.
National Transit Database Narrative Report

Under the FAST Act and MAP-21, “transit providers are required to submit an annual narrative report to the NTD that provides a description of any change in the condition of its transit system from the previous year and describes the progress made during the year to meet the targets previously set for that year.”

This narrative report reflects the targets reported for FDOT’s subrecipients of Section 5311. The subrecipients covered include: Marion Transit, Liberty County Transit, Good Wheels, Ride Solution, Gulf County ARC, Sumter Transit, Suwannee River Economic Council, Suwannee Valley Transit Authority, Key West Transit, Calhoun County Transit, Nassau County Transit, Wakulla Transit, Big Bend Transit, Baker County Transit, Levy County Transit, Tri-County Community Council, DeSoto-Arcadia Regional Transit, JTrans, and Central Florida Regional Planning Council. This narrative supports FDOT’s recordkeeping and justification of its transit asset management program for its subrecipients.

Agency Information
Florida Department of Transportation, NTD ID # 4R02
605 Suwannee Street, MS 26
Tallahassee, FL 32399
850-414-4500
Accountable Executive – Elizabeth Stutts
Reporting Year – 2019

Useful Life Benchmark – Revenue Vehicles
FDOT’s subrecipients have a mixed fleet of revenue vehicles including 18 automobiles, 59 buses, 331 cutaways, 131 minivans, 8 school buses, 10 sports utility vehicles, and 189 vans.

What targets did your agency set?
Less than 50% of automobiles exceeding their ULB of 8 years
Less than 10% of buses exceeding their ULB of 14 years
Less than 20% of cutaways exceeding their ULB of 10 years
Less than 18% of minivans exceeding their ULB of 8 years
Less than 25% of school buses exceeding their ULB of 14 years
Less than 25% of sports utility vehicles exceeding their ULB of 8 years
Less than 35% of vans exceeding their ULB of 8 years
How did your agency calculate these targets?
The targets for all asset classes of revenue vehicles were conservatively rounded down to the next whole number. While our subrecipients prioritize the rehabilitation and replacement of their vehicles that provide the transit service, funding for capital improvement is limited. FDOT and its subrecipient transit providers monitor all assets for unsafe conditions. If an unacceptable safety risk associated with an asset is identified, that asset will be ranked with higher investment prioritization to the extent practicable.

How has your agency made progress toward its targets?
The subrecipients made new fleet acquisitions as well as vehicle retirements that led to the reduction of vehicles exceeding their ULBs assets in the following categories:

- Reduction of approximately 2% of automobiles exceeding their ULB of 8 years
- Reduction of approximately 4% of buses exceeding their ULB of 14 years
- Reduction of approximately 7% of cutaways exceeding their ULB of 10 years
- Reduction of approximately 12% of minivans exceeding their ULB of 8 years
- Reduction of approximately 11% of vans exceeding their ULB of 8 years

What challenges face your agency in making progress toward the targets?
Availability of funding for capital funding prohibits more aggressive targets.

Useful Life Benchmark – Non-Revenue Vehicles
FDOT’s subrecipients have a mixed fleet of non-revenue vehicles to support their respective rural transit systems.

What targets did your agency set?
Less than 37% of non-revenue automobiles exceeding their ULB of 8 years
Less than 1% of non-revenue truck and other rubber tire vehicles exceeding their ULB of 14 years

How did your agency calculate these targets?
The targets for both asset classes of non-revenue vehicles were conservatively rounded down to the next whole number. Our subrecipients prioritize the rehabilitation and replacement of their vehicles that provide the transit service, so their non-revenue vehicles may be delayed for replacement. FDOT and its subrecipient transit providers monitor all assets for unsafe conditions. If an unacceptable safety risk associated with an asset is identified, that asset will be ranked with higher investment prioritization to the extent practicable.

How has your agency made progress toward its targets?
The subrecipients reduced non-revenue automobiles exceeding their ULB of 8 years by approximately 30% and reduced non-revenue truck and other rubber tire vehicles exceeding their ULB of 14 years by approximately 49%.

What challenges face your agency in making progress toward the targets?
Availability of funding for capital funding prohibits more aggressive targets.
Facilities - Condition

FDOT’s subrecipients have several administrative/maintenance buildings that support their respective rural transit operations.

What targets did your agency set?

Less than 6% of administrative and maintenance facilities under 3 on the TERM scale.

How did your agency calculate these targets?

Based on our most recent assessments, approximately 94% of our subrecipients’ facilities are already at a 3 or higher on the TERM scale. No portion of the remainder of facilities is below a TERM rating of 2. Facilities rated 2 to 3 are still functioning and safe, so a target for 2020 remains the same as 2019.

How has your agency made progress toward its targets?

Our subrecipients did not drop below the target set for 2019 and maintained their facilities at a satisfactory level.

What challenges face your agency in making progress toward the targets?

Availability of funding for facilities prohibits more aggressive targets.

What are extenuating circumstances that impact your agency’s transit asset management?

Hurricane Michael affected FDOT itself and several of FDOT’s subrecipients whose service areas were in the path of the storm.
### 2020 Schedule

#### Bay County Transportation Planning Organization

Below are the 2020 scheduled meeting dates for the Bay County Transportation Planning Organization Board and Committees. More information will be released as soon as it is available.

Meeting schedule details are subject to change. For updates and agendas, please visit ecrc.org

For more information please contact Cameron Smith, at 800-226-8914 ext. 207 or email cameron.smith@ecrc.org.

The Bay County TPO is staffed by the Emerald Coast Regional Council (ECRC), a regional entity providing professional planning, coordinating, and advisory services to local governments, state and federal agencies, and the public to preserve and enhance quality of life in northwest Florida. Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability, or family status. Reasonable accommodation will be made for access in accordance with the Americans with Disabilities Act. Contact Brittany Ellers, 850-332-7976, ext. 220 or brittany.ellers@ecrc.org or TTY 711, at least 48 hours in advance. Para información en español, puede llamar a Ada Clark at 850-332-7976, ext. 278 o TTY 711. Si necesita acomodación para acceder a los eventos, comuníquese con Ada por adelantado.

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 27</td>
<td>Virtual Meeting Presentation (Virtual Location)</td>
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<tr>
<td>July 22</td>
<td>TBD</td>
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<tr>
<td>September 23</td>
<td>Gulf Coast State College Advanced Technology Center, 2nd Floor 52 30 West Highway 98, Panama City, FL</td>
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<tr>
<td>December 2</td>
<td>Gulf Coast State College Advanced Technology Center, 2nd Floor 52 30 West Highway 98, Panama City, FL</td>
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#### Board and Committees

Board and Committees meet at the following times:

- **TCC Meeting Time**: 11:00 a.m.
- **CAC Meeting Time**: 1:30 p.m.
- **TPO Meeting Time**: 3:30 p.m.
TRANSIT ENCLOSURE
SUBJECT: Consideration of First Transit’s request to allow for COVID 19 Hazard Pay Bonuses for Transit Staff and the reimbursement of COVID 19 Hazard Pay Bonuses.

ORIGIN OF SUBJECT: Bay County Staff on Behalf of TPO

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Due to COVID 19, First Transit is requesting the TPO agree to COVID 19 Hazard Pay Bonuses for transit staff and to reimburse First Transit for the COVID 19 Hazard Pay Bonuses (Exhibit A). If this request is approved, this would use some of the CARES ACT monies set aside through Federal Transit Administration (FTA). The transit staff is currently putting a grant request together for award of CARES ACT funds through FTA. Based on an estimated 12 month period the TPO would reimburse First Transit up to approximately $275,000.00. This amount takes into consideration the possibility of new hires over the next 12 months. According to (2 CFR § 200.430(f) an agreement must be in place prior to the incentive/bonuses becoming eligible through the CARES ACT. Retro pay does not seem to be reimbursable through the CARES ACT (Exhibit B). Therefore, this request is to negotiate an agreement with First Transit to reimburse for COVID 19 Hazard Pay Bonuses for a 12 month timeframe and allow the TPO Chair to sign the agreement. If approved, the COVID 19 Hazard Pay Bonuses would not be reimbursed until the CARES ACT grant is awarded to the TPO.

Through University of South Florida’s Center for Urban Research, a survey went out to transit systems across Florida requesting to know how many transit systems are paying COVID 19 Hazard/Incentive pay, a total of twenty three (23) transit agencies responded. One (1) out of twenty three (23) transit systems are awarding hazard pay. The transit system that is awarding hazard pay, is in our general area, and is a small rural provider of demand response trips.

RECOMMENDED ACTION: Approval of a motion to approve or not approve the proposal of Hazard Pay Bonuses and to reimburse First Transit for COVID 19 Hazard Pay Bonuses. If approved, allow the transit staff and attorney to negotiate an agreement with First Transit. Also, once an agreement is reached, allow the TPO Chair to sign the agreement. Please contact Angela Bradley, Bay County Board of County Commissioners, at 850-248-8168 or abradley@baycountyfl.gov, if additional information is needed.
Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19)

**CE14: May agencies pay a temporary bonus to operators who continue to work?**

A: It depends. Under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, a federal award may be used for bonus or incentive compensation when the overall compensation is reasonable and paid or accrued based on an agreement entered into before the services were rendered (2 CFR § 200.430(f)). If a grant recipient does not have such an agreement in place, it may create one that would allow payment of bonus or incentive pay from that point forward, but it would not be able to pay a bonus for work performed prior to the agreement.

§ 200.430 Compensation - personal services.

(f) Incentive compensation. Incentive compensation to employees based on cost reduction, or efficient performance, suggestion awards, safety awards, etc., is allowable to the extent that the overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between the non-Federal entity and the employees before the services were rendered, or pursuant to an established plan followed by the non-Federal entity so consistently as to imply, in effect, an agreement to make such payment.
July 9, 2020

Angela Bradley
Transit Systems Program Administrator
Bay County Board of County Commissioners
1021 Massalina Dr.
Panama City, FL 32401

Dear Angela,

First Transit is requesting for your consideration hazard pay bonus for all hourly employees. This bonus consists of $175 per pay period, totaling $9275 every two week pay cycle. We would like this to continue during the COVID-19 pandemic.

We sincerely appreciate your consideration to recognize the efforts of our employees during these unprecedented times. We value our relationship with Bay County and look forward to our continued partnership.

Sincerely,

Russell Tieskoetter
Regional Vice President, First Transit
Page 2 / Letter to Bay County members of the TPO

Respectfully submitted,

Michael A. Lowery
President / Business Agent
Amalgamated Transit Union Local 1395, AFL-CIO
4302 Yarmouth Place, Pensacola, Florida 32514
(850) 554-6034 / mlowervatu1395@gmail.com

Cc: Members of the Bay County TPO File
TRANSIT INFORMATION ITEMS
## TRANSIT FINANCIAL REPORT FY19/20
### Period of October 2019 - June 2020

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**TOTAL GRANTS = $ 5,573,503.00**

<table>
<thead>
<tr>
<th>PARTNER CONTRIBUTIONS</th>
<th>Received FY19/20</th>
<th>Budgeted FY19/20</th>
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<tr>
<td>Trolley Farebox/Pass Sales</td>
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<td>$555,286.00</td>
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<tr>
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<tr>
<td>Callaway</td>
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<td>$15,500.00</td>
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<tr>
<td>Lynn Haven</td>
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<td>$15,500.00</td>
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<tr>
<td>Panama City</td>
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<td>$68,500.00</td>
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<tr>
<td>Panama City Beach</td>
<td>$45,500.00</td>
<td>$45,500.00</td>
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<tr>
<td>City of Parker</td>
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<td>$5,000.00</td>
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<td>Springfield</td>
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<tr>
<th>EXPENSES</th>
<th>Actual Expenses</th>
<th>Estimated Amount Budgeted FY19/20</th>
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<tbody>
<tr>
<td>Operating Expenses</td>
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<td>Utilities</td>
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<td>Preventative Maintenance</td>
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<td>Capital Equipment</td>
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<td><strong>EXPENSES TOTAL</strong></td>
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Q/E 6.30.2020
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<th>May</th>
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<tbody>
<tr>
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<td>$1,855.93</td>
<td>1,883</td>
</tr>
<tr>
<td>2</td>
<td>3,350</td>
<td>$3,647.17</td>
<td>2,950</td>
</tr>
<tr>
<td>3</td>
<td>3,625</td>
<td>$2,761.77</td>
<td>3,705</td>
</tr>
<tr>
<td>4</td>
<td>4,424</td>
<td>$3,327.35</td>
<td>4,218</td>
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<tr>
<td>5</td>
<td>3,804</td>
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<td>6</td>
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<td>7</td>
<td>13,617</td>
<td>$14,902.87</td>
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<td>883</td>
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<td>Total</td>
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<td>29,777</td>
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<table>
<thead>
<tr>
<th>Route</th>
<th>Description</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lynn Haven / Panama City Mall</td>
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<td>99</td>
<td>Special Route: Social Distancing</td>
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<table>
<thead>
<tr>
<th>Route</th>
<th>Description</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>Lynn Haven / Panama City Mall</td>
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<table>
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<th>Route</th>
<th>Description</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lynn Haven / Panama City Mall</td>
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<td>3,945</td>
<td>5,520</td>
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</tbody>
</table>
July 15, 2020

Dear Honorable Members of the Bay County TPO,

As you may already know, the Amalgamated Transit Union Local 1395 and First Transit were close to an agreement regarding hazard pay. However, we are disappointed First Transit insisted we accept language in the proposed Memorandum of Understanding, at the end of Section #4 to be exact, that would void our ability to discuss/question and/or even grieve over any unilateral discontinuation of hazard pay. This is problematic and makes it easy for hazard pay to be denied or disappear without any clear reasoning given to the Union. Our members find this language to be unreasonable and unfair.

We have and continue to be on the frontlines, moving this county as cases of COVID-19 are spiking right now. Even the modest amount of hazard pay we have discussed is not enough considering the risk we face every single day to ourselves and our families. You can see photographs of inside these buses yourselves to see the lack of social distancing and how dire the situation is. You can also see the riders not wearing masks. We have direct exposure and contact with more citizens then likely any other public servant in Bay County. We clearly deserve better.

We know that Bay County received $5.9 million from the Coronavirus Aid, Relief, and Economic Security (CARES) Act passed by Congress. Funds meant to help our system and to provide hazard pay such as this for the critical essential workers. And we know it should not be hard to come to a reasonable understanding around this issue that respects our rights to grieve and resolve disputes as they may arise. We believe if both sides are acting in good faith. Then #4 under the MOU would not give unilateral power to one party. But instead, would be language that would bring all interested parties together to begin at the appropriate time a discussion to move toward the ending of Hazard Pay due to the Pandemic Crisis being safely under control. Therefore, we are ready, willing, and able to negotiate further language, and hope to come to a reasonable understanding that fully respects these essential frontline workers in Bay County. Please approve the intent of Hazard Pay during this July 22nd meeting for all Transit workers with the understanding that language will be immediately addressed and an approved signed and dated document by the parties will make it effective the first pay period thereafter.

If you have any questions or concerns, please feel free to contact me directly. Thank you in advance for your consideration and support of these “HERO’s” during this crisis.