

Executive Committee Agenda

Date | Time: October 25, 2023, | 1 PM

Lake~Sumter MPO - October 2023 Executive Committee Meeting (1:00 PM) and MPO Governing Board Meeting (2:00 PM)

Please register for Lake~Sumter MPO - October 2023 Executive Committee Meeting (1:00 PM) and MPO Governing Board Meeting (2:00 PM) on Oct 25, 2023.

<https://attendee.gotowebinar.com/register/7769800506244534622>

After registering, you will receive a confirmation email containing information about joining the webinar.

1 p.m. OPENING

- A. Call to Order
- B. Proper Noticing
- C. Determination of Quorum

I. UPDATE

Proposed revisions to today's Agenda

II. PUBLIC COMMENTS

Any person may request permission from the Chair to speak to an item on the Agenda by coming to the meeting in person or by sending an email to mwoods@lakesumtermpo.com containing the speaker's full name, email address, phone number, and the agenda item to be discussed. Emailed requests should be submitted at least 24 hours in advance of the scheduled meeting or workshop. A link will be sent to those speakers, and they will be allowed to address the Board (or Committee) virtually through the GoToWebinar web application on meeting day. A three-minute time limit will be imposed for each speaker.

III. ACTION ITEMS:

Executive Committee approval is requested for the following items:

- A. Approval of the [*April 26, 2023, and September 20, 2023, Executive Committee Meeting Minutes*](#)
- B. Approval of the Executive Director's timesheets and mileage reports as required by FDOT. The Chair reviews the Executive Director's report and provides direction to the Executive Committee.

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IV. DISCUSSION ITEMS:

- A.** Review of DRAFT 2024 MPO Officers and Appointments for the Governing Board. The DRAFT 2024 MPO Governing Board Officers and Appointments are as follows:
- Chair Cal Rolfson, City of Mount Dora, CFMPOA, MPOAC
 - Chair Elect Doug Shields, Lake County BOCC, CFMPOA, MPOAC
 - 1st Vice-Chair Sandy Gamble, City of Tavares, CFMPOA
 - 2nd Vice-Chair, Don Wiley Sumter County BOCC
 - Past Chair Craig Estep, Sumter County BOCC, Sumter TDCB Chair, CFMPOA
 - Lake County At-Large Representative, Katherine Adams, City of Umatilla
 - Sumter County At-Large Representative, Joe Elliott, City of Wildwood

The Purpose of the Executive Committee is to efficiently address matters not feasible to be heard by the full MPO Governing Board. The Executive Committee is also tasked with strategic planning for the MPO, evaluating the MPO Executive Director's performance, and performing other duties as assigned to or requested by the MPO Governing Board. To provide balanced representation on the Executive Committee among counties and municipalities, the MPO Governing Board, at the time of the election of officers, shall attempt to fill, if feasible, officer positions by rotating between municipal and county representatives as officers are advanced, when feasible, to the next level of elected office.

B. Executive Director Annual Evaluation:

The Employment Agreement between the MPO and Michael F. Woods requires an annual evaluation to be completed by October of each year. The Employment Agreement's term continues until either party terminates the Agreement. Mr. Woods has been in the MPO Executive Director Position since September 30, 2018. The MPO Attorney's Office has obtained written performance evaluation forms from the Chair and MPO Executive Committee members. Such summaries will be provided to the Executive Director to discuss his evaluation with the MPO Board. MPO Attorney Rachel Bartolowits will lead the discussion of the evaluation and employment agreement with the Executive Committee. The final recommendation will be presented at the December 6, 2023, Governing Board meeting.

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C. MPO Governing Board and Executive Committee 2024 DRAFT meeting calendar.

Staff recommends five meetings for the MPO Governing Board and two for the Executive Committee for 2024. If desired, the Executive Committee can identify one or additional meetings for a strategic planning session or workshop.

- February 28, 2024, Governing Board @ 2:00 PM
- April 24, 2024, Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- June 19, 2024, Governing Board @ 2:00 PM
- October 23, 2024, Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- December 11, 2024, Governing Board @ 2:00 PM

V. EXECUTIVE COMMITTEE MEMEBERS REPORTS / COMMENTS

VI. ADJOURNMENT NEXT MEETING: TBD @ LAKE~SUMTER MPO

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above named board with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315- 0170, 48 hours in advance of the meeting.



**EXECUTIVE COMMITTEE
MEETING MINUTES
April 26, 2023
Lake~Sumter MPO
1300 Citizens Blvd
Suite 175
Leesburg, FL 34748**

Members Present

Craig Estep (Chair)
Doug Shields (1st Vice Chair)
Cal Rolfson (Chair Elect)
Sandy Gamble (2nd Vice Chair)

Representing

Sumter County
Lake County
City of Mount Dora
City of Tavares

Members Absent

Leslie Campione Past Chair)
Lance Lowery (Sumter County At Large Representative)
Jim Ley (Lake County At Large Representative)

Lake County
City of Bushnell
Town of Montverde

Staff

Mike Woods
Doris LeMay
Rachel Bartolowits

Executive Director
Financial Coordinator
MPO Attorney

Commissioner Craig Estep, called the meeting to order at 1:00 PM. It was noted that the meeting was properly noticed and that a quorum was present. (4 voting members present)

I. AGENDA UPDATE – None

II. PUBLIC COMMENTS -None

III. ACTION ITEMS

Recommendation for approval is requested for Agenda Items.

A. Approval of the December 7, 2022, Executive Committee Meeting Minutes

Motion was made by Commissioner Doug Shields to approve Item A, seconded by Cal Rolfson – **motion passed 4-0.**

IV. DISCUSSION ITEMS

- A. Milestone Financial Report Review – Second Quarter Michael Woods and Doris LeMay provided report.
- B. 2020 Census – Urbanized Areas/MPO Apportionment Plan/ MPA Boundary Maps Early Look
- C. 2020 Census – Transportation Management Area (TMA) Discussion.

V. EXECUTIVE COMMITTEE MEMBERS REPORTS/COMMENTS - None

VI. ADJOURNMENT NEXT MEETING: OCTOBER 25, 2023, @ 1 P.M. LAKE~SUMTER MPO There being no further business, the meeting was adjourned at 1:29 p.m.

Craig Estep, Chair



**EXECUTIVE COMMITTEE
MEETING MINUTES
September 20, 2023
Lake-Sumter MPO
1300 Citizens Blvd
Suite 175
Leesburg, FL 34748**

Members Present

Cal Rolfson (Chair Elect)
Sandy Gamble (2nd Vice Chair)
Jim Ley (Lake County At Large Representative)

Representing

City of Mount Dora
City of Tavares
Town of Montverde

Members Absent

Craig Estep (Chair)
Doug Shields (1st Vice Chair)
Leslie Campione Past Chair)
Lance Lowery (Sumter County At Large Representative)

Sumter County
Lake County
Lake County
City of Bushnell

Staff

Mike Woods
Doris LeMay
Rachel Bartolowits

Executive Director
Financial Coordinator
MPO Attorney

Chair Elect Cal Rolfson, called the meeting to order at 1:00 PM. It was noted that the meeting was properly noticed and that a quorum was not present. (3 voting members present)

I. AGENDA UPDATE – None

II. PUBLIC COMMENTS -None

III. ACTION ITEMS

Recommendation for approval is requested for Agenda Items.

- A. Recommendation to the Governing Board for approval of the MPO Apportionment Plan. After each decennial census, metropolitan planning organizations (MPOs) must review the composition of their membership and metropolitan planning area (MPA) boundaries and submit an Apportionment Plan that meets the requirements of s.339.175(3), FS, s 339.175(4), FS, and 23 CFR 450.310.

Motion made by Sandy Gamble seconded by Jim Levy - Recommendation to Governing Board to leave voting structure as is and add City Groveland as a voting member due to 2020 Census population data. The City of Groveland is the fifth largest city in Lake County. As per the bylaws the seven largest cities in Lake County are permeate voting members. The City of Minneola joins the seven at-large member rotation. Motion passed 3-0

B. Metropolitan Planning Area Boundary (MPA)

The Federal requirements for establishing and adjusting MPA boundaries are in 23 CFR 450.312.

- The MPA boundaries must encompass the existing urban area plus the contiguous area expected to become urban within a 20-year forecast period.
- MPA boundaries must not overlap with each other.
- Where part of an urban area that one MPO serves extends into an adjacent MPA, the MPOs must establish written agreements that clearly identify areas of coordination and the division of transportation planning responsibilities among and between the MPOs.
- MPA boundary maps should be developed at a scale that best meets the needs of the urban area and clearly show the date of the map, scalebar, north arrow, waterways, major routes, transit, intermodal facilities, airports, and names of urban areas.

Motion made by Sandy Gamble seconded by Jim Levy - Recommendation to the Governing Board to keep the MPA as is with the two county boundary serving as the MPA. Motion passed 3-0

C. Approval of Resolution 2023-13 Amending the 2023-24 Unified Planning Work Program (UPWP).

This is a non-financial UPWP amendment adding text to Task 4. Michael Woods presented overview of Amendment.

Motion was made by Sandy Gamble to approve Resolution 2023-13 Amending the 2023-24 UPWP, seconded by Jim Ley – motion passed 3-0.

IV. EXECUTIVE COMMITTEE MEMBERS REPORTS/COMMENTS - None

V. ADJOURNMENT NEXT MEETING: OCTOBER 25, 2023, @ 1 P.M. LAKE~SUMTER MPO

There being no further business, the meeting was adjourned at 1:58 p.m.

Craig Estep, Chair