



**EXECUTIVE COMMITTEE
MEETING MINUTES
October 25, 2023
Lake~Sumter MPO
1300 Citizens Blvd
Suite 175
Leesburg, FL 34748**

Members Present

Craig Estep (Chair)
Cal Rolfson (Chair Elect)
Sandy Gamble (2nd Vice Chair)

Representing

Sumter County
City of Mount Dora
City of Tavares

Members Absent

Doug Shields (1st Vice Chair)
Leslie Campione Past Chair)
Lance Lowery (Sumter County At Large Representative)
Jim Ley (Lake County At Large Representative)

Lake County
Lake County
City of Bushnell
Town of Montverde

Staff

Mike Woods
Doris LeMay
Rachel Bartolowits

Executive Director
Financial Coordinator
MPO Attorney

Chair 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 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. 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.

Motion was made by Cal Rolfson to approve Items A and B, seconded by Sandy Gamble – **motion passed 3-0.**

IV. DISCUSSION ITEMS:

- A. Review of DRAFT 2024 Governing Board 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 BCC, CFMPOA, MPOAC
 - 1st Vice-Chair Sandy Gamble, City of Tavares, CFMPOA
 - 2nd Vice-Chair, Don Wiley Sumter County BCC
 - 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
- B. Executive Director Annual Evaluation:
Rachel Bartolowits led the discussion of the evaluation and employment agreement.
Discussion Continued.

Motion was made by Cal Rolfson to recommend to the Governing Board a merit increase of 12% for the Executive Director, seconded by Sandy Gamble – **motion passed 3-0.**

- C. MPO Governing Board and Executive Committee 2024 DRAFT meeting calendar
- 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 MEMBERS REPORTS/COMMENTS – Thanked staff.

VI. ADJORNMENT NEXT MEETING: April 24, 2024

Cal Rolfson, Chair