

Executive Committee Agenda

Date | Time: April 26, 2023, | 1 PM

Meeting Location: MPO Office, 1300 Citizens Blvd., Suite 175, Leesburg, FL 34748 (First Floor Conference Room)

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 michael.woods@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. A three-minute time limit will be imposed for each speaker.

III. ACTION ITEMS

Recommendation for approval is requested for Agenda Items.

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

IV. DISCUSSION ITEMS

- A. Milestone Financial Report Review – Second Quarter
- 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

VI. ADJOURNMENT NEXT MEETING: OCTOBER 25, 2023 @ 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
December 7, 2022
Lake~Sumter MPO
1300 Citizens Blvd
Suite 175
Leesburg, FL 34748**

Members Present

Roberta Ulrich
Doug Shields (2nd Vice Chair)
Josh Blake (Immediate Past Chair)
Cal Rolfson (1st Vice Chair)
Joe Elliott (Sumter County At Large Representative)
George Lehning (Lake County At Large Representative)

Representing

Sumter County
Lake County
Lake County
City of Mount Dora
City of Wildwood
Town of Howey-in-the-Hills

Members Absent

Dan Robuck (Chair)

City of Leesburg

Staff

Mike Woods
Doris LeMay
Rachel Bartolowits

Executive Director
Financial Coordinator
MPO Attorney

Cal Rolfson, called the meeting to order at 1:03 PM. It was noted that the meeting was properly noticed and that a quorum was present. (6 voting members present)

I. AGENDA UPDATE – Motion was made by Commissioner Doug Shields for 1st Vice Chair Cal Rolfson to chair the meeting, seconded by Commissioner Josh Blake – **motion passed 6-0**
Motion was made by Commissioner Doug Shields for previous Sumter At Large representative To serve as Sumter County At Large Representative, seconded by Commissioner Josh Blake
Motion passed 6-0.

II. PUBLIC COMMENTS -None

III. RECOMMENDATION OF CONSTENT AGENDA

Executive Committee approval is requested for the following items:

A. Approval of the October 26, 2022, Executive Committee Meeting Minutes

Motion was made by Commissioner Doug Shields to approve Item A, seconded by Commissioner Roberta Ulrich – **motion passed 6-0.**

IV. ACTION ITEMS

A. Executive Director Annual Evaluation

Rachel Bartolowits, MPO Attorney led the discussion of the Executive Directors evaluation and Employment agreement. A proposed salary of 135k a year to begin on January 1, 2023, was Recommended to be presented and voted on at the Governing Board meeting. Discussion continued.

B. Review and Approval of the proposed 2023 MPO Officers and Appointments are as Follows:

- Chair Craig Estep, Sumter County BOCC, CFMPOA, MPOAC, Sumter TDCB Chair
- Chair-Elect Councilmen Cal Rolfson, City of Mount Dora, CFMPOA, MPOAC
- 1st Vice-Chair Doug Shields, Lake County BOCC, CFMPOA
- 2nd Vice-Chair, Councilmen Sandy Gamble, City of Tavares
- Past Chair – Vacant
- Lake County At Large Representative, Mayor Joe Wynkoop, Town of Montverde
- Sumter County At Large Representative, Mayor Bill Spaude, City of Bushnell
- Lake TDCB Chair – Leslie Campione, Lake County BOCC

Motion was made by Commissioner Josh Blake to appoint Commissioner Leslie Campione as Past Chair, seconded by Commissioner Doug Shields -**motion passed 6-0.**

V. EXECUTIVE COMMITTEE MEMBERS REPORTS/COMMENTS - None

VI. ADJOURNMENT NEXT MEETING: APRIL 26, 2023, @ 1 P.M. LAKE~SUMTER MPO

There being no further business, the meeting was adjourned at 1:29 p.m.

Craig Estep, Chair



Financial Report

Lake-Sumter Metropolitan Planning Organization

For the period ended December 31, 2022

(unaudited)

Background

The Lake-Sumter Metropolitan Planning Organization (MPO) has been designated by the Governor of the State of Florida as the body responsible for the urban transportation planning process for the Lake-Sumter Urban area. Organized in accordance with Title 23 CFR Section 450.308(c) and Florida Statute 339.175(9), the MPO prepares an annual Unified Planning Work Program (UPWP). This document identifies the planning priorities and activities to be carried out for the fiscal year and the revenue sources and anticipated expenditures related to each approved task of the work program. Annually the MPO Board adopts a budget that summarizes the revenues and expenditures identified in the UPWP.

The MPO has entered into an agreement with the Lake County Board of County Commissioners for certain support services. Under this agreement, Lake County (the County) serves as the custodian of the MPO's funds and advances the MPO operating cash through their pooled cash account until reimbursement of grant funds is received by the MPO. The County accounts for the transactions of the MPO in a separate fund within their general ledger and prepares various general ledger reports to assist the MPO with its cash management responsibilities. Financial data to prepare this report was obtained from the Finance Department of Lake County and accruals for anticipated revenue and expenditure items were identified with their assistance.

Financial Summary

The financial information contained in this report is as of December 31, 2022 (50% of fiscal year elapsed). Revenues exceeded expenditures due to timing differences of accruals. Since the County performs expenditure accruals only for June 30 and Sept 30 period ends, some consultant expenditures in this reporting period were not accrued; however, they were included in our reimbursement request to FDOT. The County did accrue for our reimbursement invoices so our revenues appear greater than expenditures for the period. Minimal spending was done during the period October through December as we continued to establish our purchase orders for the new UPWP year. A summary of revenues and expenditures for each of the major funding sources is shown below:

<i>REVENUES</i>	2023	As of 12-31-22		%	
	Revised Budget*	YTD Actuals	Budget Variance		Received
<u>115 LAKE SUMTER MPO</u>					
Highway Planning & Construction-PL & SL	\$ 941,128	\$ 291,866	\$ 649,262	31.01%	
Fed Transit Metro - 5305 FY21 G1X23	124,005	-	124,005	0.00%	
Fed Transit Metro - 5305 FY22 G2761	120,915	-	120,915	0.00%	
CTD Planning Grants	48,029	16,151	31,878	33.63%	
Contributions - Other Local	-	29,801	(29,801)	100.00%	
Beginning Fund Balance	10,000	-	10,000	0.00%	
Total Revenues	1,244,077	337,818	906,259	27.15%	
<u>EXPENDITURES</u>					
<u>115 LAKE SUMTER MPO</u>					
Total Personal Services	\$ 295,605	\$ 131,285	\$ 164,320	44.41%	
Total Operating	904,472	140,778	763,694	15.56%	
Grants and Aids	5,000	5,000	-	100.00%	
Administration Costs	29,000	14,500	14,500	50.00%	
Total Expenditures	1,244,077	291,563	952,514	23.44%	

* Reflects carryforward beginning fund balance.

<i>BFB and Revenues</i>	<i>337,818</i>
<i>Expenditures</i>	<i>291,563</i>
<i>EFB</i>	<i>\$ 46,255</i>

Invoice Submittal Status

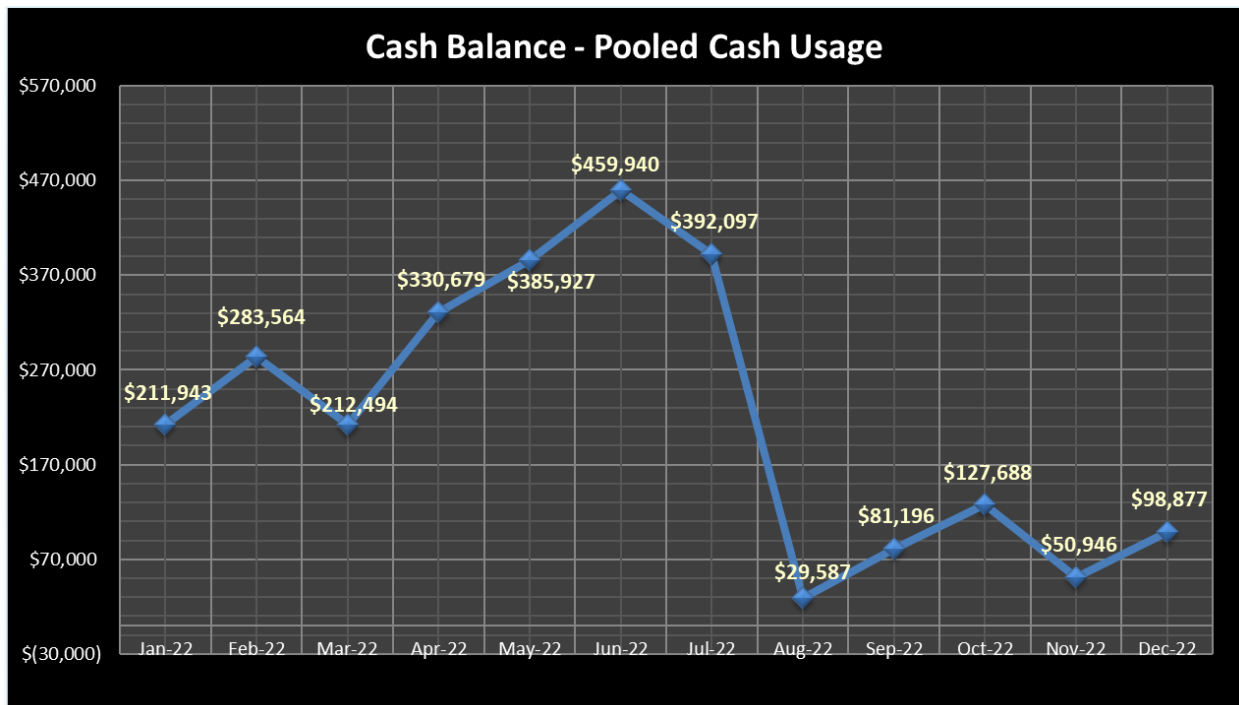
PL-112 FHWA Consolidated Planning Grant - Reimbursable expenditures under the Fiscal 22/23 grant for the period October 1 through December 31st were invoiced in February 2023 in the amount of \$162,131 and have been reimbursed. That amount is included in the \$291,866 above. PL invoicing is performed quarterly using the accrual basis. Since the accrual basis is being used, invoicing is prepared from 2-3 months after the quarter end date to allow time to receive all vendor invoices. As of the date of this report, reimbursable expenditures for January through March are currently being compiled and will be submitted sometime in May 2023.

FTA Section 5305(d) Planning Grant – No invoice was submitted for the last period as no expenditures were charged. A reimbursement request for expenditures from January through March is currently being compiled and will be submitted sometime in May 2023.

CTD Planning Grants – The Commission for Transportation Disadvantaged Planning Grants represents \$48,029 of the fiscal 2023 budget. As of December 31st, \$16,151 had been received in revenue for the first quarter of activities.

Cash Management

The MPO is allowed to utilize Lake County’s pooled cash account (up to \$500,000) to cover expenditures until grant reimbursements are received. The graph below reflects the MPO’s utilization of County pooled cash for the past twelve - month period.



The MPO cash balance fluctuates due to the timing of invoice submittal, the timing of the receipt of cash for the amounts invoiced as well as the continual incurrence of operating expenditures regardless of an influx of cash from invoice reimbursement. The cash balance as of December 31, 2022, was \$98,877.

The cash utilization as of April 14, 2023, the date of this report, is \$165,179. All invoices for October - December charged costs were submitted and received. The remaining cash utilization relates to January 1st through April 15th expenditures that have not yet been submitted for reimbursement. Since our FHWA PL and FTA 5305(d) billings are now performed quarterly using the accrual basis, the MPO may carry a cash utilization balance equal to just over five months operating expenditures in future periods.