

# Executive Committee Agenda

*Date | Time:* October 23, 2024, | 1 PM

## Lake~Sumter MPO - October 2024 Executive Committee Meeting (1:00 PM) and MPO Governing Board Meeting (2:00 PM)

Please register for Lake~Sumter MPO - October 2024 Executive Committee Meeting (1:00 PM) and MPO Governing Board Meeting (2:00 PM) on Oct 23, 2024, 1:00 PM EDT at:

<https://attendee.gotowebinar.com/register/3490659583533178202>

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
- D. Proposed revisions to today's Agenda

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## I. 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](mailto: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 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.

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## II. ACTION ITEMS:

Executive Committee approval is requested for the following items:

- A. Authorization for the Chair to sign the Executive Director's timesheets and mileage reports for submittal to FDOT. (April – September 2024).

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## III. DISCUSSION ITEMS:

- A. Review of DRAFT 2025 MPO Officers and Appointments for the Governing Board.

### The CURRENT 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
- 1<sup>st</sup> Vice-Chair Sandy Gamble, City of Tavares, CFMPOA, MPOAC Alternate
- 2<sup>nd</sup> Vice-Chair, Don Wiley Sumter County BOCC, CFMPOA, MPOAC Alternate
- Past Chair Craig Estep, Sumter County BOCC, Sumter TDCB Chair, CFMPOA, MPOAC Alternate

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- Lake County At-Large Representative, Katherine Adams, City of Umatilla
- Sumter County At-Large Representative, Joe Elliott, City of Wildwood

## The DRAFT 2025 Governing Board Officers and Appointments are as follows:

- Chair \_\_\_\_\_, Lake County BOCC, CFMPOA, MPOAC
  - *Commissioner Shields was defeated in the 2024 Republican Primary*
- Chair Elect Sandy Gamble, City of Tavares, CFMPOA, MPOAC
- 1<sup>st</sup> Vice Chair Don Wiley, Sumter County BOCC, CFMPOA
- 2<sup>nd</sup> Vice Chair, \_\_\_\_\_, Lake County Municipal Representative, CFMPOA
  - *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.*
- Past Chair Cal Rolfson, City of Mount Dora, CFMPOA
- Lake County At-Large Representative, Mayor Mitchell Mack, City of Astatula
  - *The At-Large Representative for Lake County holds the voting privilege rotating annually among: Astatula, Fruitland Park, Howey-in-the-Hills, Mascotte, Minneola, Montverde and Umatilla.*
- Sumter County At-Large Representative, Lance Lowery, City of Bushnell
  - *The At-Large Representative for Sumter County holds the voting privilege and rotates pursuant to the Interlocal Agreement entered by and between the cities of: Bushnell, Center Hill, Coleman, Webster, and Wildwood. The Cities of Center Hill and Webster positions are currently vacant.*
- Lake County Transportation Disadvantaged Coordinating Board Chair, Commissioner Leslie Campione, Lake County BOCC
  - *At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Lake County Transportation Disadvantaged Coordinating Board.*
- Sumter County Transportation Disadvantaged Coordinating Board Chair, \_\_\_\_\_, Sumter County BOCC.
  - *At the time of election of officers, a member of the MPO Governing Board, voting or non-voting, shall be elected as Chair of the Sumter County Transportation Disadvantaged Coordinating Board.*
- i. *The Chair, Chair-Elect, 1<sup>st</sup> Vice Chair, 2nd Vice Chair, and Immediate Past Chair and one voting member elected by the MPO Governing Board shall be appointed to serve as the three primary and three alternate appointments to the Central Florida MPO Alliance. The Executive Committee shall designate which of the positions shall serve in a primary capacity and which shall serve in an alternate capacity.*

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

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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. MPO Governing Board and Executive Committee 2025 DRAFT meeting calendar.**

Staff recommends five regular meetings for the MPO Governing Board and two for the Executive Committee for 2025 and saving dates for two additional meetings for the 2050 Lont Range Transportation Plan. If desired, the Executive Committee can identify one or additional meetings for a strategic planning session or workshop.

- February 26, 2025, Governing Board @ 2:00 PM
- April 23, 2025, Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- May 25, 2025, Governing Board Meeting @ 2:00 PM (2050 LRTP Meeting – Tentative)
- June 18, 2025, Governing Board @ 2:00 PM
- August 27, 2025, Governing Board Meeting @ 2:00 PM (2050 LRTP Meeting – Tentative)
- October 22, 2025, Executive Committee @ 1:00 PM & Governing Board @ 2:00 PM
- December 4, 2025, Governing Board @ 2:00 PM

## **C. Executive Director Annual Evaluation:**

The Employment Agreement between the MPO and Michael F. Woods requires an annual evaluation to be completed by December 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 11, 2024, Governing Board meeting.

## **IV. EXECUTIVE COMMITTEE MEMBERS REPORTS / COMMENTS**

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## **V. 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.