



**EXECUTIVE COMMITTEE
MEETING MINUTES
Monday August 22, 2016
Lake~Sumter MPO
1616 South 14th Street
Leesburg, Florida 34748**

Members Present

Commissioner Leslie Campione (Chairman)
Mayor Pat Kelley (Chairman-Elect)
Commissioner Don Burgess (1st Vice Chairman)
Commissioner Tim Sullivan (2nd Vice Chairman)
Council Member Ray Goodgame (Immediate Past Chairman)
Sally Rayman (Lake/At-Large Representative)
Council Member Richard Huff (Sumter/At-Large Representative)

Representing

Lake County
City of Minneola
Sumter County
Lake County
City of Clermont
City of Mascotte
City of Coleman

Members Absent

Staff

T.J. Fish
Doris LeMay
Pam Richmond
Nancy Valenzano
Mike Woods
Francis Franco
Melanie Marsh

Executive Director
Executive Assistant
MPO Project Manager
Administrative Assistant
Transportation Planner
GIS Manager
MPO Attorney

Commissioner Leslie Campione, Chairman, called the meeting to order at 2:06 PM. It was noted that the meeting was properly noticed and that a quorum was present. (7 voting members present)

I. AGENDA UPDATE

T.J. Fish recommended pulling the following Items from the Agenda; Tab 1 Item E, Tab 3 and Tab 4. Discussion Continued. **Motion** was made by Ray Goodgame to pull the recommended items, seconded by Tim Sullivan – **motion passed 7-0.**

II. PUBLIC COMMENTS

None

III. EXECUTIVE COMMITTEE MINUTES AND RECOMMENDATION OF CONSENT AGENDA

A. June 20, 2016 Meeting Minutes

Tab 1 Recommendation for approval is requested of the following items to be placed on the Governing Board Consent Agenda:

B. Appointments to the Sumter County and Lake County Transportation Disadvantaged Coordinating Boards

C. Sumter County Traffic Counts TMS Funds

D. Reclassifications – Org Chart

E. FDOT Closeout Letter

F. Resolution 2016-21 to add local funds to the MPO Budget

Motion was made by Ray Goodgame to approve Item A and Items B, C, D, E, and F of the Consent Agenda be moved forward to the Governing Board; seconded by Pat Kelley– **motion passed 7-0.**

IV. ACKNOWLEDGEMENT OF COMMITTEE REPORTS

Tab 2 Committee Reports

T.J. Fish stated the reports will be presented at Governing Board Meeting.

V. UPDATE ON POST-AUDIT MANAGEMENT AND POLICY ACTIONS

T.J. Fish provided a brief update on the recommendations that came out of the Operational Audit Findings. Mr. Fish introduced Robert Williams, Financial Analyst. Commissioner Campione provided a brief update of the newly designed Evaluation Form for the Executive Director. Discussion Continued.

VI. ACTION ITEMS TO RECOMMEND TO GOVERNING BOARD

Tab 3 Resolution Providing Authority to Executive Director to Amend the Unified Planning Work Program

No Action Taken – Item pulled under the Agenda Updates

Tab 4 Resolution Providing Authority to Executive Director to Amend the Transportation Improvement Program

No Action Taken – Item pulled under the Agenda Updates

Tab 5 Policy 2016-6: Sidewalks Program.

T.J. Fish provided a brief update on Policy 2016-6: Sidewalks Program. **Motion** was made by Ray Goodgame to recommend Tab 5 be moved forward to the Governing Board; seconded by Pat Kelley – **motion passed 7-0.**

Tab 6 Formal Comment on FHWA/FTA Notice of Proposed Rulemaking: Metropolitan Planning Organization Coordination and Planning Area Reform
T.J. Fish provided a brief explanation of the Update of Metropolitan Planning Organization Coordination and Planning Area Reform. Discussion Continued. **Motion** was made by Pat Kelley to recommend Tab 6 be moved forward to the Governing Board; seconded by Ray Goodgame – **motion passed 7-0.**

Tab 7 Restated Interlocal Agreement with the Central Florida MPO Alliance
T.J. Fish provided a brief explanation of the Interlocal Agreement with the Central Florida MPO Alliance. **Motion** was made by Don Burgess to recommend Tab 7 be moved forward to the Governing Board; seconded by Tim Sullivan– **motion passed 7-0.**

ACKNOWLEDGEMENT OF DISCUSSION ITEMS ON GOVERNING BOARD AGENDA

Tab 8 Status of Request for Proposal (RFP) for Outsourcing MPO Planning Functions
T.J. Fish provided a brief explanation of the request for Proposal (RFP) for Outsourcing MPO Planning Functions. Discussion Continued.

Tab 9 Critical Urban Freight Corridors Designations
T.J. Fish provided a brief explanation of the Urban Freight Corridors. Discussion Continued.

Tab 10 Long Range Transportation Plan Draft Policy 2016-7: Safe Schools Emphasis Program
T.J. Fish provided a brief explanation of the Long Range Transportation Plan Draft Policy 2016-7: Safe Schools Emphasis Program. Discussion Continued.

Tab 11 Update on Transportation Management System and TMS Budget
T.J. Fish provided a brief explanation on Transportation Management System and TMS Budget. Discussion Continued.

Tab 12 Update on Potential Relocation of MPO Offices
T.J. Fish provided a brief update on potential relocation of MPO Offices. Discussion Continued.

Tab 13 Florida 511
T.J. Fish provided a brief explanation of the Florida 511 system.

Tab 14 Annual Executive Director Performance Review
Chairman Leslie Campione gave a brief update of the newly drafted Executive Director Performance Review form. Discussion Continued.

Tab 15 Project Updates
To be provided to MPO Governing Board.

Motion was made by Pat Kelley to recommend Tabs 8 through 15 be moved forward to the Governing Board; seconded by Ray Goodgame – **motion passed 7-0.**

VII. DISCUSSION ITEM FOR EXECUTIVE COMMITTEE ONLY

None

VIII. STAFF REPORT/COMMENTS

T. J. Fish made note of a budget transfer of approximately \$5,000 that would need to be completed in order to close out fiscal year. He also noted this would not in any way change the bottom line of the budget.

IV. EXECUTIVE COMMITTEE MEMBERS / COMMENTS

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:07 p.m.

NEXT MEETING: Monday September 26, 2016 @ 2 pm at the Lake~Sumter MPO

Leslie Campione, Chairman