



**EXECUTIVE COMMITTEE
MEETING MINUTES
Monday September 26, 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)
Council Member 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
Nancy Valenzano
Mike Woods
Robert Woods
Melanie Marsh

Executive Director
Executive Assistant
Administrative Assistant
Transportation Planner
Financial Analyst
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)
Council Member Sally Rayman briefed the committee on the passing of Jim Gleason's son, the City Manager of Mascotte, and asked the committee to have a moment of silence.

I. AGENDA UPDATE

None

II. PUBLIC COMMENTS

None

III. EXECUTIVE COMMITTEE MINUTES AND RECOMMENDATION OF CONSENT AGENDA

A. August 22, 2016 Meeting Minutes

- B. Change December meeting of Executive Committee from December 5, 2016 @ 2:00 PM to December 2, 2016 @ 10:00 AM

Motion was made by Ray Goodgame to approve Items A and B of the Consent Agenda, seconded by Don Burgess – **motion passed 7-0.**

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

- C. Citizens Bank Sign Purchase MPO

T.J. Fish provided a brief update on the Citizens Bank Sign Purchase and noted the FDOT Liaison, Vickie Wyche, is looking into the sign purchase being an allowable purchase.

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 USDOT Inspector General's Office being in Deland at FDOT reviewing documents and interviewing staff earlier this month. Mr. Fish also made note that a report will be forthcoming. Discussion Continued.

VI. ACTION ITEMS TO RECOMMEND TO GOVERNING BOARD

Tab 3 Recommend Approval Resolution 2016() Adopting and Authorizing the Execution of the Multi Year Joint Participation Agreement FTA Section 5305 (d)
T.J. Fish provided a brief update on Resolution 2016() Adopting and Authorizing the Execution of the Multi Year Joint Participation Agreement FTA Section 5305 (d). Discussion Continued. **Motion** was made by Don Burgess to recommend Tab 3 be moved forward to the Governing Board; seconded by Ray Goodgame – **motion passed 7-0.**

Tab 4 Recommend Approval Resolution 2016(20) Amending FY 2016/17-2020/21 Transportation Improvement Program
T.J. Fish provided a brief explanation of Resolution 2016(20) Amending FY 2016/17-2020/21 Transportation Improvement Program. Discussion Continued. **Motion** was made by Ray Goodgame to recommend Tab 4 be moved forward to the Governing Board; seconded by Tim Sullivan – **motion passed 7-0.**

Tab 5 Recommend Approval of Policy 2016-7: Safe Schools Emphasis Program
T.J. Fish provided a brief explanation of Policy 2016-7: Safe Schools Emphasis Program. Pat Kelley made note of concerns with lighting issues at Minneola High School. Discussion Continued. **Motion** was made by Sally Rayman to recommend Tab 5 be moved forward to the Governing Board; seconded by Pat Kelley – **motion passed 7-0.**

- Tab 6 Recommend Approval of Amendment of the Unified Planning Work Program
T.J. Fish provided a brief explanation of the Amendment of the Unified Planning Work Program. Discussion Continued. **Motion** was made by Tim Sullivan to recommend Tab 6 be moved forward to the Governing Board; seconded by Sally Rayman – **motion passed 7-0.**
- Tab 7 Recommend Approval of Interim Outsourcing of Planning Activities and Approval of Request for Proposals for MPO Planning Functions
T.J. Fish provided a brief explanation of Interim Outsourcing of Planning Activities and Approval of Request for Proposals for MPO Planning Functions. Discussion Continued. Robert Williams, Financial Analyst provided a power point presentation of Grant Funding and Non Grant Sources. **Motion** was made by Tim Sullivan to recommend Tab 7 be moved forward to the Governing Board; seconded by Richard Huff– **motion passed 7-0.**
- Tab 8 Recommend Approval of Time Extension for Provision of the Required Annual Evaluation of the Executive Director
Commissioner Campione provided a brief update on the time extension of the required annual evaluation of the Executive Director. **Motion** was made by Pat Kelley to recommend Tab 8 be moved forward to the Governing Board; seconded by Don Burgess – **motion passed 7-0.**

ACKNOWLEDGEMENT OF DISCUSSION ITEMS ON GOVERNING BOARD AGENDA

- Tab 9 Annual Prioritization Process – List of Priority Projects
T.J. Fish provided a brief explanation of the Annual Prioritization Process – List of Priority Projects. Discussion Continued.
- Tab 10 Safe Routes to Schools - Call for Applications
- Tab 11 Transportation Management System: (1) Budget and (2) Traffic Impact Analysis Methodology
T.J. Fish provided a brief explanation of the Transportation Management System: (1) Budget and (2) Traffic Impact Analysis Methodology
- Tab 12 Lake County Transportation Impact Fee Update
T.J. Fish provided a brief explanation on the Lake County Transportation Impact Fee Update. Discussion Continued.
- Tab 13 MPO Coordination with Lake County on Transit Planning for LakeXpress
- Tab 14 Update on Potential Relocation of MPO Offices
T.J. Fish provided a brief explanation of the space being offered by the Lady Lake Library as a possible location for the Lake~Sumter MPO. Discussion Continued.
- Tab 15 Management Request for MPO Discretionary Fund
T.J. Fish provided a brief update on the request for MPO Discretionary Fund. Discussion Continued.

Tab 16 Project Updates
To be provided to MPO Governing Board.

Motion was made by Sally Rayman to recommend Tabs 9 through 16 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

IV. EXECUTIVE COMMITTEE MEMBERS / COMMENTS

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:33 p.m.

NEXT MEETING: Monday October 24, 2016 @ 2 pm at the Lake~Sumter MPO

Leslie Campione, Chairman