



MEETING MINUTES

Lake~Sumter MPO

Safe Access Study

Project Kick-off Meeting

January 14, 2013

MEETING LOCATION:

Seasons 52
463 E. Altamonte Drive
Altamonte Springs, FL

TIME: 12:00 p.m.

ATTENDEES:

Mike Woods, Lake~Sumter MPO, Project Manager
Doug Lynch, TranSystems, Consultant Project Manager
Jacquelyn Kramer, TranSystems, Planner
Travis Johnson, TranSystems, Planner

Meeting Purpose

The Safe Access Study will provide an assessment of the pedestrian, bicycle, and school transportation conditions for Sumter and Lake County schools.

The purpose of the meeting was to review the project scope and schedule and review progress made thus far on the Safe Access Study.

Meeting Discussion

Mr. Lynch went over the current project schedule and gave an update of work done thus far.

- February – site visits at charter and elementary schools
- March – all schools visited and reviewed; all meetings with school staff completed
- June – completion of Prioritization Tool

Prioritization Tool – Mr. Lynch gave an overview of the purpose and function of the prioritization tool, and Mr. Woods gave some suggestions for the parameters of the tool:

- Keep counties and/or task force areas separate, so that traditionally underserved areas and schools will get a chance for projects
- In grading criteria, include if schools have had a project funded in the past, and how long ago the project took place.
- Give a small weight to involved communities
- In project list include community-funded crossing guards, which are in high demand at most schools
- Use a grading scale of at least 1-50, to get a better point spread among the schools.

- Include right-of-way in the grading of projects

Lake Tech & Lake Sumter Community College

- Mr. Woods will find points of contact for TranSystems to set up site visits
- A new bus stop and shelter are being built (when? Where?)
- Create online survey for students – both MPO and TranSystems have Survey Monkey accounts
- TranSystems need any future building/project plans from the college(s)

Action Items:

- TranSystems – send Mr. Woods electronic copy of project schedule
- MPO – point of contacts at Lake Tech & Lake Sumter Community College
- TranSystems – future building/project plans of the colleges