

DRAFT
MEETING MINUTES
METRO TRANSPORTATION ENGINEERING AND
CONSTRUCTION COOPERATIVE (MTECC)
100 WEST CYPRESS CREEK ROAD
6TH FLOOR, SUITE 650
FORT LAUDERDALE, FLORIDA 33309-2181
THURSDAY, OCTOBER 13, 2022, 1:00 P.M.

Members

Chair Lynn Stoner, Mayor of Plantation
Vice Chair Andrea McGee, Commissioner of Pompano Beach
Caryl Shuham, Vice Mayor of Hollywood

Staff / Also Present

Greg Stuart, Broward MPO Executive Director
Alan Gabriel, Broward MPO General Counsel
Lowell Clary, MTECC Executive Director
Matthew Pearl, MTECC Interim Legal Counsel
Chris Bross, Staff
Bill Cross, Staff
Carl Ema, Staff
Vilma Hurtado, Staff
Narinah Jean-Baptiste, Weiss Serota Helfman Cole & Bierman
Rebecca Schultz, Staff
Carla Blair, Recording Secretary, Prototype, Inc.

REGULAR ITEMS

1. Call to Order

Broward MPO Executive Director Greg Stuart called the meeting to order at 1:08 p.m.

2. Introduction of Members and Guests

The members, staff, and guests introduced themselves at this time.

3. Approval of Agenda

ACTION ITEMS

1. MOTION TO APPROVE: Designations of MTECC Officers

A. Chair

B. Vice Chair

Motion made by Member Shuham, seconded by Member McGee, to nominate Member Stoner as Chair and Member McGee as Vice Chair. In a voice vote, the **motion** passed unanimously.

2. MOTION TO ADOPT: Basic Board Meeting Rules Utilizing Robert's Rules of Order

Motion made by Vice Chair McGee, seconded by Member Shuham, to adopt Robert's Rules of Order. In a voice vote, the **motion** passed unanimously.

REGULAR ITEMS (continued)

4. Public Comment

None.

ACTION ITEMS (continued)

3. MOTION TO APPROVE: Interim Legal Counsel Appointment

Motion made by Vice Chair McGee, seconded by Member Shuham, to approve.

It was clarified that Attorney Matthew Pearl would serve as interim Legal Counsel.

[The **motion** was approved by unanimous consent.]

4. MOTION TO APPROVE: Interim Executive Director Appointment

Motion made by Member Shuham, seconded by Vice Chair McGee, to approve.

It was clarified that Lowell Clary would serve as Interim Executive Director.

[The **motion** was approved by unanimous consent.]

5. MOTION TO APPROVE: The municipalities of Deerfield Beach, Hallandale Beach, and Pembroke Pines as party to the ILA for the creation of MTECC and as established Non-Founding Members of MTECC.

A. Deerfield Beach

B. Hallandale Beach

C. Pembroke Pines

Motion made by Member Shuham, seconded by Vice Chair McGee, to approve. [The **motion** was approved by unanimous consent.]

6. MOTION TO APPROVE: Interlocal Agreement (ILA) between Broward MPO and MTECC for Administrative Support Services

Motion made by Member Shuham, seconded by Vice Chair McGee, to approve. [The **motion** was approved by unanimous consent.]

7. MOTION TO APPROVE: Designation of Payment Signatories for MTECC Banking Services

Chair Stoner advised that the initial payment signatories for banking services were herself and Executive Director Lowell Clary.

[This Item was approved by unanimous consent.]

8. MOTION TO APPROVE: The Ratification of the MTECC Designation on the IRS Federal Employee Identification Number (FEIN) Application

Motion made by Vice Chair McGee, seconded by Member Shuham, to approve. [The **motion** was approved by unanimous consent.]

DISCUSSION ITEMS

1. Discussion of Initial Draft Budget

Mr. Clary explained that he had prepared a draft budget which outlined the structure for the Metro Transportation Engineering and Construction Cooperative (MTECC). The entity will operate as a government, and will be established with administrative funds, which will be considered special revenue. Operations will be funded through special revenue as well. The funds currently in MTECC have come from the three participating cities, and will later include non-founding member funds for the current year. Insurance will be covered by administrative funds.

Mr. Clary continued that the Executive Director and Interim Legal Counsel positions are also included in the draft budget, although they were not presented for approval at today's meeting. The policies and procedures currently under development for the MTECC, as well as the entity's start-up costs, are supported by the Broward MPO and are not included in the administrative budget.

2. Discussion and Scheduling of Upcoming MTECC Board Meetings

Chair Stoner noted that the next MTECC meeting is scheduled for November 10, 2022, following the MPO Board meeting. She requested that a time certain be established for

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this meeting. It was determined that the MTECC meeting would begin at 11:00 a.m. or immediately following the MPO Board meeting.

There being no further business to come before the Cooperative at this time, the meeting was adjourned at 1:20 p.m.

NEXT MEETING: November 10, 2022