



AGENDA

Metro Transportation Engineering
& Construction Cooperative (MTECC)
Thursday, December 8, 2022, 11:00 a.m.
**100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309-2181**

REGULAR ITEMS

(All Items Open for Public Comment)

1. Call to Order
2. **Approval of Minutes - October 13, 2022**
3. Approval of Agenda

ACTION ITEMS

1. **MOTION TO APPROVE:** A Resolution of the Board of the Metro Transportation Engineering and Construction Cooperative (MTECC), approving an Agreement with Wells Fargo Bank, N.A. for Treasury Management Services, designating authorized signatories, providing for implementation, providing for conflict, and an effective date.
2. **MOTION TO APPROVE:** The acquisition of MTECC General Liability and Public Officials Insurance and delegation to the Chair to approve the expenditure for obtaining the quoted policies.
3. **MOTION TO APPROVE:** A Resolution of the Board of the Metro Transportation Engineering and Construction Cooperative (MTECC), adopting the Operating Budget for the 2022-2023 Fiscal Year, providing for implementation and an effective date.
4. **MOTION TO APPROVE:** MTECC Policies
 - A) Policy on Public Meetings
 - B) Policy on Ethics
 - C) Policy on Integrity in Procurement
 - D) Policy on Lobbying
 - E) Policy on Public Records
 - F) Policy on Public Involvement
 - G) Policy on Title VI/ Non-Discrimination Program
 - H) Policy on Equal Employment Opportunity
 - I) Policy on Disadvantaged Business Enterprise (DBE) Utilization

5. **MOTION TO APPROVE:** The proposed 2023 MTECC Board Meeting Calendar.

DISCUSSION ITEMS

1. Staff will be presenting for discussion a draft list of proposed MTECC projects.

NEXT MEETING: DATE

***MOTION TO ADJOURN**

* Motion Requested

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Carl Ema, Title VI Coordinator at (954) 876-0033/0052 or emac@browardmpo.org (or via Florida Relay at 711) at least seven days prior to the meeting.

For complaints, questions or concerns about civil rights or non-discrimination please contact: Carl Ema, Title VI Coordinator at the numbers or e-mail above.



Metropolitan Planning Organization

**Metro Trans Engineering & Construction
Cooperative (MTECC)**

2.

Meeting Date: 12/08/2022

SUMMARY:

Approval of Minutes - October 13, 2022

Attachments

Draft MTECC Oct 13 Minutes

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

Metro Transportation Engineering & Construction Cooperative (MTECC)

October 13, 2022

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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

Action Items 1.

Metro Trans Engineering & Construction Cooperative (MTECC)

Meeting Date: 12/08/2022

REQUESTED ACTION:

MOTION TO APPROVE: A Resolution of the Board of the Metro Transportation Engineering and Construction Cooperative (MTECC), approving an Agreement with Wells Fargo Bank, N.A. for Treasury Management Services, designating authorized signatories, providing for implementation, providing for conflict, and an effective date.

WHAT THIS ACTION ACCOMPLISHES:

Approval of this item will allow for an agreement to be finalized/executed between MTECC and Wells Fargo Bank, N.A. The MTECC Interim Executive Director will then have the ability to work with Wells Fargo to open banking accounts necessary for MTECC's business operations.

SUMMARY EXPLANATION/BACKGROUND:

As part of its start-up operations, it will be necessary for MTECC to enter into an agreement for banking services, in order to open bank accounts necessary to conduct MTECC business. The agreement being presented to the MTECC Board is an agreement that will "piggyback" on the current Broward MPO agreement for banking services. The rates and fees for as-needed accounts and services are the same as being provided to the Broward MPO.

MPO STAFF RECOMMENDATION(S):

Staff recommends **approval** of this item, to begin MTECC banking services with Wells Fargo Bank, N.A.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Chris Bross at (954) 876-0064 or brossc@browardmpo.org.

Attachments

Resolution Approving Banking Services
Banking Services Agreement

RESOLUTION NO. 2022-

**A RESOLUTION OF THE BOARD OF THE METRO TRANSPORTATION
ENGINEERING AND CONSTRUCTION COOPERATIVE (MTECC)
APPROVING AN AGREEMENT WITH WELLS FARGO BANK, N.A. FOR
TREASURY SERVICES; DESIGNATING AUTHORIZED SIGNATORIES;
PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICT AND
AN EFFECTIVE DATE.**

WHEREAS, MTECC operations require the use of certain treasury management services (the “Services”); and

WHEREAS, the MTECC Board desires to enter into an agreement with Wells Fargo Bank, N.A. for the provision of the Services (the “Service Agreement”); and

WHEREAS, the Board previously adopted a Resolution, designating the Board Chair and MTECC Executive Director as authorized signatories for banking services; and

WHEREAS, the Board desires to designate the Vice Chair of the Board as an additional authorized signatory for banking services.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE METRO TRANSPORTATION
ENGINEERING AND CONSTRUCTION COOPERATIVE, AS FOLLOWS:**

Section 1. Recitals Adopted. That each of the above stated recitals is hereby adopted and confirmed.

Section 2. Agreement Approved. That the Board hereby approves the Service Agreement in substantially the form attached hereto as Exhibit “A”.

Section 3. Authorized Signatories. That the Chair and Vice Chair of the Board as well the Executive Director are hereby authorized to execute any and all instruments under or associated with this Service Agreement.

Section 4. Implementation. That the Executive Director is hereby authorized to take any and all actions necessary to implement the Agreement and the purposes of this Resolution.

Section 5. Providing for Conflict. That to the extent that the provisions of this Resolution that conflict with the provisions of prior resolutions of this Board, the provisions of this Resolution shall control.

Section 6. Effective Date. This Resolution shall become effective upon adoption.

ADOPTED this_day of _____, 2022.

METRO TRANSPORTATION ENGINEERING AND
CONSTRUCTION COOPERATIVE

By _____
Chair

Attest:

By _____
Executive Director

**PIGGYBACK
AGREEMENT
BETWEEN THE
METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE
AND
WELLS FARGO BANK, N.A.
FOR
TREASURY MANAGEMENT SERVICES**

This Piggybacking Agreement (“Agreement”) is made and entered into the ____ day of December, 2022, by and between the **METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE**, with its principal business address located at Trade Centre South 100 West Cypress Creek Road, Suite 650, Fort Lauderdale, FL 33309, hereinafter referred to as “MTECC,”

AND

WELLS FARGO BANK, N.A., authorized to do business in the State of Florida, with its principal business address located at 100 South Ashley Drive, #820, Tampa, FL 33602, hereinafter referred to as “CONTRACTOR.”

WITNESSETH:

WHEREAS, on or about December 9, 2021, CONTRACTOR entered into the Amendment to Master Agreement for Treasury Management Services with The Broward Metropolitan Planning Organization (“BROWARD”) to provide banking and treasury management services (“BMPO Agreement”), procured and awarded through a competitive and open procurement process with an initial term end date through September 30, 2024 and

WHEREAS, the Metro Transportation Engineering and Construction Cooperative (MTECC) is a newly created separate legal public entity established pursuant to Section 163.01(7), Florida Statutes; and

WHEREAS, MTECC requires treasury management services as part of its start-up operations, the same as the services CONTRACTOR is provided to BMPO; and

WHEREAS, MTECC represents that it has authority to enter into the Agreement with Bank, piggybacking on the BMPO Agreement pursuant to Florida law; and

WHEREAS, both BMPO and CONTRACTOR mutually agree to MTECC entering into this Agreement under the same terms, conditions and service fees as the BMPO Agreement, which is hereby attached and incorporated into this Agreement; and

WHEREAS, on December 8, 2022, the MTECC Board authorized the appropriate MTECC officials to execute this Agreement with the CONTRACTOR.

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, covenants and payments hereinafter set forth, MTECC and CONTRACTOR agree as follows:

1. Incorporation of "Whereas" Clauses. The "Whereas" clauses set forth above are acknowledged and incorporated herein as if set forth in their entirety.

2. Services Purchased: CONTRACTOR shall provide MTECC the banking and treasury management services, as specified in the BMPO Agreement (including all Exhibits and Addendum). A copy of the BMPO Agreement (including all Exhibits and Addendum) is attached to this Agreement as Exhibit A and incorporated herein.

3. Payment: Payment to the CONTRACTOR shall be made in accordance with Attachment A1 of the BMPO Agreement.

4. Terms and Conditions of BMPO Agreement Apply: Except as set forth herein, all provisions of the BMPO Agreement are incorporated in and shall apply to this Agreement as though fully set forth herein, including that all references to BROWARD shall mean MTECC. For the avoidance of doubt, the Agreement will not be affected by any subsequent amendments to or termination of the BMPO Agreement, which will be applicable solely to the relationship between BMPO and CONTRACTOR. Any subsequent amendment or modification to the Agreement must be made in accordance with the terms hereof and would be subject to any applicable restriction or limitation under applicable law.

5. Term: This Agreement shall commence upon execution by the parties and shall continue until September 30, 2024, with the parties having the option to mutually agree in writing to renew for two (2) additional one (1) year terms.

6. Conflicts: If there is a conflict between the terms and conditions of the BMPO Agreement and this Agreement, those of this Agreement will control. If there is a conflict among terms and conditions within the documents that make up the BMPO Agreement, such conflict will be resolved as set forth in the BMPO Agreement.

7. Notices: All notices shall be sent as follows:

To MTECC:

Lowell Clary,
Executive Director, MTECC
100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309

To CONTRACTOR:

Karen Rawls
Wells Fargo Bank, N.A.
113 East Main Street, 2nd Floor
Rock Hill, SC 29730
karen.rawls@wellsfargo.com

[Signature Pages Follow]

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: MTECC, signing by and through its Chair and Executive Director, attested to and duly authorized to execute same, and CONTRACTOR, signing by and through its _____, attested to and duly authorized to execute same.

MTECC

METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE

By: _____
Lowell Clary, Interim Executive Director

By: _____
Lynn Stoner, Chair

This ____ day of _____, 2022

This ____ day of _____, 2022

**APPROVED AS TO FORM AND LEGAL
SUFFICIENCY FOR THE USE OF AND
RELIANCE BY THE MTECC ONLY:**

By: _____
Matthew Pearl, MTECC Interim General Counsel
Weiss Serota Helfman Cole & Bierman, P.L.

**SIGNATURE
PAGE TO THE
AGREEMENT
BETWEEN THE
METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE
AND
WELLS FARGO BANK, N.A.
FOR
TREASURY MANAGEMENT SERVICES**

CONTRACTOR

WITNESSES:

WELLS FARGO BANK, N.A.

By: _____

By: _____

Print Name: _____

Name: _____

Title: _____

By: _____

Address: _____

Print Name: _____

This ____ day of _____, 2022

Metro Trans Engineering & Construction Cooperative (MTECC)

Meeting Date: 12/08/2022

REQUESTED ACTION:

MOTION TO APPROVE: The acquisition of MTECC General Liability and Public Officials Insurance and delegation to the Chair to approve the expenditure for obtaining the quoted policies.

WHAT THIS ACTION ACCOMPLISHES:

Approval of this item will allow the MTECC Interim Executive Director to obtain the necessary general liability coverage for the agency.

SUMMARY EXPLANATION/BACKGROUND:

Now that the creation of MTECC has been established and start-up operations underway, it will be necessary for MTECC to carry general liability insurance as a risk mitigation for its business dealings. The Florida League of Cities through FMIT and Brown and Brown are insurance companies that have insured several municipalities in Florida and the Broward MPO. Both insurance companies have been solicited to provide quotes for general liability and public officials coverages.

MPO STAFF RECOMMENDATION(S):

Staff recommends *approval* of this item, so that MTECC may obtain general liability insurance.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Chris Bross at (954) 876-0064 or brossc@browardmpo.org.

Metro Trans Engineering & Construction Cooperative (MTECC)

Meeting Date: 12/08/2022

REQUESTED ACTION:

MOTION TO APPROVE: A Resolution of the Board of the Metro Transportation Engineering and Construction Cooperative (MTECC), adopting the Operating Budget for the 2022-2023 Fiscal Year, providing for implementation and an effective date.

WHAT THIS ACTION ACCOMPLISHES:

This action ensures that MTECC as an interlocal agency can accept revenues and disburse expenditures during fiscal year 2022-2023. The assumed revenues are from contributions from the cities that are members of MTECC. Expenditures are as outlined for categories in the operating budget for the ongoing administrative operations of MTECC. If more members are added and when specific grant funded projects are added a budget amendment will be proposed to the Board. A draft budget was provided at the MTECC Board meeting on October 13, 2022.

SUMMARY EXPLANATION/BACKGROUND:

The adoption of the MTECC Fiscal Year 2022-2023 Operating Budget meets the legal requirements for adoption of a budget for the interlocal agency.

MPO STAFF RECOMMENDATION(S):

Staff recommends **approval** of the proposed FY 2022-23 MTECC Budget.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Lowell Clary at (850) 212-7772 or lowell.clary@claryconsulting.com.

Attachments

Resolution Approving FY 22-23 Operating Budget
MTECC FY 2022-23 Op Budget

RESOLUTION NO. 2022-04

**A RESOLUTION OF THE BOARD OF THE METRO TRANSPORTATION
ENGINEERING AND CONSTRUCTION COOPERATIVE (MTECC)
ADOPTING THE OPERATING BUDGET FOR THE 2022-2023 FISCAL
YEAR; PROVIDING FOR IMPLEMENTATION AND AN EFFECTIVE DATE.**

WHEREAS, the MTECC Board desires to adopt a budget for MTECC operations for the 2022-2023 fiscal year.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE METRO TRANSPORTATION
ENGINEERING AND CONSTRUCTION COOPERATIVE, AS FOLLOWS:**

Section 1. Recitals Adopted. That each of the above stated recitals is hereby adopted and confirmed.

Section 2. Budget Adopted. That the Board hereby adopts the MTECC 2022-2023 Fiscal Year budget in the form attached hereto as Exhibit "A".

Section 3. Implementation. That the Executive Director is hereby authorized to take any and all actions necessary to implement the 2022-2023 fiscal year budget and the purposes of this Resolution.

Section 4. Effective Date. This Resolution shall become effective upon adoption.

ADOPTED this_day of _____, 2022.

METRO TRANSPORTATION ENGINEERING AND
CONSTRUCTION COOPERATIVE

By _____
Chair

Attest:

By _____
Executive Director

Metro Transportation Engineering & Construction Cooperative Proposed Budget Fiscal Year 2022-2023

Background

The Metro Transportation Engineering & Construction Cooperative (MTECC) was established in 2022 by Interlocal Agreement “ILA” between the founding member municipal members of City of Hollywood, City of Plantation and the City of Pompano Beach under Section 163.01, Florida Statutes in cooperation with the Broward Metropolitan Planning Organization under Section 339.175, Florida Statutes. The founding municipal members appoint a MTECC Board Member from their elected officials that form the MTECC Board. The MTECC Board provides policy direction for the operation of MTECC. MTECC shall be a separate legal entity, pursuant to Section 163.01(7), Florida Statutes. This Agreement was filed and recorded on May 31, 2022 with the Clerk of Court for Broward County, Florida in accordance with Section 163.01(11), Florida Statutes.

MTECC as an organization was created to facilitate the planning, design and construction of transportation related projects throughout County. Under the ILA, additional municipalities in Broward County may join the MTECC through Interlocal Agreement with MTECC. A municipality must be a member of MTECC for MTECC to provide the planning, design, and construction of transportation related projects in the municipality.

From time to time Federal funds become available through the Florida Department of Transportation and the Federal Transit Administration to fund projects that are on municipal roads and other transportation facilities (transitways, sidewalks, bikeways, etc.). Projects funded through Federal funding must comply with Federal laws, regulations and standards which in most cases vary from other projects implemented by municipalities. MTECC was primarily established to specialize in delivering projects that must meet Federal requirements to be efficient in delivering these projects for the member municipality. This prevents the various municipalities from the expense of meeting the Federal requirements on what may be a Federal funded project once or twice every three to five years.

Budget/Fund Structure

Special Revenue Fund

Special Revenue funds include funds that contain revenues which are restricted for specific purposes. The MTECC Operating Fund is created as a Special Revenue Fund. The MTECC Operating Fund supports the administrative operations of MTECC including grants provided by MTECC municipality members under the ILA and the costs to support the following:

- MTECC Board activities and support.

- Executive Director for administrative activities.
- Board Attorney for administrative activities.
- Finance and Accounting for MTECC activities.
- Procurement support activities.
- Contract Management activities
- Board public relations and involvement activities.
- Other administrative support activities.

Capital Project Fund

In the initial budget there are no revenues or projects in the MTECC Capital Projects Fund. As projects are undertaken by MTECC these will be included in the MTECC Capital Project Fund and accounted for as unique projects when grant agreements are executed. Projects in the Capital Projects Fund by their nature may cover multiple years depending on the size and complexity of the project.

Budget Process

The Proposed Budget is provided to developed the proposed budget in the late Spring of each year with the proposed budget presented to the MTECC Board in July of each year to be adopted in September of each year for the subsequent fiscal year October 1 to September 30.

Adopting the Budget

MTECC must adopt a balanced budget. A balanced budget as defined in Florida Statutes 166.241(2) is where the amount available from taxation and other sources, including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves.

MTECC does not have any taxing authority and relies upon contributions from municipal members and grants for capital projects from partners such as FDOT and the Federal Transit Administration. MTECC will hold a public hearing on the tentative budget that is published for public review at least 5 days before the hearing. The budget becomes effective on October 1. The legal level of adoption is at the Fund Level for the MTECC Operating Fund and at the project level for the Capital Projects Fund.

Amending the Adopted Budget

State law allow changes to the adopted budget at any time throughout the fiscal year and up to 60 days after fiscal year end (Florida Statutes 166.241(4)). These changes include budget amendments, which increase or decrease the total budget of a fund. Any budget amendments move funds from Budgeted Reserve in the MTECC Operating Fund or at a project level for a capital project in the Capital Projects Fund require MTECC Board approval.

Budget Monitoring

The budget is monitored monthly by the Executive Director to track variances between the actual and budgeted amounts, to identify trends and to estimate end-of-year results. Monthly financial reports are distributed to the MTECC Board members and all MTECC municipal members, Broward MPO, and for each project to the funding partner for the project. The Executive Director shall monitor the MTECC Operating Fund and each project in the Capital Projects Fund to evaluate the adequacy of funds year to

date and through the end of the year. The Executive Director shall propose budget amendments to increase or decrease revenues and/or appropriated expenditures to maintain a balanced budget during each fiscal year for the MTECC Operating Fund and each project in the Capital Projects Fund.

Operating Budget Policies

Budgetary basis refers to the reporting of revenues and expenditures or expenses in the financial statements as they are recognized in the accounts. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All Governmental Funds are accounted for using the modified accrual basis of accounting except that encumbrances are treated as the equivalent of expenditures, as opposed to a reservation of fund balance. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. Expenditures are generally recognized, under the modified accrual basis of accounting, when the related fund liability is incurred. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due, using the current financial resources measurement focus of accounting. At year-end, open encumbrance balances lapse.

The Annual Comprehensive Financial Reporting presents the status of the MTECC's finances on a basis consistent with Generally Accepted Accounting Principles (GAAP) (that is, the Governmental Funds use the modified accrual basis of accounting) In order to provide a meaningful comparison of actual results with the budget, the Annual Comprehensive Financial Reporting presents MTECC's operations on a GAAP basis and also shows fund expenditures and revenues on a budget basis for the Special Revenue and Capital Projects Funds. MTECC is required to prepare a balanced budget in which current revenues will be sufficient to support current expenditures.

MTECC Operating Fund Financial Reserve Policies

In general MTECC should maintain adequate fund balances or reserves to handle unexpected decreases in revenues plus a reasonable level for extraordinary unbudgeted expenditures. For measurement purposes, the minimum target fund balance in the MTECC Operating Fund is the equivalent of 90 days of average expenditure for the MTECC Operating Fund and should be computed annually and remain unappropriated. On an annual basis, projections of reserve requirements and a plan for the use of additions for the current year shall be made in accordance with relevant MTECC policies.

Capital Projects Fund Project Level Financial Reserve Policies

The Executive Director will analyze each project grant amount and establish a reserve amount for each project in coordination with the project team experts, funding partner and municipal member where the project is located. This reserve shall be maintained at the project level of the Capital Projects Fund and used for unexpected expenditures on the project. This reserve shall be monitored monthly and updated as needed to ensure there is adequate funding for each project.

Capital Improvement Policies

MTECC shall coordinate the development of the MTECC Capital Improvement Plan with the development of the MTECC Operating Fund Budget and in coordination with funding partners such as

the Broward MPO, FDOT, Federal Transit Administration and MTECC municipal members. MTECC shall have a five-year capital improvement plan that identifies specific projects and project phases by year within the five year period. Each year, a new year will be added to the five year capital improvement plan. Future operating expenditures and revenues associated with new capital improvement will be projected and included in the Five-Year Capital Improvement Plan.

MTECC shall capture the expenditures for capital improvement projects by project and at the completion of the project transfer the project value to the municipal member that by agreement will own the project for long-term operations and maintenance.

Revenue Policies

MTECC depends on funding partners to provide grants for the MTECC operations and capital projects being implemented by MTECC. MTECC will include revenues as required by the ILA in the MTECC Operating Budget and any other grants that may be made by MTECC municipal members for MTECC operations. MTECC Capital Projects Funds revenues shall be developed based on executed grant agreements from project funding partners. Legally restricted revenues will be used for the specific purpose dictated by the issuer. To ensure compliance with revenue, reserve and budget policies, MTECC staff shall analyze and prepare reports annually to monitor, project and estimate revenues and expenditures, on an annual basis and forward for the next fiscal year.

Expenditure Policies

Expenditures are a rough measure of MTECC's service output. While many expenditures can be easily controlled, unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures and provide for a quick and effective response to adverse financial situations, expenditures and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented. Also, expenditures and purchase commitments will be recorded in an accurate and timely fashion.

Budget In Brief

For fiscal year 2022-2023, the budgeted funds include: MTECC Operating Fund

Revenues. The revenues available for allocation in the fiscal year 2022-23 Proposed Budget total \$454,000 from which \$450,000 comes from municipal member contributions and forecasted amount of \$4,000 from interest earnings from the investment of cash on hand.

Expenditures. The expenditures for the fiscal year 2022-23 Proposed Budget total \$254,000. In years that capital projects are included in the annual budget a portion of these costs may be allocated direct to capital projects instead of the MTECC Operating Fund.

Budgeted Reserve. The Budgeted Reserve for fiscal year 2022-23 Proposed Budget totals \$200,000, or 78.7 percent of the annual expenditures of the MTECC Operating Fund.

MTECC Operating Fund

Budget Item	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Notes
Revenues			
Founding Member Contributions			
City of Hollywood	0	\$100,000	Set by
City of Plantation	0	\$100,000	Interlocal
City of Pompano Beach	0	\$100,000	Agreement
Non-Founding Member Contributions			
City of Deerfield Beach	0	\$50,000	Set by
City of Hallandale	0	\$50,000	Interlocal
City of Pembroke Pines	0	\$50,000	Agreement
Total Member Contributions	0	\$450,000	
Interest Earnings	0	\$4,000	
Total Revenues		\$454,000	
Appropriations/Expenditures			
Board Expenses	0	\$10,000	
Board Attorney	0	\$48,000	In Future Will
Executive Director	0	\$60,000	Be Split with Projects
Finance/Accounting	0	\$36,000	
Insurance	0	\$12,000	
Annual Audit	0	\$12,000	
Procurement	0	\$24,000	In Future Will
Public Relations/Involvement	0	\$20,000	Be Split with Projects
Technology	0	\$12,000	
Other Administrative Expenses	0	\$20,000	
Total Appropriations/Expenditures	0	\$254,000	
Budgeted Reserve	0	\$200,000	

Metro Trans Engineering & Construction Cooperative (MTECC)

Meeting Date: 12/08/2022

REQUESTED ACTION:

MOTION TO APPROVE: MTECC Policies

- A) Policy on Public Meetings
- B) Policy on Ethics
- C) Policy on Integrity in Procurement
- D) Policy on Lobbying
- E) Policy on Public Records
- F) Policy on Public Involvement
- G) Policy on Title VI/ Non-Discrimination Program
- H) Policy on Equal Employment Opportunity
- I) Policy on Disadvantaged Business Enterprise (DBE) Utilization

WHAT THIS ACTION ACCOMPLISHES:

Approval of this item will establish MTECC Board policies for the organization.

SUMMARY EXPLANATION/BACKGROUND:

As part of MTECC start-up operations, MTECC staff has prepared certain MTECC Board policies that are attached to this item, for the Board to approve.

MPO STAFF RECOMMENDATION(S):

Staff recommends approval of this item.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Chris Bross at (954) 876-0064 or brossc@browardmpo.org.

Attachments

- A) Public Meetings
- B) Ethics
- C) Integrity in Procurement
- D) Lobbying
- E) Public Records
- F) Public Involvement
- G) Title VI Non-Discrimination

H) EEO

I) DBE



MTECC Policy 1.0-v1

Metro Transportation Engineering & Construction Cooperative Policy on Public Meetings

The Metro Transportation Engineering & Construction Cooperative (“MTECC”) is a public interlocal agency created by interlocal agreement under Section 163.01, Florida Statutes, among various cities in Broward County (“Member Cities”).

MTECC’s Board of Directors will meet periodically. In accordance with Florida’s Sunshine Laws, Section 286.011, Florida Statutes, all meetings of the Board of Directors shall be open to the public, with prior notice published and minutes kept. Agendas will be prepared and made available to the public online in anticipation of the meeting.

Minutes shall be maintained in accordance with Section 286.011, Florida Statutes. The minutes of the public meetings will be made available to the public.

During public meetings, the Chair of the MTECC Board or his/her designee shall preserve order and decorum and receive public comments. Members of the public shall be given a reasonable opportunity to be heard in accordance with Section 286.0114, Florida Statutes.

The MTECC Board will establish a schedule of Board meetings for each calendar year that will be published online. This schedule of Board meetings may be amended as needed.

Approved by the MTECC Board:

Signed: _____
Board Chair

Date: _____ (active until rescinded or updated)



MTECC Policy 1.1-v1

Metro Transportation Engineering & Construction Cooperative

Policy on Ethics

The Metro Transportation Engineering & Construction Cooperative (MTECC) is a public interlocal agency created by interlocal agreement pursuant to Section 163.01, Florida Statutes, among various cities in Broward County (the “Member Cities”).

MTECC recognizes the importance of maintaining high ethical standards as a Board, among its employees and contractors. The public expects its government officials, employees and hired contractors to conduct MTECC’s business in an ethical, honest, and open manner.

The MTECC Board, its employees and contracted staff shall act in accordance with the applicable provisions of Section 112.313, F.S. Broward County Ordinance 2015-55. MTECC’s Legal Counsel will make efforts to ensure the Board, employees, and contracted staff are familiar with this Policy, and receive annual training on applicable ethics laws and regulations. All Board members, employees, and hired contractors shall be guided by the following ethical principles:

- No Board member, employee or contracted staff may accept a benefit of any sort when it could reasonably be inferred that the benefit was intended to influence a pending or future decision of the Board member, employee or contracted staff, or to reward the Board member, employee or contracted staff’s past decision. Board members, employees, and contracted staff should also avoid any conduct (whether in the context of business, financial, or social relationships) that might undermine the public trust, regardless of whether that conduct is unethical or lends itself to the appearance of unethical behavior.
- No Board member, employee or contracted staff may solicit any gift if the gift is for the personal benefit of the Board member, employee, his/her family, or another employee associated with MTECC business activities as defined in the MTECC Interlocal Agency Agreement. There are limited exceptions for charitable solicitations only if the gift would fall within the limited exceptions noted in the **Section 112.3148, F.S.** and under Broward County Ordinance 2015-055.
- No Board member, employee or contracted staff may accept anything of value above \$5 from a lobbyist, principal of a lobbyist registered to lobby a MTECC member city, any Vendor or Contractor¹ doing business or seeking to do business with MTECC, or any person or company with a matter pending before MTECC or

¹ Capitalized terms in this Section shall have the means ascribed to them in Broward County Ordinance 2015-55.



who is trying to influence MTECC, regardless of whether or not the thing is being offered or given for the purpose of lobbying.

- Board members, employees or contracted staff with Relatives as defined in Broward County Ordinance 2015-055, who are lobbyists or principals of lobbyists registered to lobby a MTECC member city, Vendors doing business or seeking to do business with the MTECC, have a matter pending before MTECC or are trying to influence MTECC should consult with MTECC's legal counsel for guidance.
- No Board member, employee, or contracted staff may accept anything of value from a non-lobbyist doing business or that has business pending before MTECC unless the thing of value falls within one of the following limited exceptions:
 - Gifts (regardless of value) from relatives (items received from relatives are excluded from the statutory definition of “gift”) - unless the relative is a lobbyist or the principal of a lobbyist registered to lobby a MTECC member city, in which case the general prohibition on gifts from lobbyists applies. Employees who are married to or involved in a personal relationship with a lobbyist or the principal of a lobbyist should consult with MTECC’s legal counsel for guidance.
 - Gifts (regardless of value) received from personal friends in the ordinary course of friendship (including but not limited to birthday and/or anniversary gifts and gifts of hospitality), can be accepted, provided that any such personal friend is **not**:
 - a lobbyist registered to lobby a MTECC member city; or
 - a partner, member, employer, employee, or principal of a lobbyist registered to lobby a MTECC member city; or
 - a person having a ownership or monetary interest (either individually or through a corporation or organization) in a matter pending before MTECC; or
 - a person who (either individually or through a corporation or organization) provides goods or services to MTECC under a contract or an agreement; or
 - a person who (either individually or through a corporation or organization) is seeking business from MTECC.
 - Gifts (regardless of value) accepted on behalf of a governmental entity or charitable organization, or for which a public purpose can be shown, if prior approval has been granted by the MTECC’s Ethics Officer. However, if a lobbyist, the principal of a lobbyist registered to lobby a MTECC member city, or a vendor doing business, or seeking to do business with MTECC, is offering the gift, a Board member, employee or contracted staff may not accept the gift.
- It is not considered a gift or expenditure if the Board member, employee, or contracted staff fully reimburses the other person for the cost of the item.



Generally, full reimbursement is considered to be the cost of the item to the person providing it. In the case of lobbyists, principals, or vendors doing business, or seeking to do business with MTECC, the cost is the actual value of the item (such as face value of the admission ticket, etc.), even if the item was originally obtained at no cost. While a membership fee required to use a golf course, tennis club, dining club, or other private facility is not part of the required reimbursable cost employees must pay, the per ticket additional cost above the face value for seating at a skybox or other exclusive seating area at a sporting or theatrical venue is part of the reimbursable cost and must be included. **Section 112.3148(7), F.S.** and **Rules 34-13.210, 34-13.500, and 34-13.510, Florida Administrative Code**, provide guidance on how to value gifts and should be consulted when making payment for an event or an item that is prohibited unless its actual value has been paid. For purposes of this Policy, payment must be made at the same time the item is received or the event is attended.

- No Board member, employee, or contracted staff shall take an honorarium or anything of value for speaking appearances or articles written when the item addressed is on MTECC. Reimbursement of expenses is acceptable for travel related costs.
- A Board member, employee, or contracted staff may accept an award, plaque, certificate, or similar personalized item given in recognition of the employee's public, civic, charitable, or professional service related to MTECC, if the item has no separate commercial value.
- A Board member or Executive Director of MTECC shall disclose to MTECC's legal counsel if the individual has an immediate relative (spouse, siblings, parents, children) who is a lobbyist registered to lobby a MTECC member city. The disclosure shall include the names of those immediate relatives and the names of all clients of such immediate relatives.
- A Board member or Executive Director shall recuse themselves from MTECC matters where prior dealings, finances or personal relationships could lead to the appearance of impropriety. All recusals must be in writing and provided to MTECC's Ethics Officer. Board members and the Executive Director shall exercise their best judgment in determining whether to recuse themselves and shall consult MTECC's legal counsel as necessary.

Approved by the MTECC Board:

Signed: _____
Board Chair

Effective Date: _____ (active until rescinded or updated)



Metro Transportation Engineering & Construction Cooperative

Policy on Integrity in Procurement

The Metro Transportation Engineering & Construction Cooperative (MTECC) is a public interlocal agency created by interlocal agreement pursuant to Section 163.01, Florida Statutes, among various cities in Broward County (the “Member Cities”).

MTECC shall provide for an open, transparent, and secure public procurement process that helps ensure the most efficient and effective procurements of engineering and construction services. The public procurement process will meet applicable federal, state and local laws, regulations, rules and ordinances. Projects are identified in phases such as engineering or construction. These each are termed a “project phase.”

In accordance with Section 119.071(1)(b)(2), Florida Statutes, proposals or sealed bids in response to a solicitation will remain confidential during the project phase procurement process until selections and final decisions are made.

MTECC Board members will provide policy guidance for the public procurement process and will not participate in the details of individual procurement process between approval of the project phase to move forward and approval of final selections and contracts for implementation of the project phase.

Funding shall be approved for the project phase by the grant agency and the MTECC member city where the project phase is located prior to MTECC making a final selection of proposals in response to the solicitation documents for a project phase.

A strict “cone of silence” shall exist for each individual procurement from the time MTECC advertises a solicitation process until the final selection and contract are complete. Contacts for procurements during the cone of silence shall be directed to the MTECC procurement point of contact provided in the solicitation document.



The MTECC member city where the project phase is located will designate a lead person and a designee to participate in the procurement process for, at a minimum, scope of services development, review of solicitation documents, participation in the evaluation and selection process and active in the oversight of the project phase implementation.

The MTECC member city shall advance funds equal to 33% of the project phase budget prior to the MTECC Board approval of the selection and contract. These funds will be utilized to pay project phase costs until reimbursements are received from grant agencies and any costs not eligible for grant funds. Any unused funds will be reimbursed to the MTECC member city once MTECC and the MTECC member city accept the completed project phase.

Approved by the MTECC Board:

Signed: _____
Board Chair

Date: _____ (active until rescinded or updated)



Metro Transportation Engineering & Construction Cooperative

Policy on Lobbying

The Metro Transportation Engineering & Construction Cooperative, known as MTECC, is a public interlocal agency created by interlocal agreement under Section 163.01, Florida Statutes, among various cities in Broward County.

MTECC adopts and will follow Broward County Ordinance No, 2015-55, for lobbying provisions in Section 1.19 (b), 7. Definition for "Lobby," "Lobbying," or "Lobbying Activities; and (c) (3) Standards for Lobbyist.

Specific sections of the Ordinance are summarized for the MTECC Board and those that may choose to lobby the Board.

1. Elected Officials should avoid even the appearance of impropriety in their interaction and dealings with lobbyists and with the principals or employers of such lobbyists.
2. Lobbyists who lobby the MTECC Board must, contemporaneously with the lobbying activity or no later than three (3) business days after the lobbying activity, legibly complete a contact log and provide to the MTECC Legal Counsel the following information. The obligation applies regardless of the location of the lobbying activity and whether in person, by telephone, by electronic communication, by video conference, or in writing.
 - a. The lobbyist's name;
 - b. The name of the entity by which the lobbyist is employed;
 - c. The name of each MTECC Elected Official lobbied by the lobbyist;
 - d. The name of each person attending or participating in any portion of the meeting or communication during which the lobbying activity occurred;
 - e. The date and time of the meeting or other communication during which the lobbying activity occurred;
 - f. The location of the meeting and mode of communication, as applicable (e.g., in person, by telephone, by email exchange); and
 - g. The specific subject matter discussed in such meeting or communication.
3. Lobbyist that lobby MTECC shall be registered with Broward County and/or one or more of the cities that are members of MTECC prior to lobbying MTECC.
4. MTECC will establish a lobbyist contact reporting system with a link on the MTECC website for public viewing.



Approved by the MTECC Board:

Signed: _____
Board Chair

Date: _____



Metro Transportation Engineering & Construction Cooperative

Policy on Public Records

The Metro Transportation Engineering & Construction Cooperative (MTECC) is a public interlocal agency created by interlocal agreement pursuant to Section 163.01, Florida Statutes, among various cities in Broward County (the “Member Cities”).

MTECC shall maintain public records as required by Federal laws, State statutes, grant requirements and other guiding documents and ensure these records are available in a reasonable time when requested.

Public records requests should be made in writing to the MTECC Executive Director.

All public records requests shall be acknowledged promptly and in good faith as required by *Section 119.07(1), Florida Statutes*.

Fees for the production of public records shall not exceed the statutorily authorized fees and the statutory authority for such fee shall be cited. The public has the right to receive an itemized invoice of proposed fees or fees charged.

Access to public records and meetings are rights secured under *Sections 119.07(1) and 286.011, Florida Statutes*; and *Article 1, Section 24, Florida Constitution*.

The MTECC Board Counsel shall make determinations on any records that may not be released due to a specific legal exemption.

Approved by the MTECC Board:

Signed: _____
Board Chair

Date: _____ (active until rescinded or updated)



MTECC Policy 2.0-v1

Metro Transportation Engineering & Construction Cooperative Policy on Public Involvement

The Metro Transportation Engineering & Construction Cooperative (MTECC) is a public interlocal agency created by interlocal agreement pursuant to Section 163.01, Florida Statutes, among various cities in Broward County (the “Member Cities”).

It is the policy of MTECC to engage with and involve the public when planning, designing, and constructing transportation facilities on behalf of Member Cities. The participation of the public is an integral part of the transportation process and results in:

- early and continuous opportunities for public input;
- consideration of public needs and preferences;
- making informed decisions through collaborative efforts; and
- mutual understanding and trust between MTECC and its partners.

MTECC will promote public involvement and engagement opportunities, as well as an exchange of information, with consideration to the community, local area conditions, and project requirements.

In carrying out this policy, MTECC will:

- develop and promote effective and efficient opportunities for public engagement throughout each plan or project phase;
- rely on procedures outlined in the following Florida Department of Transportation (FDOT) materials:
 - (1) Florida Department of Transportation (FDOT) Metropolitan Planning Organization (MPO) Program Management Handbook, Chapter 6;
 - (2) FDOT Public Involvement Handbook, the Project Development and Environment Manual, Part 1, Chapter 11; and
 - (3) FDOT Design Manual, Chapter 104;
- promote effective communication and enhance relationships with all transportation partners, including affected residents and businesses, state agencies, Broward Metropolitan Planning Organization, Broward County, Member Cities, community leaders, and other stakeholders;



- collaborate with the public and stakeholders through various methods of engagement; and
- strengthen partnerships in a proactive and collaborative manner.

MTECC will hold public meetings and deliver transportation projects on behalf of its Member Cities. The MTECC Board welcomes public involvement and comments on agenda items that propose action by the Board. Public comments shall be made with respect and common courtesy in accordance with principles of decorum. The Chair of the Board or leader of the public meeting may excuse a public participant from further comment or participation for disruptive comments or other unacceptable behavior.

Reference: 23 USC Section 109 (h); 23 USC Section 128; 23 USC Section 135; 23 CFR §450.210; 23 CFR Section 771.111 (a)(1); 23 CFR 771.111 (h); Sections 120.525, 286.011, Florida Statutes.

Approved by the MTECC Board:

Signed: _____
Board Chair

Effective Date: _____ (active until rescinded or updated)



MTECC Policy 4.0-v1

Metro Transportation Engineering & Construction Cooperative

Policy on TITLE VI / Nondiscrimination Program

The Metro Transportation Engineering & Construction Cooperative (MTECC) is a public interlocal agency created by interlocal agreement pursuant to Section 163.01, Florida Statutes, among various cities in Broward County (the “Member Cities”).

MTECC will not discriminate on the basis of race, color, national origin, sex, age, handicap/ disability or income status. No person may be treated unfavorably, excluded from participating in or denied the benefits of any MTECC program or activity because of their race, color, national origin, age, sex, handicap/disability or income status. MTECC will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination. MTECC grant recipients and contractors must comply with this policy.

Each Board Member, the Executive Director, and the MTECC Board Counsel and each MTECC grant recipient and contractor, is responsible for preventing discrimination and ensuring nondiscrimination in all of their programs and activities, whether those programs and activities are federally assisted or not.

The MTECC Executive Director is delegated the authority to develop, maintain, implement, and monitor this policy as required by **23 Code of Federal Regulations (CFR) Part 200 and 49 CFR Part 21**.

Approved by the MTECC Board:

Signed: _____
Board Chair

Date: _____ (active until rescinded or updated)



MTECC Policy 6.0-v1

Metro Transportation Engineering & Construction Cooperative

Policy on Equal Employment Opportunity

The Metro Transportation Engineering & Construction Cooperative (MTECC) is a public interlocal agency created by interlocal agreement pursuant to Section 163.01, Florida Statutes, among various cities in Broward County (the “Member Cities”).

MTECC is an Equal Opportunity employer. As such, it is committed to ensuring that all employees and applicants for employment are provided with an equal opportunity in all employment practices, including recruitment, examination, appointment, training, promotion, demotion, merit, retention, discipline, and termination without regard to race, color, sex, pregnancy, religion, national origin, age, disability, or marital status.

Discrimination or harassment based on race, color, sex, gender, pregnancy, religion, national origin, age, disability, or marital status is strictly prohibited by the MTECC and supervisors are expected to take preventative steps to ensure that the workplace is free of threatening, discriminatory, inappropriate, hostile, inhibiting, and/or unwelcome conduct.

Employees or applicants for employment who believe that they have been discriminated against or harassed based on race, color, sex, gender, pregnancy, religion, national origin, age, disability, or marital status may file a complaint with MTECC Intake Officer at the address or phone number provided below. An employee or applicant may opt to file a complaint with the Florida Commission on Human Relations or the Equal Employment Opportunity Commission. Contact information for these agencies is also provided below.

Retaliation against employees based on matters involving complaints of discrimination or harassment is prohibited and the MTECC will impose discipline up to and including dismissal on any employee who discriminates, harasses, or otherwise takes an unlawful employment action against an employee for filing such a complaint or for participating as a witness in a proceeding related to a complaint of discrimination or harassment.



MTECC Intake Officer Executive Director 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309, (850)212-7772	Florida Commission on Human Relations 4075 Esplanade Way Room 110 Tallahassee, FL 32399 (850) 488-7082 1-800-342-8170	Equal Employment Opportunity Commission, Miami Office Miami Tower 100 SE 2 nd ST, Ste 1500 Miami, FL 33131 (305) 808-1740 1-800-669-4000
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Approved by the MTECC Board:

Signed: _____
Board Chair

Date: _____ (active until rescinded or updated)



Metro Transportation Engineering & Construction Cooperative

Policy on Disadvantaged Business Enterprise Utilization

The Metro Transportation Engineering & Construction Cooperative (MTECC) is a public interlocal agency created by interlocal agreement pursuant to Section 163.01, Florida Statutes, among various cities in Broward County (the “Member Cities”).

It is the policy of MTECC that disadvantaged business enterprises, as defined by **49 Code of Federal Regulations Part 26**, shall have an opportunity to participate in the performance of MTECC contracts in a nondiscriminatory environment.

The objectives of the Disadvantaged Business Enterprise Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, and assist in the development of a firm so it can compete successfully outside of the program.

MTECC, its grant recipients, contractors, consultants, and suppliers shall take all necessary and reasonable steps to ensure that disadvantaged business enterprises have an opportunity to compete for and perform the contract work of MTECC in a nondiscriminatory environment.

MTECC adopts the Disadvantaged Business Enterprise Program Plan developed and approved by the Broward Metropolitan Planning Organization as “County-wide” for Broward County and will utilize this to guide the development, procurement and implementation of MTECC grants and contracts.

No grant recipient, contractor, consultant, or supplier shall discriminate on the basis of race, color, sex, or national origin in the award and performance of its contracts.

Approved by the MTECC Board:

Signed: _____
Board Chair

Date: _____ (active until rescinded or updated)

Metro Trans Engineering & Construction Cooperative (MTECC)

Meeting Date: 12/08/2022

REQUESTED ACTION:

MOTION TO APPROVE: The proposed 2023 MTECC Board Meeting Calendar.

WHAT THIS ACTION ACCOMPLISHES:

Setting a meeting calendar will assist the Board, MTECC staff, interested parties, and the public the opportunity to ensure meetings occur on a set schedule and active participation in MTECC Board meetings.

SUMMARY EXPLANATION/BACKGROUND:

The dates proposed for the 2023 MTECC Board Meeting Calendar are the same dates that the Broward MPO Executive Committee and Board are scheduled to meet for the upcoming 2023 calendar year. Unless otherwise determined by the MTECC Board, the MTECC Board Meetings will immediately follow at the conclusion of the Broward MPO Board Meetings.

MPO STAFF RECOMMENDATION(S):

Staff recommends approval of the proposed 2023 MTECC Board Meeting Calendar.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Chris Bross at (954) 876-0064 or brossc@browardmpo.org.

Attachments

Proposed 2023 MTECC Board Dates



**METRO TRANSPORTATION ENGINEERING
AND CONSTRUCTION COOPERATIVE (MTECC)**

PROPOSED 2023 MEETING DATES

No Meeting in January

Thursday, February 9, 2023

Thursday, March 9, 2023

Thursday, April 13, 2023

Thursday, May 11, 2023

Thursday, June 8, 2023

Thursday, July 13, 2023

No Meeting in August

Thursday, September 14, 2023

Thursday, October 12, 2023

Thursday, November 2, 2023

Thursday, December 14, 2023



Discussion Items 1.

Metro Trans Engineering & Construction Cooperative (MTECC)

Meeting Date: 12/08/2022

REQUESTED ACTION:

Staff will be presenting for discussion a draft list of proposed MTECC projects.

SUMMARY EXPLANATION/BACKGROUND:

A presentation shall be prepared by staff.

ADDITIONAL INFORMATION/PREPARER:
