

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, DECEMBER 8, 2022, 11:00 A.M.

Members

Vice Chair Andrea McGee, Vice Mayor of Pompano Beach
Louis Reinstein, Councilmember of Plantation (via Zoom)
Caryl Shuham, Commissioner of Hollywood

Staff / Also Present

Lowell Clary, MTECC Executive Director
Matthew Pearl, MTECC Legal Counsel
Chris Bross, Staff
Bill Cross, Staff

REGULAR ITEMS

1. Call to Order

The meeting was called to order at 11:00 a.m.

2. Approval of Minutes – October 13, 2022

It was noted that the presence of two or more Cooperative members would constitute a quorum.

Motion made by Commissioner Shuham, seconded by Vice Chair McGee, to approve. In a voice vote, the **motion** passed unanimously.

3. Approval of Agenda

Motion made by Commissioner Shuham, seconded by Vice Chair McGee, to approve. In a voice vote, the **motion** passed unanimously.

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.

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

MTECC Executive Director Lowell Clary explained that this Item establishes the Cooperative's bank and provides for the Executive Director, Chair, and Vice Chair as signatories.

In a voice vote, the **motion** passed unanimously.

- 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.**

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

Mr. Clary advised that MTECC has applied for insurance, which is in process. The insurance will cover elected officials and general liability.

In a voice vote, the **motion** passed unanimously.

- 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.**

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

Mr. Clary recalled that MTECC's budget was presented at the first meeting. It includes funds contributed by member cities. There may be changes as other member cities join the Cooperative.

In a voice vote, the **motion** passed unanimously.

- 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**

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

Mr. Clary stated that these policies were developed using multiple sources, including the Florida Department of Transportation (FDOT) as well as Broward County's Ethics Ordinance.

In a voice vote, the **motion** passed unanimously.

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

Mr. Clary noted that the MTECC meeting calendar is consistent with the MPO Board's meeting calendar. MTECC meetings will immediately follow Board meetings. The next MTECC meeting will be in February 2023.

Motion made by Commissioner Shuham, seconded by Vice Chair McGee, to approve. In a voice vote, the **motion** passed unanimously.

DISCUSSION ITEMS

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

Mr. Clary advised that the February 2023 meeting will include review of procurement procedures. The Cooperative will need to identify a program manager to oversee procurement documents and manage contracts. Mr. Cross noted that higher-level presentations on procurement and other issues will be presented at the next meeting.

Commissioner Shuham asked how cities will enter into agreements with one another and how costs would be reimbursed. Mr. Clary replied that there will be two agreements: one inter-local agreement between a city and MTECC, as well as individual agreements for each project. It has not yet been determined whether FDOT will contract directly with MTECC or if a tri-party agreement between MTECC, FDOT, and each city will be the best way to proceed.

Mr. Cross showed a presentation on proposed MTECC projects, explaining that these projects were selected from FDOT's Draft Tentative Work Program. The selected projects are typically funded with MPO-attributable dollars. The intent of MTECC is to work on smaller federally funded projects. The list will be presented again in February 2023, as more work must be done with FDOT to finalize these projects.

Mr. Cross recalled that two years ago, FDOT chose to no longer deliver projects on behalf of the MPO's member municipalities beginning in state fiscal year (FY) 2024, which runs from July 1, 2023 through June 30, 2024. For this reason, projects with a date of 2024 or later are good candidates for MTECC. In some cases, FDOT has agreed to build certain projects in 2024, as they have already completed design work on these projects. Projects

identified in the Work Program as Local Agency Program (LAP) projects are also candidates for MTECC. The goal is to have consultant resources in place prior to July 1, 2023.

Mr. Reinstein requested clarification that MTECC's candidate projects will already have been selected for inclusion in the Work Program. Mr. Cross confirmed that this will typically be the case, pointing out that by the time it reaches the design/build phase, a project will have gone through an MPO process, such as the Complete Streets and Other Localized Initiatives Program (CSLIP) or another competitive award program. The MPO also assists federally funded projects and makes decisions about the use of federal funds.

Mr. Cross advised that he would provide the members with a link to the Broward MPO's web page, which will include the MPO Board-adopted priority list that is submitted to FDOT each year. FDOT funds as many projects from this list as possible until all funds have been committed.

Vice Chair McGee requested additional information on a program that might cross municipal boundaries, such as a sidewalk resurfacing program that could use the same contractor at multiple locations. Mr. Clary replied that in this case, MTECC would hire multiple contractors and have them provide quick proposals as projects are identified. These are typically called "push-button" projects and are ready to go on short notice. This helps avoid the procurement process for multiple small projects.

There being no further business to come before the Cooperative at this time, the meeting was adjourned at 11:29 a.m.

NEXT MEETING DATE: February 9, 2023