

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 14, 2023, 9:00 A.M.

Members

Chair Andrea McGee, Vice Mayor of Pompano Beach
Vice Chair Caryl Shuham, Commissioner of Hollywood (via Teams)
Tim Fadgen, Councilmember of Plantation

Staff / Also Present

Lowell Clary, MTECC Executive Director
Matthew Pearl, MTECC Legal Counsel
William Cross, Broward MPO Deputy Executive Director of Planning and Programming
Christopher Bross, MTECC Contracting Officer
Julia Ronquillo, MTECC Administrative Support
Tanya Davis, SDA
Christine Fanchi, MTECC
Karl Kennedy, City of Pembroke Pines
Milos Majstorovic, City of Fort Lauderdale

REGULAR ITEMS

1. Call to Order

The meeting was called to order at 9:00 a.m.

2. Approval of Minutes

3. Approval of Agenda

4. Public Comments

ACTION ITEMS

- 1. MOTION TO APPROVE: Approval of the City of Fort Lauderdale as a member of MTECC.**

2. **MOTION TO APPROVE: Approval of the Amended MTECC Operating Fund Budget and Capital Project Fund for fiscal year 2023-24.**
3. **MOTION TO APPROVE: Agreement No. 23-04 between MTECC and S. Davis and Associates, P.A. for annual audit services for up to five years starting with the audit of fiscal year 2022-23 MTECC financial statements.**

DISCUSSION ITEMS

1. MTECC Project Status Update

MTECC Executive Director Lowell Clary reported that MTECC has been approached by the city of Plantation, which has a number of City-owned projects on which they would like to move forward. A meeting is planned with their city staff to discuss these prospective projects.

Active projects include the following:

- Coconut Creek: MTECC and the MPO are developing a final grant application for this project, which will be brought forward for approval later in the current fiscal year
- Hollywood projects
- Fort Lauderdale: the MPO is currently developing the initial scope of a project which will be ready later in the fiscal year

Mr. Clary added that the city of Hollywood may wish to select its own project manager, in which case MTECC will provide design services and city staff will manage the project. Each project can be structured uniquely to fit the city's wishes.

2. Executive Director's Report

Mr. Clary noted that a detailed written report of activities since the last meeting was provided to the Board members. Most activities have been coordination meetings and preparation of existing projects. The Florida Department of Transportation (FDOT) has MTECC's procurement processes for Deerfield Beach and Hallandale Beach.

3. General Counsel's Report

MTECC General Counsel Matthew Pearl reported that since the last meeting, he has worked on various agreements that needed to be put in place for FDOT as well as for other funding sources. Staff is looking into a tri-party agreement for grant funds that do not come through FDOT, such as federal sources. These agreements will be brought before the Board for review in January 2024. It was suggested that a presentation could be made to the Broward MPO Board in February or March so other cities can see what MTECC is accomplishing.

Mr. Clary added that the municipalities of Lighthouse Point and Sunrise have also expressed interest in MTECC, and follow-up conversations are planned. Sunrise is working on a joint project with the city of Tamarac, while Lighthouse Point does not have any active projects at this time.

Mr. Clary also recalled that the city of Hollywood had asked whether or not MTECC would be available to assist them with grant application processes. While MTECC has the technical expertise to undertake this, they have not committed to this specific assistance, as it is not listed as one of the Cooperative's services. Mr. Cross clarified that assistance with grant applications is typically provided by the MPO to its member governments.

Mr. Clary noted that there are two parts to grant assistance: guidance regarding the areas in which to apply, which is clearly an MPO role, and a second area including development of the application itself, which may include technical work for which cities may not have sufficient expertise. Mr. Cross noted that most municipalities which are MPO member governments have inter-local agreements with the MPO to access planning services, either through MPO Staff or through consultant resources. He recommended keeping MTECC services separate from what can be provided through the MPO.

Vice Chair Shuham suggested that later on, when MTECC has participated in more projects and if they are still encouraging more cities to sign onto the collective, assistance with grant applications could be an additional incentive so cities do not have to hire third-party contractors.

4. Board Comments

It was noted that the next meeting date will be February 8, 2024, although Mr. Clary advised that this is a tentative date, depending upon whether or not there is business to bring forward. He anticipated a meeting in March 2024.

Mr. Cross added that the Broward MPO's Metropolitan Transportation Plan (MTP), which is issued every five years, will be presented at an offsite event immediately following its September 12, 2024 regular meeting. The Board meeting on that date will be held offsite, and may begin at an earlier time to accommodate the event, which may run until 11:30 a.m. It was determined that MTECC may meet offsite as well, immediately following the MPO Board meeting and event.

There being no further business to come before the Cooperative at this time, the meeting was adjourned at 9:20 a.m.