



## MTECC Executive Director Activities

### December 2023

#### Board Activities:

- Prepared Agenda items for Board meeting December 14, 2023
- Participated in the Board meeting December 14, 2023

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (December 12) to schedule and follow up on key MTECC activities.
- Submitted proposed legislation (SB 0266) that impacts FDOT LAP projects to staff supporting the proposed legislation.
- Finance and Accounting Services:
  - Reviewed initial financial statement entries and provided updates to the consultant CPA team to update for the financial statements for fiscal year 2022-23 and to begin fiscal year 2023-24.
  - Reviewed draft financial statements (balance sheet and results of operations for fiscal year 2022-23)
  - Discussed setting up the project tracking segment of the accounting system.
  - Discussed linking the MTECC bank to the accounting system.
- Program Management Services:
  - Kickoff meeting on December 19 for MTECC Web development. Discuss key pages and input materials for the MTECC web page.
  - Reviewed draft PMC scope of services for Pembroke Pines FTA/MPO Project 4334292 and recommend moving forward with the scope of services up to \$25,000 for preliminary work on the project.
  - Reviewed draft PMC scope of services for Pembroke Pines FDOT LAP Project 449690-1 and recommend moving forward with the scope of services up to \$25,000 for preliminary work on the project.
  - Recommended PMC amend Task Work Order 1 to add the fiscal year 2023-24 budget for this work order.

#### MTECC Board Members

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**Andrea McGee**  
Pompano Beach, FL

**Commissioner**  
**Caryl S. Shuham**  
Hollywood, FL

**Councilmember**  
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Plantation, FL

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**Interim Executive Director**  
Lowell Clary



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- Design Engineering Services (DES) Library:
  - Submitted response to FDOT comments and questions.
  - Followed up with FDOT to ensure these were received.
- Construction Engineering and Inspection Services (CEI) Library:
  - A schedule was developed for procurement of the CEI library that will begin in December.

### Project Activities (official request for MTECC services):

- Deerfield Beach – FDOT LAP Project 445529-1 (design phase FY 23-24)
  - PMC active under Task Order for this project up to \$25,000.
  - Started development of the Federally required Independent Fee Estimate (IFE) for the design phase
  - Waiting on FDOT review of Request for Work Order documents.
- Hallandale Beach – FDOT LAP Project 445527-1 (design phase FY 23-24)
  - PMC active under Task Order for this project up to \$25,000.
  - Started development of the Federally required Independent Fee Estimate (IFE) for the design phase
  - Waiting on FDOT review of Request for Work Order documents.
- Pembroke Pines – FDOT LAP Project 449690-1 (design phase FY 24-25)
  - Initial discussions of the project scope and planning for early project steps.
- Pembroke Pines – FTA/MPO Project 4334292 (design phase late FY 23-24)
  - Budget is limited to FTA grant funding and the project must be delivered within the budget available.
  - Additional review of project scope and begin development of draft scope for design phase
- MTECC Roles and Responsibilities
  - Further discussion on the draft Project Agreement for HUD and FTA funded projects with MTECC and MPO staff to refine the draft agreement.

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**Future Project Activities:**

- **FDOT Future LAP Projects:**
  - Available to meet with other non-member cities. Shared with Lighthouse Point
  - Hollywood – meeting with City of Hollywood staff on December 13 to outline MTECC services and offer support as needed for Federal funded project and local projects.
- **MPO HUB Projects**
  - Fort Lauderdale. MPO is developing the concept scope of services that will provide the scope for the design phase of the project. This is expected to be ready for the design phase last Spring to early Summer 2024.
- **MPO HUD Grant**
  - City of Coconut Creek is working with the County and MPO to secure the environmental clearance and also to ensure the right of way is clear for the proposed scope of services. As soon as this is complete the HUD grant can be completed and the design phase may begin. The timing of this is unsure but should be ready in early 2024.
- **City of Plantation Projects** – Detailed discussion with City of Plantation staff, MPO staff and MTECC staff on specific local projects for consideration for MTECC support on December 15. Developing scope for additional services requested by City staff (detailed cost estimates for up to eight projects) and refining for further discussion with the City.

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