

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, FEBRUARY 9, 2023, 11:00 A.M.

Members

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

Staff / Also Present

Lowell Clary, MTECC Interim Executive Director
Matthew Pearl, MTECC Legal Counsel
Christopher Bross, Staff
William Cross, Staff
Igor Colmenares, Mobility & Transportation Planner, City of Hallandale Beach
Patricia Desir, Project Engineer, City of Deerfield Beach
Christine Fanchi, WSP

REGULAR ITEMS

1. Call to Order

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

2. Approval of Agenda

Motion made by Commissioner Shuham, seconded by Councilmember Reinstein, to approve. In a voice vote, the **motion** passed unanimously.

3. Approval of Draft Minutes: December 8, 2022 MTECC Board Meeting

Motion made by Commissioner Shuham, seconded by Councilmember Reinstein, to approve. In a voice vote, the **motion** passed unanimously.

ACTION ITEMS

1. MOTION TO APPROVE: Designation of MTECC Chair

Motion made by Commissioner Shuham, seconded by Councilmember Reinstein, to designate Vice Mayor McGee as Chair. In a voice vote, Vice Mayor McGee was unanimously elected Chair.

Motion made by Councilmember Reinstein, seconded by Vice Mayor McGee, to designate Commissioner Shuham as Vice Chair. In a voice vote, Commissioner Shuham was unanimously elected Vice Chair.

2. MOTION TO APPROVE: A Resolution of the Board of the Metro Transportation Engineering and Construction Cooperative (MTECC) adopting certain policies and procedures for the operation of MTECC and project implementation.

- A. Budget Process**
- B. Payment Process**
- C. Multi-Year Project Plan**
- D. Professional Services Procurement**
- E. Prequalification Process**
- F. Project Oversight**
- G. Project Manager – Professional Services**
- H. Construction Engineering and Inspection (CEI)**
- I. Standards**
- J. Public Involvement**
- K. Annual Finance Report and Audit**

Interim Executive Director Lowell Clary briefly reviewed the policies and procedures to be established by this motion. Legal Counsel Matthew Pearl added that the Executive Director is authorized to make certain types of changes to these policies as necessary.

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

NON-ACTION ITEMS

1. Local Agency Project (LAP) Program Administered by the Florida Department of Transportation (FDOT)

Mr. Clary explained that roadways owned by local public agencies are considered part of the federal highway system, which means they are eligible for federal funds. The Local Agency Program (LAP) provides funds to certified towns, cities, and other sub-recipients for the development, design, and construction of transportation facilities with federal funds. Federal aid is also available for roadways that are not part of the state highway system.

Municipalities must undergo a LAP certification process through the Florida Department of Transportation (FDOT) in the areas of planning, design, and construction. MTECC will focus primarily on design and construction. There are two types of LAP certification: project-specific, which applies to “one-off” projects, and full certification, which applies for three years.

Federal requirements for LAP projects include the National Environmental Policy Act (NEPA) process, as well as additional provisions related to land acquisition, disadvantaged business enterprise programs, wage rates, procurement requirements, and engineering standards, among others. LAP projects also require that the agency partner with and follow the guidance of FDOT in its capacity as federally designated oversight agency.

Mr. Clary advised that the planning of LAP projects would be complete before the projects come before MTECC. It was also noted that most projects that will come before the Board will not involve the purchase of right-of-way, as they are typically smaller in nature, focusing on sidewalks, bike lanes, and similar improvements. Many of these will be part of the MPO's Complete Streets and Other Localized Initiatives Program (CSLIP), which allows municipalities to apply for funding for these smaller projects. Others may be Complete Streets projects, which undertake regional interconnecting projects that are part of a larger system.

2. Draft List of Proposed MTECC Projects

A list of prospective LAP projects was discussed. Some of these projects may include both design and construction over the next five to six years, while others may extend beyond that time frame if no construction funding is available yet. It was noted that projects will come to MTECC slowly at first, and all of these early projects appear to be design-related. Cities that would like MTECC to undertake their projects will need to become members of the organization.

A question was asked regarding prioritization of projects. It was explained that the MPO's prioritization list shows the years in which projects are due to be funded: for example, a project set to receive funding in fiscal year (FY) 2023-2024 would be at the top of MTECC's list.

3. MTECC Approach to Technical Services

Chair McGee asked how many projects MTECC anticipates being able to address per year. Mr. Clary replied that a project delivery process is being established: MTECC will retain a firm to deliver program management services. This firm will receive a task order for each project. MTECC would then set up a pool of design consultants, consisting of at least three firms, which would offer proposals on projects as they are submitted. The Board would select one of these proposals to proceed with each project. A similar pool of construction/inspection consultants would be established for construction projects.

Mr. Clary continued that MTECC expects to establish the pool of design consultants by July 2023, with construction/inspection consultants to be brought on board later when MTECC begins receiving construction projects.

A question was asked regarding the makeup of the design consultants. Mr. Clary advised that these will be engineering firms, many of which are already familiar to the Broward MPO.

Councilmember Reinstein suggested that it may be useful to reach out to cities to communicate the benefits of MTECC membership, but pointed out that he did not have all the information necessary for successful outreach. He noted that it may be better for the cities' representatives to the MPO Board to ask these questions. It was clarified that presentations can be made to the cities' governing bodies.

Chair McGee proposed that a list of what MTECC is looking for in projects could be sent to the cities, so those cities could look at projects they may be considering and bring them forward if they meet the requirements.

4. Executive Director's Report

Mr. Clary advised that MTECC has established its bank account and is up and running. Insurance coverage has been secured and will be in place shortly.

5. General Counsel's Report

None.

6. Board Comments

Vice Chair Shuham expressed concern with the time frame over which a project is proposed, funded, and realized. Mr. Clary noted that any process involving federal funds can be lengthy, citing NEPA as an example: this process may take over a year, and other components, such as land acquisition, can take even longer. Other types of projects, however, that do not include land acquisition or environmental change, can be realized more quickly. He concluded that this is dependent upon the type of project.

At this time Chair McGee opened public comment.

Igor Colmenares, Mobility & Transportation Planner for the city of Hallandale Beach, asked a question regarding a specific bike lane/sidewalk project. It was noted that the project was listed on the document the Board had referred to earlier when discussing potential MTECC projects, and that not all cities may be aware that their projects are on the list.

Councilmember Reinstein suggested that Staff may want to take an extra step to ensure this information is disseminated to the cities on the list. Chair McGee agreed, pointing out that this additional step may also convince more Broward municipalities to join MTECC and take advantage of the services offered.

Councilmember Reinstein asked what would be the next step for Hallandale Beach now that they are aware their project is on MTECC's list. Mr. Clary replied that Staff would meet with representatives of that city to continue the discussion. It was clarified that the inclusion of the project on the list of MTECC-eligible projects does not mean the city has made a formal request to MTECC.

Patricia Desir, Project Engineer for the city of Deerfield Beach, was advised to reach out to Christopher Bross of MPO Staff to schedule a meeting, as it was noted there is no formal application process in place for projects. It was noted that Deerfield Beach is a member of MTECC.

Christine Fanchi, representing WSP, requested additional information about LAP certification and FDOT's role in allowing MTECC to take on projects for cities. Mr. Clary replied that MTECC is being set up to serve the certification process. The position of program manager would be part of what is provided by MTECC. The City must provide the project's right-of-way and must agree to accept the project for operations and maintenance. He recommended that each MTECC member city nominate an individual for the role of program manager.

With no other individuals wishing to speak at this time, Chair McGee closed public comment.

Mr. Clary advised that MTECC meetings will be scheduled every other month, although there may be meetings scheduled in April, May, and June due to the ongoing procurement process. This will also allow additional time for Staff to reach out to cities with qualifying projects.

There being no further business to come before the Cooperative at this time, the meeting was adjourned at 12:03p.m.

NEXT MEETING DATE: April 13, 2023