

**DRAFT**  
**MEETING MINUTES**  
**METRO TRANSPORTATION ENGINEERING AND**  
**CONSTRUCTION COOPERATIVE (MTECC)**  
**100 WEST CYPRESS CREEK ROAD**  
**6<sup>TH</sup> FLOOR, SUITE 650**  
**FORT LAUDERDALE, FLORIDA 33309-2181**  
**THURSDAY, JULY 13, 2023, 9:00 A.M.**

**Members**

Chair Andrea McGee, Vice Mayor of Pompano Beach  
Vice Chair Caryl Shuham, Commissioner of Hollywood

**Staff / Also Present**

Lowell Clary, MTECC Interim Executive Director  
Matthew Pearl, MTECC Legal Counsel  
Christopher Bross, MTECC Staff Support  
William Cross, MTECC Staff Support  
Christine Fasiska, FDOT District 4  
Moirra Jaimes, FDOT  
Betsy Jeffers, Marlin Engineering  
Roberto Jiminez, Stanley Consultants  
Milos Majstorovic, City of Fort Lauderdale  
Michael Melendez, CTS Engineering

**REGULAR ITEMS**

**1. Call to Order**

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

**2. Approval of Minutes**

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

**3. Approval of Agenda**

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

**4. Public Comments**

None.

### ACTION ITEMS

1. **MOTION TO APPROVE a Resolution approving the following Agreements for General Design and Engineering Services (DES), for a base term of three (3) years with MTECC's sole option to extend for two (2) additional one-year option periods, in the amount not to exceed five million dollars (\$5 million) for each Agreement over the full five-year term:**
  - A. **Motion to Approve Agreement No. 23-02 (A) between MTECC and CHA Consulting, Inc.**
  - B. **Motion to Approve Agreement No. 23-02 (B) between MTECC and CES Engineering, Inc.**
  - C. **Motion to Approve Agreement No. 23-02 (C) between MTECC and Kimley-Horn and Associates, Inc.**
  - D. **Motion to Approve Agreement No. 23-02 (D) between MTECC and Marlin Engineering, Inc.**
  - E. **Motion to Approve Agreement No. 23-02 (E) between MTECC and Stanley Consulting, Inc.**

**Motion** made by Vice Chair Shuham, seconded by Chair McGee, to approve A through E.

MTECC Executive Director Lowell Clary emphasized that this Resolution does not commit any funds, as contracts and funds will be committed by Work Order as projects come up. Individual project budgets will come back before the Board for approval.

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

2. **MOTION TO APPROVE Resolution to approve a Contract with Clary Consulting Company to provide Lowell R. Clary as the part-time Executive Director for MTECC for the period July 1, 2023 to September 30, 2024.**

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

### DISCUSSION ITEMS

#### **MTECC BUDGET UPDATE**

Mr. Clary advised that the members have been provided with the draft budget, which will be presented for adoption at the September 14, 2023 meeting. A significant contingency is built into the budget. No project amounts are included at this time, as they will come to the Board as budget amendments when they are ready.

Mr. Clary added that the Hallandale Beach and Deerfield Beach projects are anticipated to come before the Board in or near November 2023. Mini-procurements for the design

of these two projects are expected to begin in August. He cautioned that this will present a tight schedule. For this reason, the design teams will be given draft scopes following today's MTECC meeting, as the cities have already prepared the scopes.

Following the mini-procurement, there will be project agreements between MTECC and the municipalities, as well as Local Agency Program (LAP) certification agreements. These will be tied together and Work Orders will be drafted for the design consultants.

## **5. Executive Director's Report**

Mr. Clary stated that a finance and accounting firm is being procured by the Broward MPO for MTECC. The next step is procurement of an auditor, which is expected to be presented for approval at the November 2023 meeting. The auditor will be a separate consultant.

Services provided to MTECC from the MPO include Board support, procurement, and finance/accounting. The services will be provided over a three-year time period, during which MTECC may begin to contract directly if they are fully operational within this period.

Mr. Clary noted that upcoming MTECC meetings will address projects within the next cycle, which begins in July 2024. Mr. Clary will meet with the cities of Hollywood, Pembroke Pines, Miramar, Coral Springs, Pembroke Park, Sunrise, and Weston to discuss upcoming projects and the services MTECC can provide. The goal is to bring these municipalities on board as members by December 2023 or January 2024. An inter-local agreement with Fort Lauderdale is also being finalized and will come before the Board at a future meeting.

## **6. General Counsel's Report**

MTECC Legal Counsel Matthew Pearl advised that he is working with Deerfield Beach and Hallandale Beach regarding project administration agreements.

## **7. Board Comments**

There being no further business to come before the Cooperative at this time, the meeting was adjourned at 9:11 a.m.

**NEXT MEETING DATE: September 14, 2023**