



MTECC Executive Director Activities

August 2023

Board Activities:

- No Board meeting.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually to schedule and follow up on key MTECC activities.
- Information Technology – discussions during August to prepare for MTECC information technology needs.
- MTECC Overview – provided an overview presentation to the Broward MPO TAC and CAC on August 23, 2023.
- Finance and Accounting Services:
 - Partnered with staff of Broward MPO to finalize the scope of services for finance and accounting services for MTECC under the MPO contracted finance and accounting services.
 - Meeting with Finance and Accounting team to discuss next steps and follow up.
 - Discussion with accounting system (SAGE) recommended by the contracted Finance and Accounting team to find the best solution that fits within the MTECC available resources.
- Program Management Services:
 - Negotiated with WSP on the scope of services for the general services work order. Removed scope items more focused direct on projects.
 - Reviewed revised scope.
 - Working with Contracting Officer to finalize work order.
 - Requested that WSP develop a preliminary scope of services for Deerfield Beach Project 445529-1 design phase and Hallandale Beach Project 445527-1 design phase for up to \$25,000 each.
- Design Engineering Services (DES) Library:
 - Contracts finalized for all five DES firms.

MTECC Board Members

Commissioner**Andrea McGee**

Pompano Beach, FL

Commissioner**Caryl S. Shuham**

Hollywood, FL

Councilmember**Tim Fadgen**

Plantation, FL

General Counsel

Matthew J. Pearl

Interim Executive Director

Lowell Clary



Project Activities (official request for MTECC services):

- Deerfield Beach – FDOT LAP Project 445529-1
 - City signed off on draft design project scope of services and sent to FDOT for review and approval.
 - Submitted the draft design project scope of services to the five DES firms for preview prior to the official mini-procurement.
- Hallandale Beach – FDOT LAP Project 445527-1
 - Meeting of MTECC team and Hallandale Beach team on August 2, 2023, to discuss roles and responsibilities, schedule and overall process.
 - In partnership with the PMC submitted the draft design project scope of services and sent to the City for review and approval.
 - City signed off on the draft design project scope of services and sent to FDOT for review and approval.
 - Submitted the draft design project scope of services to the five DES firms for preview prior to the official mini-procurement.
- MTECC Roles and Responsibilities
 - Refined draft summary of MTECC roles and responsibilities for review internal after a detailed discussion with FDOT District 4 on the procurement and project implementation/ management for the two ongoing LAP projects.
 - Two meetings with FDOT District 4 LAP Team to review the procurement process (August 8, 2023) and the overall LAP roles and responsibilities among the FDOT, member cities, and MTECC (August 10, 2023).

Future Project Activities:

- **FDOT FY 24-25 LAP Projects** – kickoff meetings with the municipalities that have FDOT LAP projects in FY 24-25 (starts July 1, 2024). Participated in the following kickoff meetings in August:
 - 445534-1/City of Hollywood Kickoff Meeting – participated in a meeting with the City of Hollywood to discuss MTECC and roles and responsibilities on August 2, 2023. participated in the official FDOT kickoff meeting for the project with FDOT, Hollywood and MTECC on August 14, 2023.

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- 449690-1/City of Pembroke Pines Meeting – The City of Pembroke Pines indicated that as a member of MTECC the City plans to request MTECC support in delivering the project design phase. Held a meeting with Pembroke Pines on August 9, 2023, to discuss the LAP project, roles and responsibilities and next steps.
- 448287-1/Town of Pembroke Park – Followed up with the City to offer to meet with the Town team to provide an overview of MTECC if desired.
- 445532-1/City of Weston – Followed up with the City to offer to meet to provide an overview of MTECC if desired.
- 445531-1/City of Coral Springs – Followed up with the City to offer to meet to provide an overview of MTECC if desired.
- MPO HUB Projects
 - Fort Lauderdale. City expressed desire to join MTECC and have MTECC deliver the HUB project. Interacted with the City team on the Interlocal Agency Agreement and related materials. Workshop to present on MTECC September 19, 2023.
 - Pembroke Pines – Discussed the HUB project in the City of Pembroke Pines at meeting on August 9, 2023. Follow up meeting among Broward MPO, MTECC and Pembroke Pines to be scheduled.
- MPO HUD Grant
 - Attended the City Commission meeting for the City of Coconut Creek on August 24, 2023. The Commission approved joining MTECC. The City is excited about the HUD grant for improvements in the City of Coconut Creek. A follow up meeting is scheduled to discuss MTECC, roles and responsibilities at the request of the City on September 13, 2023.

LAP Process – Continue to refine the process in ongoing discussions with FDOT District 4 for roles and responsibilities of the LAP process. Two in-depth meetings held August 8 and 10, 2023.

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