



## MTECC Executive Director Activities

### September 2023

#### Board Activities:

- Assisted development of Agenda and support materials for September MTECC Board Meeting
- Attended and presented at the September Board meeting.
- Follow up activities after the Board meeting (signing documents and related items)

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (September 5 and September 19) to schedule and follow up on key MTECC activities.
- Information Technology – discussions during August to prepare for MTECC information technology needs – establishing protocols for file storage and e-mails for MTECC staff.
- City of Coconut Creek – Meeting of MTECC staff and City of Coconut Creek staff on September 13, 2023, to discuss next steps in MTECC membership (MTECC Board accepted City of Coconut Creek as MTECC member at the September Board meeting).
- Reviewed draft legislation that will impact the FDOT LAP program and discussed with MTECC legal counsel.
- Finance and Accounting Services:
  - Finalized finance and accounting outsourced scope of services.
  - Additional meetings with Finance and Accounting team to discuss next steps and follow up to establish MTECC's accounting system.
- Program Management Services:
  - Finalized WSP scope of services for the general services work order and issued Task Order.
  - Reviewed the WSP draft 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.

#### MTECC Board Members

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**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



- Design Engineering Services (DES) Library:
  - Developed process flow and descriptions for the “mini-procurement” process and overall documents supporting the procurement and next steps for the procurement for DES for upcoming LAP projects.
  - Reviewed the draft materials and supported the MTECC contracting officer sharing these documents with FDOT for their review.

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

- Deerfield Beach – FDOT LAP Project 445529-1
  - Development of PMC Task Order for this project up to \$25,000 as authorized at September board meeting.
  - Periodic discussions with City on the status and next steps.
  - Waiting on FDOT review of Request for Work Order documents.
- Hallandale Beach – FDOT LAP Project 445527-1
  - Development of PMC Task Order for this project up to \$25,000 as authorized at September board meeting.
  - Periodic discussions with City on the status and next steps.
  - Waiting on FDOT review of Request for Work Order documents.
- Pembroke Pines – FDOT LAP Project 449690-1
  - Board approved Pembroke Pines letter requesting MTECC assistance on the project.
- Pembroke Pines – FTA/MPO Project 4334292
  - Board approved Pembroke Pines letter requesting MTECC assistance on the project.
- MTECC Roles and Responsibilities
  - Continued discussion with cities with active projects and FDOT.
  - Preliminary work on draft Project Agreement for HUD and FTA funded projects through the MPO.

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**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:
  - 445533-1/City of Sunrise/City of Tamarac – Discussion with FDOT and Cities of Sunrise and Tamarac to discuss possible use of MTECC for FY 24-25 LAP project if desired. Offered to follow up with City of Sunrise as the lead for the project.
- **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. Presented at a City Commission workshop meeting on September 19, 2023.
- **MPO HUD Grant**
  - Follow up meeting is scheduled with City of Coconut Creek to discuss MTECC, roles and responsibilities at the request of the City on September 13, 2023.

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