



MTECC Executive Director Activities

April 2024

Board Activities:

- No Board meeting.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (April 2, 18 and 30) to schedule and follow up on key MTECC activities.
- CS CS CS HB 287 became law (Chapter 2024-173, Laws of Florida. HB 287 includes provisions for the FDOT LAP program. (the passed bill is attached and Section 13 includes the LAP program provisions)
- Finance and Accounting Services:
 - Provided final Fiscal Year 2022-23 Financial Statements to the auditors for use in the audit report.
 - Routine update for MTECC transactions in the accounting system.
 - Continued to coordinate finance and accounting team with the audit team for fiscal year 2022-23 financial statement audit
 - Processing of payments on a timely basis for invoices after review and approval by Project Manager, Chair and Executive Director.
- Audit Services – Coordinated with the audit team on key issues to wrap up the audit. The Audit Team will present to the Board at the June Board meeting.
- Program Management Services:
 - MTECC Internet
 - Added funds to PMC to finish out the Web Site
 - Approved PMC amend Task Work Order 1 to add the fiscal year 2023-24 budget for PMC services.
 - Approved PMC Task Order 6 for Coconut Creek Lyons Road HUD Grant Lighting Project that will add up to \$25,000 to begin work on the project as approved by the MTECC Board in the February meeting.

MTECC Board Members

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Pompano Beach, FL

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Caryl S. Shuham
Hollywood, FL

Councilmember
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- MTECC Roles and Responsibilities
 - Tri-Party Agreement
 - Reviewed comments received from Coconut Creek and MPO teams. Coordinate with MTECC legal counsel on updates to the draft Agreement. Note this is for a USHUD grant.
 - Developed a “standard” Tri-Party Agreement document that pertains to FTA grants using the Pembroke Pines document as the example. Coordinated with MTECC legal counsel and MPO team on the updated draft.
- Design Engineering Services (DES) Library:
 - FDOT followed up that the DES Library is acceptable provided we update several teams to add major bridge qualifications. MTECC procurement team is follow up on this request.
 - Partnered with FDOT and MPO to schedule a follow up meeting with FDOT and FHWA to discuss questions on the procurement process. Scheduled for May 6, 2024.
- Construction Engineering and Inspection Services (CEI) Library:
 - Scope of services finalized and provided to MTECC procurement team.

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.
 - Waiting on FDOT for final approvals on DES procurement approach to move the project forward.
- **Hallandale Beach – FDOT LAP Project 445527-1 (design phase FY 23-24)**
 - PMC active under Task Order for this project up to \$25,000.
 - Waiting on FDOT for final approvals on DES procurement approach to move the project forward.

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- **Pembroke Pines – FDOT LAP Project 449690-1 (design phase FY 24-25)**
 - PMC active under Task Order for this project up to \$25,000.
 - Initial discussions of the project scope and planning for early project steps. MPO was finishing up preliminary scope development in partnership with the City and to provide to MTECC in May 2024.
- **Pembroke Pines – FTA/MPO Project 4334292 (design phase late FY 23-24)**
 - PMC active under Task Order for this project up to \$25,000.
 - Review of project scope provided to City for review
 - Identified FTA grant funding for project, and developer funding (\$450,000 for Pedestrian crossing)
 - Identified follow up actions for City, MPO and MTECC for FTA grant on NEPA items, scope and budget and next steps
 - Environmental review completed.
 - MPO staff is focused on securing the FTA grant
 - Tri-Party Agreement in development.
 - Schedule:
 - Finalize Budget and Scope – May 2024
 - Tri-Party Agreement
 - City July or early September 2024
 - MTECC September 2024
 - MPO September 2024
 - Design services mini-procurement starts after City approval.
 - Design starts by November 2024

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- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
 - PMC active under Task Order for this project up to \$25,000.
 - Environmental is cleared by MPO team
 - Tri-Party Agreement in discussion with City and MPO teams.
 - Schedule:
 - Finalize scope and budget – May 2024
 - HUD Grant Execution by May 2024
 - Tri-Party Agreement
 - City for June 2024 Commission meeting
 - MTECC for July 2024 Board meeting
 - MPO for July 2024 Board meeting
 - Design mini-procurement starts after City Commission approval in June
 - Design starts by September 2024.

Future Project Activities: .

- **MPO HUB Projects**
 - Fort Lauderdale. City Commission approved the concept scope of services.
 - Sent letter to City team that is the format to request MTECC services.
- **City of Oakland Park** – Meeting with City of Oakland Park. Good discussion and the City seems very interested in MTECC assistance.

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