



## MTECC Executive Director Activities

### March 2024

#### Board Activities:

- Development of draft agenda and attachments for March Board meeting.
- Finalized with MTECC Team the Agenda and attachments for the March 14, 2024, Board meeting.
- Participated in March 14, 2024, Board meeting.
- Signed official documents as needed after Board meeting.

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (March 5 and 19) to schedule and follow up on key MTECC activities.
- CS CS CS HB 287 passed the legislature, but as of April 16, 2024, had not yet been presented to the Governor. 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:
  - Finalized the MTECC financial statements (management discussions and analysis, balance sheet and results of operations for fiscal year 2022-23, Notes to financial statements)
  - Routine update for MTECC transactions in the accounting system.
  - Coordinated finance and accounting team with the audit team for fiscal year 2022-23 financial statement audit
- Audit Services – Partnered with MTECC team and outside CPA to provide audit team the items needed for the annual audit of MTECC financial statements for fiscal year 2022-23

#### MTECC Board Members

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**Andrea McGee**  
Pompano Beach, FL

**Commissioner**  
**Caryl S. Shuham**  
Hollywood, FL

**Councilmember**  
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**Interim Executive Director**  
Lowell Clary



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- Program Management Services:
  - MTECC Internet
    - Provided additional updates for the development of the MTECC internet site.
  - Reviewed PMC amend Task Work Order 1 to add the fiscal year 2023-24 budget for this work order.
  - Reviewed 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 Roles and Responsibilities
  - Tri-Party Agreement
    - Draft updated and sent to Coconut Creek for review.
- Design Engineering Services (DES) Library:
  - Met with FDOT team on March 13, 2024, to discuss status of the agency’s review of the procurement documents and contracts. Also, shared comments from FHWA. Identified follow up items and meetings. A number of smaller items identified, but one key area of concern noted that requires follow up.
  - Follow up meeting with FDOT District 4 Senior team to discuss the status of FDOT review and attempt to finish out the items. FDOT senior team expressed support for MTECC and will work to finalized. Also, working to set up a meeting with FHWA to meet with their team to resolve any questions or concerns.
- Construction Engineering and Inspection Services (CEI) Library:
  - Provided to MTECC procurement team to begin finalizing the RFP to provide to FDOT for review.

### 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.
  - Working with FDOT on next steps to move the project forward.
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- **Hallandale Beach – FDOT LAP Project 445527-1 (design phase FY 23-24)**
  - PMC active under Task Order for this project up to \$25,000.
  - Working with FDOT on next steps to move the project forward.
- **Pembroke Pines – FDOT LAP Project 449690-1 (design phase FY 24-25)**
  - Initial discussions of the project scope and planning for early project steps.
  - MPO and City finalizing the project scope and should be complete in April or May.
- **Pembroke Pines – FTA/MPO Project 4334292 (design phase late FY 23-24)**
  - 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
- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
  - Environmental is cleared by MPO team
  - Developed and reviewed PMC Task Order 6 to begin work on project based on Board approval of City request for services.
  - Finalized draft of Tri-Party Agreement.

## Future Project Activities: .

- **MPO HUB Projects**
  - Fort Lauderdale. MPO is developing the concept scope of services that will provide the scope for the design phase of the project. This is expected to be ready for the design phase last Spring 2024.
- **City of Plantation Projects** – City has decided to go “in a different direction” on proposed City projects at this point.
- **City of Oakland Park** – reached out to the City to meet on MTECC services.

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