

DRAFT
MEETING MINUTES
METRO TRANSPORTATION ENGINEERING AND
CONSTRUCTION COOPERATIVE (MTECC)
100 WEST CYPRESS CREEK ROAD
6TH FLOOR, SUITE 650
FORT LAUDERDALE, FLORIDA 33309-2181
THURSDAY, MARCH 14, 2024, 9:00 A.M.

Members

Chair Andrea McGee, Vice Mayor of Pompano Beach
Vice Chair Caryl Shuham, Commissioner of Hollywood
Tim Fadgen, Councilmember of Plantation

Staff / Also Present

Lowell Clary, MTECC Executive Director
Greg Stuart, Broward MPO Executive Director
William Cross, Broward MPO Deputy Executive Director of Planning and Programming
Christopher Bross, MTECC Contracting Officer
Julia Ronquillo, MTECC Administrative Support
Tanya Davis, SDA
Christine Fanchi, MTECC
Maira James, FDOT District 4
Kris McKirdy, FDOT District 4
Michael Righetti, City of Coconut Creek
Sheila Rose, City of Coconut Creek
Heather Sinclair Young, SDA

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 Board Member Fadgen, to approve. In a voice vote, the **motion** passed unanimously.

3. Approval of Agenda

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

4. Public Comments

ACTION ITEMS

1. **MOTION TO APPROVE: City of Coconut Creek request for MTECC services for Project B-23-CP-FL-0383 COCONUT CREEK HUD PROJECT – LIGHTING ON LYONS ROAD.** This project was a Federal appropriation specific for this project and the grant will be awarded to the Broward MPO through the Federal Department of Housing and Urban Development (HUD). The HUD Grant is being finalized in the amount of \$3,510,000 Federal grant and \$35,000 City funds in a Tri-Party Agreement between the Broward MPO, City of Coconut Creek and MTECC. The Broward MPO will receive \$390,000 of the total Federal grant of \$3,900,000 (resulting in \$3,510,000 for the Tri-Party Agreement amount) for administration of the HUD grant as the grantee.

It was explained that as part of the tri-party agreement, MTECC will be responsible for construction, design, and oversight. In terms of indemnity, if a roadway accident occurs during Maintenance of Traffic (MOT), for example, liability would be part of the construction agreement between MTECC and the contractor, and indemnity will benefit MTECC and the municipal participant.

Vice Chair Shuham asked what might happen if a difficulty arises after the roadway has been built. It was noted that the municipality is responsible for any warranties once the roadway is complete. MTECC Executive Director Lowell Clary added that all projects have bonding. A draft of the tri-party agreement is included in the members' backup materials. Any motion to approve will be subject to changes in the agreement's language. The target date to bring back the tri-party agreement is June 2024.

[The Item was approved by consent.]

2. **MOTION TO APPROVE: Approval of the Amended MTECC Operating Fund Budget and Capital Project Fund for fiscal year 2023-24.**

Motion made by Vice Chair Shuham, seconded by Board Member Fadgen, to approve.

Mr. Clary stated that the HUD grant has already authorized pre-expenses.

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

DISCUSSION ITEMS

1. **MTECC Project Status Update**

Mr. Clary advised that the MTECC now has five active projects. Two projects are currently Local Agency Program (LAP) projects which have already been approved. Other upcoming projects include a Lyons Road project, a Pembroke Pines hub which will be funded through the Federal Transit Administration (FTA) and will require a tri-party agreement, and a Pembroke Pines LAP project which will begin in 2025. The city of Hollywood has approached MTECC about a 2025 LAP project and discussions are underway. Significantly more work is anticipated in 2025.

Mr. Clary continued that MTECC is working very closely with municipalities to ensure that scopes of work are consistent with the cities' expectations for the projects, and that they are comfortable signing off on both scopes and budgets. He noted that costs continue to rise, and MTECC is working with the cities to accomplish goals within their budgets.

2. Executive Director's Report

Mr. Clary advised that this report was included in the members' backup materials. The MTECC audit is underway, with a Certified Public Accountant (CPA) firm preparing financial reports for the auditors' review. There are no federal requirements attached to the audit, as MTECC did not receive any grant funds in the previous year.

Vice Chair Shuham asked if MTECC will receive grant funds in the future. Mr. Clary replied that MTECC may be a sub-grantee in the future or may be part of a contract related to a grant. It may also be possible for MTECC to be a direct grantee in the future.

Mr. Clary continued that there has been interest from other cities; however, unless they have an active project, MTECC is not on most cities' radar at present. There will be discussions with Oakland Park and other cities about prospective projects. He noted that the Pembroke Pines LAP project is contiguous with a project in Miramar, and there may be discussions of joint construction in the future. The MPO is currently developing the concept for both projects.

3. PMC Report

It was noted that the MPO is providing conceptual development for the 17th Street mobility hub and the Pembroke Trail. This is expected to be complete in April or May 2024. The 17th Street project will require a tri-party agreement.

4. MTECC Website

A copy of the website's layout was included in the Board members' backup materials. It was noted that any images on the site should be Broward County images, and that the MTECC acronym should be defined. Mr. Clary added that as MTECC moves forward, project photos will be featured on the website.

The project section of the website is currently very limited. MTECC is likely to implement project management software in the future, which will be connected to the site. Links to participating cities will be provided.

Mr. Clary added that the first budget report is in the members' backup materials. There will be a routine monthly report provided to the members even if there is not a meeting.

Tanya Davis of audit firm SDA reported that a report is expected to be issued by April 30, 2024. They do not anticipate any issues at this time. When asked, the Board members indicated that they were not aware of any fraud or potential for fraud. Ms. Davis advised that a Board questionnaire will be sent to one member.

Ms. Davis continued that one risk which the audit firm is required to convey to the Board members is the risk of management overrides in the internal control system. She emphasized that this is a reporting requirement for planning purposes and the firm has not seen any evidence of these overrides.

5. General Counsel's Report

None.

6. Board Comments

There being no further business to come before the Cooperative at this time, the meeting was adjourned at 9:29 a.m.

NEXT MEETING: April 11, 2024