



AGENDA

Metropolitan Transportation Engineering
& Construction Cooperative (MTECC)
Thursday, June 6, 2024, 9:00 a.m.
**100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309-2181**

REGULAR ITEMS

(All Items Open for Public Comment)

1. Call to Order
2. Approval of Minutes
3. Approval of Agenda

DISCUSSION ITEMS

1. MTECC Project Status Update
2. Proposed Fiscal Year 24-25 Budget
3. Executive Director's Report
4. PMC Report
5. General Counsel's Report
6. Budget to Actual Report
7. Board Comments

NEXT MEETING DATE: July 11th, 2024

***MOTION TO ADJOURN**

* Motion Requested

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Carl Ema, Title VI Coordinator at (954) 876-0033/0052 or emac@browardmpo.org (or via Florida Relay at 711) at least seven days prior to the meeting.

For complaints, questions or concerns about civil rights or non-discrimination please contact: Carl Ema, Title VI Coordinator at the numbers or e-mail above.



**Metro Trans Engineering & Construction
Cooperative (MTECC)**
Meeting Date: 06/06/2024

2.

SUMMARY:

Approval of Minutes

Attachments

3.14.2024 MTECC Minutes

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



**Metro Trans Engineering & Construction
Cooperative (MTECC)**
Meeting Date: 06/06/2024

1.

SUMMARY:

MTECC Project Status Update

Attachments

MTECC Project Status Update

Project 4455291- DEERFIELD BEACH: Crystal Lake/45th Street- Sidewalks/Lighting

Funding FDOT LAP- FY23/24 - \$384,088 (Design) FY 26/27 - \$2,339,520 (Construction)

- City request MTECC support - PMC task order up to \$25,000.
- Project Scope developed/reviewed/approved by City/MTECC.
- Independent Fee Estimate developed/reviewed/approved by City/MTECC.
- Working with FDOT/FHWA to approve MTECC professional services procurement process, scope and Independent Fee Estimate to secure design services.
- Once FDOT sign-off will proceed with LAP Agreement between FDOT and City and Project Agreement between City and MTECC.
- Timeframe is uncertain. FDOT is reviewing updated materials provided by MTECC and MTECC is updating design services team qualifications.

Project 4455271- HALLANDALE BEACH: NW 3rd Avenue Complete Streets

Funding FDOT LAP- FY23/24 - 569,995 (Design) FY 26/27 - \$2,765,434 (Construction)

- City request MTECC support - PMC task order up to \$25,000.
- Project Scope developed/reviewed/approved by City/MTECC.
- Independent Fee Estimate developed/reviewed/approved by City/MTECC.
- Working with FDOT/FHWA to approve MTECC professional services procurement, scope, and Independent Fee Estimate to secure design services.
- Once FDOT sign-off will proceed with LAP Agreement between FDOT and City and Project Agreement between City and MTECC.
- Timeframe is uncertain. FDOT is reviewing updated materials provided by MTECC and MTECC is updating design services team qualifications.

Project 4334293- PEMBROKE PINES: Mobility Hub Pembroke Pines

Funding FTA- FY24/25 - \$2,361,000 plus City/Developer funding \$460,000 (Design, Construction, CEI)

- City request MTECC support - PMC task order up to \$25,000.
- Project Scope developed/reviewed/approved by City/MPO/MTECC.
- Independent Fee Estimate developed/reviewed/approved by City/MPO/MTECC.
- Tri-Party Agreement developed/reviewed/final draft approved by City/MPO/MTECC.
 - If ready, City approves June 18, 2024
 - MTECC approves July 11, 2024
 - MPO approves July 11, 2024
- Finalize grant agreement between MPO and FTA
- MTECC Mini-procurement for design services in July 2024

Project B23-CP-FL0383- COCONUT CREEK: Pedestrian Lighting Lyons Road

Funding HUD- FY24/25 - \$3,510,000, City \$35,000 (Design, Construction, CEI)

- City request MTECC support - PMC task order up to \$25,000.
- Project Scope developed/reviewed/approved by City/MPO/MTECC.
- Independent Fee Estimate developed/reviewed/approved by City/MPO/MTECC.
- HUD grant agreement approved between HUD and MPO.
- Tri-Party Agreement developed/reviewed/final draft approved by City/MPO/MTECC.
 - City approves June 13, 2024
 - MTECC approves July 11, 2024
 - MPO approves July 11, 2024
- MTECC Mini-procurement for design services in July 2024

Project 449690-1- PEMBROKE PINES: Multi-Use Path

Funding LAP- FY24/25 - \$965,285 (Design) FY 27/28 - \$7,495,223 (Construction)

- City request MTECC support - PMC task order up to \$25,000.
- Project Concept being finalized by MPO/City, MTECC integrated into process.
- Project Concepts to City Council in June 2024.
- Next Steps:
 - Draft Design Scope of Work,
 - Develop Independent Fee Estimate
 - Begin process with City and FDOT for reviews and agreement to move to next steps for agreements and mini-procurement

Project (Number)- FORT LAUDREDALE: SE 17th Street Mobility Hub

Funding FTA- FY24/25 \$6,804,000 (Design, Construction, CEI)

- Concept finalized by MPO Team in April
- Concept approved by City of Fort Lauderdale Commission in May 2024
- Next Steps:
 - City Letter to request MTECC support in process
 - When received, review/approval by MTECC Board- June or July 2024
 - MTECC advance funds up to \$25,000 for PMC task order
 - Draft project scope of work for design services
 - Develop Independent Fee Estimate
 - Develop Tri-Party Agreement between City/MPO/MTECC
 - Anticipate September for Agreement and begin mini-procurement for design services
 - Finalize grant agreement between FTA and MPO.



**Metro Trans Engineering & Construction
Cooperative (MTECC)**
Meeting Date: 06/06/2024

2.

SUMMARY:

Proposed Fiscal Year 24-25 Budget

Attachments

Proposed FY 24-25 Budget

Metro Transportation Engineering & Construction Cooperative

Amended Budget Fiscal Year 2023-2024 and Proposed Fiscal 2024-2025 Budget

Background

The Metro Transportation Engineering & Construction Cooperative (MTECC) was established in 2022 by Interlocal Agreement “ILA” between the founding member municipal members of City of Hollywood, City of Plantation and the City of Pompano Beach under Section 163.01, Florida Statutes in cooperation with the Broward Metropolitan Planning Organization under Section 339.175, Florida Statutes. The founding municipal members appoint a MTECC Board Member from their elected officials that form the MTECC Board. The MTECC Board provides policy direction for the operation of MTECC. MTECC shall be a separate legal entity, pursuant to Section 163.01(7), Florida Statutes. This Agreement was filed and recorded on May 31, 2022, with the Clerk of Court for Broward County, Florida in accordance with Section 163.01(11), Florida Statutes.

MTECC as an organization was created to facilitate the planning, design and construction of transportation related projects throughout the County. Under the ILA, additional municipalities in Broward County may join the MTECC through Interlocal Agreement with MTECC. A municipality must be a member of MTECC for MTECC to provide the planning, design, and construction of transportation related projects in the municipality.

From time-to-time Federal funds become available through the Florida Department of Transportation and the Federal Transit Administration to fund projects that are on municipal roads and other transportation facilities (transitways, sidewalks, bikeways, etc.). Projects funded through Federal funding must comply with Federal laws, regulations and standards which in most cases vary from other projects implemented by municipalities. MTECC was primarily established to specialize in delivering projects that must meet Federal requirements to be efficient in delivering these projects for the member municipality. This prevents the various municipalities from the expense of meeting the Federal requirements on what may be a Federal funded project once or twice every three to five years.

Budget/Fund Structure

Special Revenue Fund

Special Revenue funds include funds that contain revenues which are restricted for specific purposes. The MTECC Operating Fund is created as a Special Revenue Fund. The MTECC Operating Fund supports the administrative operations of MTECC including grants provided by MTECC municipality members under the ILA and the costs to support the following:

- MTECC Board activities and support.
- Executive Director for administrative activities.
- Board Attorney for administrative activities.
- Finance and Accounting for MTECC activities.

- Procurement support activities.
- Contract Management activities
- Board public relations and involvement activities.
- Other administrative support activities.

Capital Project Fund

In the initial budget there are no revenues or projects in the MTECC Capital Projects Fund. As projects are undertaken by MTECC these will be included in the MTECC Capital Project Fund and accounted for as unique projects when grant agreements are executed. Projects in the Capital Projects Fund by their nature may cover multiple years depending on the size and complexity of the project.

Budget Process

The Proposed Budget is provided to develop the proposed budget in the late Spring of each year with the proposed budget presented to the MTECC Board in July of each year to be adopted in September of each year for the subsequent fiscal year October 1 to September 30.

Adopting the Budget

MTECC must adopt a balanced budget. A balanced budget as defined in Florida Statutes 166.241(2) is where the amount available from taxation and other sources, including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves.

MTECC does not have any taxing authority and relies upon contributions from municipal members and grants for capital projects from partners such as FDOT and the Federal Transit Administration. MTECC will hold a public hearing on the tentative budget that is published for public review at least 5 days before the hearing. The budget becomes effective on October 1. The legal level of adoption is at the Fund Level for the MTECC Operating Fund and at the project level for the Capital Projects Fund.

Amending the Adopted Budget

State law allows changes to the adopted budget at any time throughout the fiscal year and up to 60 days after the fiscal year end (Florida Statutes 166.241(4)). These changes include budget amendments, which increase or decrease the total budget of a fund. Any budget amendments move funds from Budgeted Reserve in the MTECC Operating Fund or at a project level for a capital project in the Capital Projects Fund require MTECC Board approval.

Budget Monitoring

The budget is monitored monthly by the Executive Director to track variances between the actual and budgeted amounts, to identify trends and to estimate end-of-year results. Monthly financial reports are distributed to the MTECC Board members and all MTECC municipal members, Broward MPO, and for each project to the funding partner for the project. The Executive Director shall monitor the MTECC Operating Fund and each project in the Capital Projects Fund to evaluate the adequacy of funds year to date and through the end of the year. The Executive Director shall propose budget amendments to increase or decrease revenues and/or appropriated expenditures to maintain a balanced budget during each fiscal year for the MTECC Operating Fund and each project in the Capital Projects Fund.

Operating Budget Policies

Budgetary basis refers to the reporting of revenues and expenditures or expenses in the financial statements as they are recognized in the accounts. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All Governmental Funds are accounted for using the modified accrual basis of accounting except that encumbrances are treated as the equivalent of expenditures, as opposed to a reservation of fund balance. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. Expenditures are generally recognized, under the modified accrual basis of accounting, when the related fund liability is incurred. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due, using the current financial resources measurement focus of accounting. At year-end, open encumbrance balances lapse.

The Annual Comprehensive Financial Reporting presents the status of the MTECC's finances on a basis consistent with Generally Accepted Accounting Principles (GAAP) (that is, the Governmental Funds use the modified accrual basis of accounting) In order to provide a meaningful comparison of actual results with the budget, the Annual Comprehensive Financial Reporting presents MTECC's operations on a GAAP basis and also shows fund expenditures and revenues on a budget basis for the Special Revenue and Capital Projects Funds. MTECC is required to prepare a balanced budget in which current revenues will be sufficient to support current expenditures.

MTECC Operating Fund Financial Reserve Policies

In general, MTECC should maintain adequate fund balances or reserves to handle unexpected decreases in revenues plus a reasonable level for extraordinary unbudgeted expenditures. For measurement purposes, the minimum target fund balance in the MTECC Operating Fund is the equivalent of 90 days of average expenditure for the MTECC Operating Fund and should be computed annually and remain unappropriated. On an annual basis, projections of reserve requirements and a plan for the use of additions for the current year shall be made in accordance with relevant MTECC policies.

Capital Projects Fund Project Level Financial Reserve Policies

The Executive Director will analyze each project grant amount and establish a reserve amount for each project in coordination with the project team experts, funding partner and municipal member where the project is located. This reserve shall be maintained at the project level of the Capital Projects Fund and used for unexpected expenditures on the project. This reserve shall be monitored monthly and updated as needed to ensure there is adequate funding for each project.

Capital Improvement Policies

MTECC shall coordinate the development of the MTECC Capital Improvement Plan with the development of the MTECC Operating Fund Budget and in coordination with funding partners such as the Broward MPO, FDOT, Federal Transit Administration and MTECC municipal members. MTECC shall have a five-year capital improvement plan that identifies specific projects and project phases by year within the five-year period. Each year, a new year will be added to the five-year capital improvement plan. Future operating expenditures and revenues associated with new capital improvement will be projected and included in the Five-Year Capital Improvement Plan.

MTECC shall capture the expenditures for capital improvement projects by project and at the completion of the project transfer the project value to the municipal member that by agreement will own the project for long-term operations and maintenance.

Revenue Policies

MTECC depends on funding partners to provide grants for the MTECC operations and capital projects being implemented by MTECC. MTECC will include revenues as required by the ILA in the MTECC Operating Budget and any other grants that may be made by MTECC municipal members for MTECC operations. MTECC Capital Projects Funds revenues shall be developed based on executed grant agreements from project funding partners. Legally restricted revenues will be used for the specific purpose dictated by the issuer. To ensure compliance with revenue, reserve and budget policies, MTECC staff shall analyze and prepare reports annually to monitor, project and estimate revenues and expenditures, on an annual basis and forward for the next fiscal year.

Expenditure Policies

Expenditures are a rough measure of MTECC's service output. While many expenditures can be easily controlled, unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures and provide for a quick and effective response to adverse financial situations, expenditures and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented. Also, expenditures and purchase commitments will be recorded in an accurate and timely fashion.

Budget In Brief

Adopted budget amounts for fiscal year 2023-2024 includes:

Revenues. The revenues will involve an assessment to the MTECC member cities (assumes cities of Coconut Creek, Deerfield Beach, Hallandale Beach, Hollywood, Pembroke Pines, Plantation, and Pompano Beach), that is assumed to be increased from \$25,000 to \$30,000 per City to total revenues of \$240,000 for fiscal year 2023-24. Any new MTECC members will be assessed a \$50,000 initial year fee for joining MTECC should additional cities join MTECC during fiscal year 2024-25.

Expenditures. The budget expenditures for general administrative activities in fiscal year 2024-25 include the following major categories.

General Administrative

- Board Expense – these include Board preparation, meeting minutes and related support
- MTECC Legal Counsel – general support for Board meetings and administrative activities
- MTECC Executive Director – general support for Board meetings and administrative management and oversight of MTECC activities
- Program Management Consultant –
 - general support for Board meetings and technical support for administrative activities,
 - web development and support,
 - media relations and public involvement support for general MTECC activities
- Finance and Accounting – supports finance and accounting activities for MTECC.
- Insurance – overall insurance coverage for the Board and MTECC activities
- Annual Audit – required annual audit of MTECC activities.
- Other Administrative Expenses – this covers general administrative expenses that made not be addressed in other categories.

Budgeted Reserve. The Budgeted Reserve for the MTECC Operating Budget for fiscal year 2024-25 is assumed to be **\$36,310, or 11.7 percent** of the annual expenditures of the MTECC Operating Fund. As projects are added to the MTECC Capital Project Fund any advances from the General Fund will be reimbursed back to the General Fund. This could be as much as \$125,000 added back to the Budgeted Reserve.

MTECC Capital Project Fund

During Fiscal Year 2023-24, Deerfield Beach, Hallandale Beach, Pembroke Pines (two projects) and Coconut Creek have officially requested and the MTECC Board has approved moving forward with assistance for MTECC support for FDOT LAP, and Federal Transit Administration and U.S. Housing and Urban Development grant funded projects. The MTECC Projects Fund has been added to the annual budget with an amended amount for fiscal year 23-24. These will be further brought forward for MTECC Board review and approval to amend in the full project budgets as design that includes associated funding from FDOT/City to fund items such as:

- MTECC Executive Director – items such as project scope development, meetings, negotiations, oversight, reporting, management of consultants and related project specific activities
- MTECC Legal Counsel – project level items such as draft agreements, negotiations, finalizing agreements, and availability for any project level issues.
- MPO Support – project level task orders and procurement processes
- Program Management Consultant
 - PMC Project Manager – project scope development, meetings, negotiations, oversight, management of PMC staff, reporting, etc.
 - PMC Design Consultant Manager – contract/project manager for design consultant on behalf of MTECC – scope development, manage design consultant activities for oversight, coordination, reporting, invoicing, payments, etc.
 - MTECC/City – design reviews at 30%, 60%, 90% plans and acceptance of 100% plans
 - Construction Bid Preparation – assist design consultant with the development of the plans, specifications, special provisions to prepare for construction bid
- Design Consultant – team responsible for the implementation of the design project.

The Proposed Budget does not yet include these funds as each Project and the associated budget will be added as Project Agreements and Budget Amendments are approved by the MTECC Board. This will include reimbursement to the General Fund Operating Budget from the Capital Projects Fund.

General Fund Budget Item	Amended Fiscal Year 2023-24	Proposed Fiscal Year 2024-25	Change
Revenues			
Founding Member Contributions			
City of Hollywood	\$25,000	\$25,000	\$0
City of Plantation	\$25,000	\$25,000	\$0
City of Pompano Beach	\$25,000	\$25,000	\$0
Non-Founding Member Contributions			
City of Deerfield Beach	\$25,000	\$25,000	\$0
City of Hallandale Beach	\$25,000	\$25,000	\$0
City of Pembroke Pines	\$25,000	\$25,000	\$0
City of Fort Lauderdale	\$50,000	\$25,000	-\$25,000
City of Coconut Creek	\$25,000	\$25,000	\$0
Total Member Contributions	\$225,000	\$200,000	-\$50,000
Interest Earnings	\$3,000	\$3,000	\$0
Total Revenues	\$228,000	\$203,000	\$15,000
Carry Over Prior Year	\$270,310	\$143,310	-\$127,000
Total Available	\$498,310	\$346,310	-\$152,000
Appropriations/Expenditures			
Board Expenses	\$10,000	\$10,000	\$0
Board Attorney	\$48,000	\$48,000	\$0
Executive Director	\$60,000	\$60,000	\$0
Program Management Consultant	\$60,000	\$60,000	\$0
Finance/Accounting	\$65,000	\$65,000	\$0
Insurance	\$10,000	\$10,000	\$0
Annual Audit	\$12,000	\$12,000	\$0
Procurement	\$10,000	\$10,000	\$0
Public Relations/Involvement	\$5,000	\$5,000	\$0
Technology	\$10,000	\$10,000	\$0
Other Administrative Expenses	\$20,000	\$20,000	\$0
Total Appropriations	\$310,000	\$310,000	\$0
Advance to MTECC Projects Fund	\$75,000	\$0	-\$75,000
Repayment of Advances		\$0	\$0
Budgeted Reserve	\$113,310	\$36,310	-\$77,310

Capital Projects Fund Budget Item	Amended Fiscal Year 2023-24	Proposed Fiscal Year 2024-25	Change
Revenues			
Project Grants			
Total Grants	\$0.00		
Advances from MTECC Operating Fund	\$125,000	\$0	-\$125,000
Total Revenues	\$125,000	\$0	-\$125,000
Carry Over Prior Year	\$0.00		
Total Available	\$125,000	\$0	-\$125,000
Appropriations/Expenditures			
Project 445529-1 – Deerfield Beach			
Program Management Consultant	\$25,000	\$0	-\$25,000
Design Consultant			
Contingency			
Project Total			
Project 445527-1 – Hallandale Beach			
Program Management Consultant	\$25,000	\$0	-\$25,000
Design Consultant			
Contingency			
Project Total			
Project 449690-1 – Pembroke Pines			
Program Management Consultant	\$25,000	\$0	-\$25,000
Design Consultant			
Contingency			
Project Total			
Project 4334292 – Pembroke Pines			

Program Management Consultant	\$25,000	\$0	-\$25,000
Design Consultant			
Contingency			
Project Total			
Project B-23-CP-FL-0383 – Coconut Creek			
Program Management Consultant	\$25,000	\$0	-\$25,000
Design Consultant			
Contingency			
CEI			
Construction			
Project Total			
Total Appropriations/Expenditures	\$125,000	\$0	-\$125,000
Transfers to MTECC Operating Fund	\$0.00	\$0	\$0
Budgeted Reserve	\$0.00	\$0.00	\$0.00



**Metro Trans Engineering & Construction
Cooperative (MTECC)**
Meeting Date: 06/06/2024

3.

SUMMARY:

Executive Director's Report

Attachments

Executive Director's Report - March 2024

Executive Director's Report - April 2024



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

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



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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.
-

MTECC Board Members

Commissioner
Andrea McGee
Pompano Beach, FL

Commissioner
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Hollywood, FL

Councilmember
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Plantation, FL

General Counsel
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Interim Executive Director
Lowell Clary



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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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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.

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Page 2 of 4

- 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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Page 3 of 4

- **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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**Metro Trans Engineering & Construction
Cooperative (MTECC)**
Meeting Date: 06/06/2024

4.

SUMMARY:
PMC Report

Attachments

MTECC PMC Report



PROGRESS REPORT

TO: Lowell Clary, Executive Director, MTECC
FROM: Christine W. Fanchi, P.E., WSP Project Manager
PROJECT: PROGRAM MANagements SERVICES
SUBJECT: Summary Project Progress Report
PERIOD: **March 1, 2024 to April 30, 2024**
DATE: May 28, 2024
WO NUMBER: TWO #1, RFQ 23-01

Task 1: PROJECT MANAGEMENT

- Overall on-going coordination with MTECC
- Contract coordination and subconsultant coordination
- 3/5/24, 3/19/24, 4/2/24, 4/30/24- MTECC Team Progress Meeting and follow-up
- 3/14/24 Attend MTECC Board Meeting

Task 2: MEMBER CITY/LAP COORDINATION

- Meeting with City of Coconut Creek staff to coordinate project scope/Tri-Party Agreement
- Coordination with City of Coconut Creek regarding project documents
- Coordination of Pembroke Pines Mobility Hub scope of work

Task 3: WEBSITE DEVELOPMENT

- Amendment executed with BMPO/WSP for website scope

Task 4: PROCUREMENT SUPPORT

- No action this period

Task 5: TECHNICAL SUPPORT

- Initial draft of Coconut Creek project scope of work
- Final draft of Coconut Creek project scope of work
- Initial cost estimate for Coconut Creek project
- Coconut Creek Coordination Meeting with BMPO Staff
- NEPA review for Pembroke Pines Mobility Hub



**Metro Trans Engineering & Construction
Cooperative (MTECC)**
Meeting Date: 06/06/2024

5.

SUMMARY:

General Counsel's Report

Attachments

General Counsel's Report



MEMORANDUM

To: MTECC
From: Matthew Pearl
Date: May 30, 2024
Re: Attorney Activity Report

Project Related:

- Created Project Tri-party project agreements for Projects funded through the United States Department of Housing and Urban Development.
- Meet with Oakland Park Re Membership.
- Prepare a Tri-Party Agreement between MTECC, the BMPO and the City of Pembroke Pines for the development of mobility hub project.
- Prepare a Tri-Party Agreement between MTECC, the BMPO and the City of Coconut Creek for the development of mobility hub project.
- Attend To Matters Re FDOT Approval of LAP Certification

Administrative:

- Prepare for and attend bi-weekly staff meetings regarding ongoing MTECC administrative matters and status of FDOT approval of agreement structures.



**Metro Trans Engineering & Construction
Cooperative (MTECC)**
Meeting Date: 06/06/2024

6.

SUMMARY:

Budget to Actual Report

Attachments

MTECC Budget to Actual Report April 2024

**MTECC Operating
Actuals vs Budget**

As of Date:

4/30/2024

	Year To Date		
	Budget	Actual	Variance
Fund Balance - Beginning	\$ 270,310.00	\$ 465,627.69	\$ 195,317.69
Revenues			
Local Government Unit Grant - Transportation	\$ 225,000.00	\$ 175,000.00	\$ (50,000.00)
Interest	\$ 3,000.00	\$ 3,097.13	\$ 97.13
Total Revenues	\$ 228,000.00	\$ 178,097.13	\$ (49,902.87)
Total Available	\$ 498,310.00	\$ 643,724.82	\$ 145,414.82
Expenditures			
General Government			
Financial and Administrative			
F&A-Executive	\$ 95,000.00	\$ 38,033.49	\$ 56,966.51
F&A - Accounting	\$ 65,000.00	\$ 38,518.49	\$ 26,481.51
F&A - Auditing	\$ 12,000.00	\$ -	\$ 12,000.00
F&A - Procurement	\$ 10,000.00	\$ 7,583.68	\$ 2,416.32
F&A Insurance	\$ 10,000.00	\$ 5,559.12	\$ 4,440.88
F&A Information Technology	\$ 10,000.00	\$ 2,026.73	\$ 7,973.27
Legal Counsel	\$ 48,000.00	\$ 28,000.00	\$ 20,000.00
Program Management			
Comprehensive Planning	\$ 60,000.00	\$ 26,227.60	\$ 33,772.40
Total Expenditures	\$ 310,000.00	\$ 145,949.11	\$ 164,050.89
Inter-fund group transfers out	\$ 50,000.00	\$ 100,000.00	\$ (50,000.00)
Total MTECC Operating Fund	\$ 360,000.00	\$ 245,949.11	\$ 259,465.71
Excess (deficiency) of revenues over (under) expenditures	\$ 138,310.00	\$ 397,775.71	\$ 259,465.71