



## MTECC Executive Director Activities

### June 2024

#### Board Activities:

- Completed development of materials for June 6, 2024, Board meeting.
- Participated at June 6, 2024, Board meeting.
- Next Board meeting July 11, 2024.

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (June 11 and 25) to schedule and follow up on key MTECC activities.
- Finance and Accounting Services:
  - Routine update for MTECC transactions in the accounting system.
  - Processing of payments on a timely basis for invoices after review and approval by Project Manager, Chair and Executive Director.
  - Discussion and steps to add project budget to actual for the statement presented at July Board meeting.
- Audit Services – The Audit Team will present to the Board at the July Board meeting.
- Program Management Services:
  - MTECC Internet
    - Meeting to discuss finalizing the MTECC internet with the goal to be finished by July 31, 2024.
  - Steps to phase out Work Orders for Deerfield Beach and Hallandale Beach FY 23-24 LAP projects as these are moving to FDOT consultants and the City for delivery for the project design.
  - Coordination of activities with PMC during June.
- MTECC Roles and Responsibilities
  - Tri-Party Agreement
    - Continued work to finalize the “standard” Tri-Party Agreement document that pertains to FTA grants using the Pembroke Pines document as the template.

#### MTECC Board Members

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**Commissioner**  
**Andrea McGee**  
Pompano Beach, FL

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

**Councilmember**  
**Tim Fadgen**  
Plantation, FL

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- Design Engineering Services (DES) Library:
  - FDOT call and letter requesting separate design library be procured for LAP projects.
  - Initial meeting with FDOT June 24, 2024 to kick off the process for the new procurement.
    - Meetings will be held every two weeks to keep the process moving forward.
    - Goal is to issue the new design library no later than September 30, 2024 and to have the LAP design library on board no later than end of calendar 2024.

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

- **Deerfield Beach – FDOT LAP Project 445529-1 (design FY 23-24)**
  - Phasing out PMC Work Order and stopping MTECC support for the design phase and will work with City on the construction phase.
- **Hallandale Beach – FDOT LAP Project 445527-1 (design FY 23-24)**
  - Phasing out PMC Work Order and stopping MTECC support for the design phase and will work with City on the construction phase.
- **Pembroke Pines – FDOT LAP Project 449690-1 (design 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.
  - Goal is to have the design started by early Spring 2025.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
  - PMC active under Task Order for this project up to \$25,000.
  - Identified FTA grant funding for project, and developer funding (\$450,000 for Pedestrian crossing)
    - Environmental review completed.
  - MPO staff is focused on securing the FTA grant
  - Tri-Party Agreement in development and being finalized. Sent to City for review in late June with a follow up meeting July 8, 2024, to finalize the agreement.

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- Schedule:
  - Budget and Scope finalized in early June.
  - Tri-Party Agreement to be approved by City, then MTECC and MPO – tentative in September.
  - Design services mini-procurement starts after City approval.
  - Design starts by November 2024
- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
  - PMC active under Task Order for this project up to \$25,000.
  - Schedule:
    - Tri-Party Agreement
      - Approved by City Commission June 13.
      - MTECC July 11, 2024 Board meeting
      - MPO for July 11, 2024 Board meeting
    - Design mini-procurement starts after City Commission approval in July
    - Design starts by September 2024.

**Future Project Activities:**

- **MPO HUB Projects**
  - Fort Lauderdale. City Commission approved the concept scope of services.
  - Followed up on letter to City team that is the format to request MTECC services. – Meeting being scheduled to discuss as they are struggling on the letter.
- **City of Oakland Park** – Setting up follow up meeting to discuss next steps with City of Oakland Park.

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