

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, JULY 11, 2024, 8:30 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
William Cross, Broward MPO Deputy Executive Director of Planning and Programming
Sabrina Aubery, Florida Department of Transportation
Chris Bross, MTECC
Tanya Davis, S. Davis and Associates, P.A.
Christine Fanchi, MTECC
Harry Mautte, City of Coconut Creek
Oscar Nelson, Broward MPO
Paula Prusinski, Broward MPO
Michael Righetti, City of Coconut Creek
Mya Williams, Florida Department of Transportation
Heather Young, S. Davis and Associates, P.A.

REGULAR ITEMS

1. Call to Order

The meeting was called to order at 8:30 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

MTECC Executive Director Lowell Clary advised that an Item addressing MTECC's audit would be added to today's Agenda.

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

ACTION ITEMS

1. MOTION TO APPROVE: Approval of the Amended MTECC Operating Fund Budget and Capital Project Fund for fiscal year 2023-2024.

Mr. Clary explained that this Item would add the Coconut Creek project to the existing budget. The project is broken down into design, construction, and inspection services. The agreement has already been approved by Coconut Creek.

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

2. MOTION TO APPROVE: Tri-Party Agreement between Broward MPO, City of Coconut Creek and MTECC for delivery of 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 has been awarded to the Broward MPO through the Federal Department of Housing and Urban Development (HUD) 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 grantee.

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

Mr. Clary explained that this Item adds the Lyons Road project.

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

3. Audit Results

Tanya Davis, representing the auditing firm of S. Davis and Associates, P.A., stated that the audit was conducted on September 30, 2023. MTECC received an unmodified opinion, which is the best possible result. There were no material misstatements in the financial statements.

Management is responsible for the fair presentation of the financial statements. This extends to the Board as MTECC's governing body. The auditors are responsible for opining on the financial statements presented to them. Because the MTECC is a new organization, it does not have extensive internal controls or accounting policies at this time. These are expected to be enhanced during the current and coming fiscal years.

As of September 30, 2023, MTECC's cash was approximately \$443,000, with an additional \$50,000 due from other governmental entities which represented the membership fee due from Coconut Creek. Other liabilities came to \$22,000.

The firm is required to report certain items to the organization's governing body, including the responsibilities, plans, scope, and timing as listed in the engagement letter dated February 26, 2024. Mr. Clary signed this letter on behalf of the Board. The firm is also required to report specific accounting policies. There were no transactions which lacked authoritative guidance and consensus.

Because the MTECC is a governmental entity, the audit report is a public document.

It was noted that an amount under Other Liabilities (p.6 of the audit report) should be corrected to \$32,238.

Mr. Clary confirmed that the audit report has been accepted and the final document would be sent to the Board members.

DISCUSSION ITEMS

1. MTECC Project Status Update

Mr. Clary stated that the Deerfield Beach project is being closed out. The Pembroke Pines project will come before the Board at a later date, most likely in September 2024. It will also require a tri-party agreement between the Broward MPO, the city, and HUD. Fort Lauderdale is also expected to bring forward a project on which they will request MTECC's assistance.

Vice Chair Shuham asked how MTECC will overcome some of its obstacles. Mr. Clary replied that more detailed procedures are currently being developed. This will ensure that all involved understand their roles and responsibilities. The goal is to have the first Local Agency Program (LAP) procurement documents up and running by spring 2025.

Sabrina Aubery, representing the Florida Department of Transportation (FDOT), advised that she and FDOT staff have worked closely with Mr. Clary and MTECC Staff.

2. Executive Director's Reports

Mr. Clary noted that this report was included in the members' Agenda packets and includes updates on his work in partnership with FDOT. "Mini-procurement" will begin soon for Coconut Creek in relation to design services.

3. PMC Reports

Mr. Clary stated that Christine Fanchi of MTECC Staff is also working on the same projects mentioned in the previous Item.

4. General Counsel's Report

None.

5. Budget to Actual Reports

Mr. Clary advised that these reports are also in the Agenda packets.

6. Board Comments

Mr. Clary explained that the MPO Board will hold a special meeting at another location in September 2024, which means MTECC has the option of meeting on the same date as the Executive Committee. This date has not yet been finalized.

There being no further business at this time, the meeting was adjourned at 9:02 a.m.