

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, JUNE 12, 2025, 11:00 A.M.

Members

Chair Caryl Shuham, Commissioner, City of Hollywood
Vice Chair Tim Fadgen, Councilmember, City of Plantation
Rex Hardin, Mayor, City of Pompano Beach

Staff / Also Present

Lowell Clary, MTECC Executive Director
Matthew Pearl, MTECC General Counsel
Chris Bross, MTECC
Kelly Budhy, FDOT
William Cross, Broward MPO
Tanya Davis, S. Davis and Associates
Christine W. Fanchi, MTECC
Victoria Peters, FDOT
Julia Ronquillo, Broward MPO
Heather Sinclair Young, S. Davis and Associates

REGULAR ITEMS

1. Call to Order

The meeting was called to order at 11:00 a.m.

2. Approval of Minutes

Motion made, and duly seconded, to approve. In a voice vote, the **motion** passed unanimously.

3. Approval of Agenda

Motion made, and duly seconded, to approve. In a voice vote, the **motion** passed unanimously.

ACTION ITEMS

- 1. Approval of Amendment 3 to the Approved MTECC General Fund Budget and Capital Project Fund Budget for fiscal year 2024-25.**

MTECC Executive Director Lowell Clary explained that the federal grant associated with the Pembroke Pines project is broken down between design and construction. MTECC has spread the program management fees between these two components. In addition, Pembroke Pines advanced funds to MTECC, so \$35,000 in administrative costs has been added to the General Fund budget.

MTECC has also negotiated with the City of Fort Lauderdale for design services costs associated with a project. The Amendment recognizes all of the above changes.

Mr. Clary added that Pembroke Pines is putting a contribution toward their project for a pedestrian crosswalk, as they understand the current budget for that item is not adequate. Adjustments are not planned for the crosswalk design until MTECC has a clearer cost estimate.

A question was asked regarding the project's budget, as more funds are being expended than received. Mr. Clary advised that there were additional larger allocations up front; in addition, each project has an administrative fee. The administrative income is expected to make up the difference.

Motion made, and duly seconded, to approve Amendment 3. In a voice vote, the **motion** passed unanimously.

2. Approval of Amendment 1 to Project Tri-Party Agreement between Broward Metropolitan Authority (MPO), City of Pembroke Pines and MTECC for Project 4334293, City of Pembroke Pines Mobility Hub to increase the Federal grant budget.

Mr. Clary stated that the Broward Metropolitan Planning Organization (MPO) received grant funds that covered multiple projects. A project being completed in Fort Lauderdale had excess funds, which are being reallocated to the Pembroke Pines project.

Motion made, and duly seconded, to approve. In a voice vote, the **motion** passed unanimously.

DISCUSSION ITEMS

1. MTECC Project Status Update

Mr. Clary reported that there are currently three active MTECC projects. These include the Coconut Creek lighting project, which is in its design phase; the Pembroke Pines Mobility Hub project, also in the design phase; and the Fort Lauderdale project, for which negotiations of the design services contract is underway. Once the negotiations are complete, the design process can begin.

Christine Fanchi of MTECC provided further details on the Coconut Creek project, which is currently at 60% design. Initial permit applications have been submitted to

Broward County in order to place light poles within the right-of-way. The consultant has identified additional easement needs for the project. Plans are expected to be 100% complete by the end of July.

For the Pembroke Pines Mobility Hub project, a kickoff meeting was held in May and the surveying process began some weeks ago. The project team has met with the Florida Department of Transportation (FDOT) to discuss signalization and analyze how pedestrian signals can be implemented.

Details of Fort Lauderdale's 17th Street project were reviewed as well. Negotiation with consultants is underway and expected to be complete in July.

There was additional discussion of the 17th Street project, which runs west from US-1, and its surroundings, including a hospital and a school. Fort Lauderdale is preparing an Urban Design Plan for the subject area. Mr. Clary recalled that the Broward MPO has also approved a grant to improve a number of railroad crossings, including one on the 17th Street corridor.

2. Executive Director's Reports

Mr. Clary advised that projects are moving along well. MTECC continues to work with FDOT on Local Agency Program (LAP) projects. He suggested that he meet with the FDOT District Four Secretary, as FDOT may be changing its approach to LAP projects. He did not have details about this potential change at this time, other than the possibility that municipalities may be asked to perform their own construction inspections. This may present an opportunity for MTECC to support cities.

Mr. Clary explained that in the past, FDOT provided LAP services for federally funded projects on city roadways. FDOT acts as the grantor for these funds, and the process involves significant bureaucracy, which contributed to delays.

Mr. Clary recalled that in the past, FDOT would provide design services or hire a consultant to carry out these services for LAP projects. They also requested that cities make a contribution toward the process. MTECC was established because FDOT indicated they could no longer continue that process. MTECC's goal was to support the municipalities in delivering the design and construction phases for projects.

Mr. Clary advised that while FDOT is trying to be more helpful, they have not yet established a policy and approach to LAP projects. He concluded that he would like the FDOT District Four Secretary to add greater clarity regarding their process. He also noted that if MTECC takes on a project, they will need to charge the municipality for overhead costs. The City was expected to cover additional costs such as project management or design review.

Chair Shuham recalled that one condition which cities were required to meet to receive FDOT funds was having a LAP-certified engineer on their staff, which was not the case for many smaller cities. This was one of the reasons for the formation of MTECC.

It was clarified that if the potential policy change for FDOT shifts MTECC's responsibilities, MTECC can proceed by focusing on construction, engineering, and inspection.

William Cross of Broward MPO Staff advised that another aspect to be clarified is the cost implications of the potential change. He recalled that FDOT representatives have indicated interest in addressing the MPO Board in July 2025, which could provide an opportunity for them to meet with MTECC as well.

Mr. Cross recalled that previous FDOT policy included delivery of projects with the costs of this delivery coming out of MPO resources. This was transparent to the municipalities. He noted that the MPO would be willing to return to this approach, as having FDOT design and deliver projects was superior to the LAP process.

Mr. Clary stated that MTECC has transitioned its CPA firm from the MPO to MTECC. He will sit down with representatives of the firm and discuss how to proceed through the end of the current and next fiscal years.

3. PMC Report

It was noted that this information was presented under the MTECC Project Status Update item.

4. MTECC Proposed Fiscal 2025-2026 Budget

Mr. Clary advised that the proposed fiscal year (FY) 2025-2026 budget shows MTECC is reducing costs. He was not in favor of increasing the MTECC member cities' annual contribution in the coming fiscal year, as there is additional carryover of funds as well as reduction of expenses. He recommended addressing this in the next cycle. He concluded by requesting that the members email his office with any questions or comments related to the draft budget. The final budget will be presented for approval at the September 2025 MTECC meeting.

5. Audit Presentation

Tanya Davis and Heather Sinclair Young, representing auditors S. Davis and Associates, gave a presentation to review MTECC's audited financial statements for the fiscal year ending September 30, 2024. Financial statements were audited in accordance with generally accepted auditing standards, government auditing standards, and provisions of the Auditor General as relates to state and local governments.

The audit addressed both governmental activities and major funds. Ms. Davis pointed out that this year's report includes an additional column which reflects the Capital Projects Fund. This is considered the organization's major fund, and is new to the report. It accounts for grants related to projects.

The firm issued a clean or unmodified opinion with regard to financial statements, which is the best opinion an organization can receive. Additional considerations included internal controls over financial reporting, which helped determine the timing and extent of auditing procedures. In accordance with governmental auditing standards, controls were tested for compliance with laws, regulations, and agreements, including grant and other agreements. The audit report was released on March 25, 2025.

With respect to the government auditing standards letter on internal control structure and other matters, there were some unfavorable trends, which were noted on p.22 of MTECC's financial statement package. Ms. Davis explained that management had expected these trends going into MTECC's second year and had plans in place which anticipated and managed the trends.

Total assets decreased from approximately \$492,000 to \$432,000. The primary reason for this decrease is increases due from other governmental units, which is a timing issue related to the 2023 receivable from the City of Coconut Creek. This receivable was paid in 2024 and no additional receivables were identified by September 30, 2024 from governmental units.

Total liabilities increased from roughly \$32,000 to \$55,000. This was also a timing issue due to expenses related to administrative and professional fees, including legal, auditing, and accounting fees. MTECC's net position decreased from \$460,000 to roughly \$390,000.

Total general revenues and contributions decreased from approximately \$501,000 to \$230,000. This was due to contributions from member cities, as seven new member cities joined last year at a higher contribution rate to join MTECC in comparison to the current year, when only one new member city has joined at the same higher rate. Contributions are \$100,000 for the three founding members, \$50,000 for new members to join MTECC and then \$25,000 per year for each member in subsequent years.

Total expenses increased as well, which was to be expected in MTECC's first full year of operations. The increase was from roughly \$40,000 to \$312,000, all related to general government. These expenses came from executive, accounting, auditing, procurement, legal, and comprehensive planning.

In the previous year, MTECC's Profit and Loss (P&L) statement had a net positive of \$460,000, primarily due to contributions from founding member cities. The current year shows a loss of roughly \$83,000, as anticipated by management.

Ms. Davis noted that MTECC received a letter to governance as part of the agenda and meeting packet. The firm is required to mention the responsibilities of the auditors and management, and the plan, scope, and timing of the engagement, as found in the engagement letter dated November 27, 2024. Significant accounting policies are noted. A new accounting policy, GASB-100, lists corrections and errors as well as presentation of financial statements, with the intent of making those statements more easily

understood. This was implemented in 2024 and led to the creation of the additional column for the Capital Projects Fund.

No transactions lacked authoritative guidance for consensus. All significant transactions were recognized during the proper period.

One significant disclosure was identified, which was a note that mentioned deposits in excess of the banking insurance limit. All disclosures were neutral.

There were no corrected or uncorrected misstatements, and there were no difficulties, significant or otherwise, in dealing with management. There were no consultations with other auditors or accountants, and no discussions with management that affected the firm's retention. Limited procedures were applied to management discussion and analysis, as well as to acquire supplementary information.

The information presented is intended solely for the use of the MTECC Board and management; because MTECC is a governmental entity, however, the information is a matter of public record.

6. General Counsel's Report

MPO General Counsel Matthew Pearl advised that he is awaiting further information regarding changes that may be made by FDOT.

7. Board Comments

Mr. Clary noted that while no meeting is needed for MTECC business in July, there can be a non-voting meeting to discuss his meeting with the FDOT District Four Secretary if that is the members' wish. It was determined that Mr. Clary would let the members know whether or not this can be scheduled.

Victoria Peters, representing FDOT, addressed the earlier conversation addressing LAP, stating that FDOT has discussed potentially presenting to the MPO Board in July. She was not certain who would be available to do this in July. She concluded that she would take back information from today's meeting and let FDOT Staff know that MTECC was interested in further discussion.

It was determined that the budget meeting would be scheduled for September 2025.

There being no further business at this time, the meeting was adjourned at 11:51 a.m.