



MTECC Executive Director Activities

July 2023

Board Activities:

- Prepared and finalized materials for the July MTECC Board meeting
- Attended and presented materials at the July MTECC Board meeting on July 13, 2023

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually to schedule and follow up on key MTECC activities.
- Finance and Accounting Services:
 - Partnered with Broward MPO on the evaluation of proposals for contracted finance and accounting services.
 - Partnered with Broward MPO on the selection of the contracted finance and accounting services.
 - Prepared draft scope of services for a work order to provide basic finance and accounting services for MTECC under the MPO contracted finance and accounting services.
- Program Management Services:
 - Discussed draft scope of services for the general PMC services with WSP Program Manager
- Design Engineering Services (DES) Library:
 - Partnered with the MTECC procurement team to finalize the five DES firm contracts including the fee packages.

Project Activities (official request for MTECC services):

- Deerfield Beach – FDOT LAP Project 445529-1
 - Meeting with Deerfield Beach Team and MTECC Team on July 14, 2023, to discuss roles and responsibilities among the City and MTECC on the project. Agreed on basic roles and responsibilities.
 - Partnered with PMC to finalize draft design project scope of services and sent to City for review and approval.
 - Developed tentative schedule of key activities.

MTECC Board Members

Commissioner**Andrea McGee**

Pompano Beach, FL

Commissioner**Caryl S. Shuham**

Hollywood, FL

Councilmember**Tim Fadgen**

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- Hallandale Beach – FDOT LAP Project 445527-1
 - Developed tentative schedule of key activities.
 - Began review of draft design project scope of services
 - Scheduled meeting of Hallandale Beach and MTECC for August 2, 2023.
- MTECC Roles and Responsibilities
 - Developed draft summary of MTECC roles and responsibilities for review internal and then to share with FDOT District 4 on the procurement and project implementation/management for the two ongoing LAP projects.

Future Project Activities:

- **FDOT FY 24-25 LAP Projects** – FDOT requested that MTECC participate in early pre-kickoff meetings with the municipalities that have FDOT LAP projects in FY 24-25 (starts July 1, 2024). Participated in the following pre-kickoff meetings in July:
 - 445534-1/City of Hollywood Pre Kickoff Meeting – During the meeting the City of Hollywood team indicated as a member of MTECC the City intends to request MTECC support on the project design phase.
 - 445535-1/City of Miramar Pre Kickoff Meeting – During the meeting the City of Miramar indicated they would deliver the project design phase through the City as the City is LAP certified and has active LAP projects.
 - 448287-1/Town of Pembroke Park Pre Kickoff Meeting – During the meeting the Town of Pembroke Park was unsure of delivering the project design phase themselves or using MTECC services. Followed up with the City to offer to meet with the Town team to provide an overview of MTECC if desired.
 - 445532-1/City of Weston Pre Kickoff Meeting – During the meeting the City of Weston expressed interest in the DES Library, but were unsure of using MTECC services. Followed up with the City to offer to meet with the City team to provide an overview of MTECC if desired.
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- 445531-1/City of Coral Springs Pre Kickoff Meeting – During the meeting the City of Coral Springs was unsure about using MTECC services. Followed up with the City to offer to meet with the City team to provide an overview of MTECC if desired.
- 449690-1/City of Pembroke Pines Pre Kickoff Meeting – The City of Pembroke Pines indicated that as a member of MTECC the City plans to request MTECC support in delivering the project design phase.
- MPO HUB Projects
 - Meeting with City of Fort Lauderdale to discuss planned HUB project. City expressed desire to join MTECC and have MTECC deliver the HUB project. Provided the City with a “new member” package of the Interlocal Agency Agreement and related materials. The MPO has an active project to provide a concept scope for the HUB project that should be complete in late Spring 2024.
 - Internal discussion with MPO staff on a possible HUB project in the City of Pembroke Pines. This will be further discussed with the City of Pembroke Pines in a meeting scheduled for August.
- MPO HUD Grant
 - The MPO is finalizing a HUD grant for improvements in the City of Coconut Creek. The City of Coconut Creek expressed a desired to join MTECC and have MTECC deliver the HUD project. Provided the City with a “new member” package that has been expanded to include an MTECC Fact Sheet.

LAP Process – MTECC staff have been in ongoing discussions with FDOT District 4 staff to finalize the roles and responsibilities of the LAP process. Two in-depth meetings are scheduled for August 8 and 10, 2023.

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