



MTECC Executive Director Activities

May 2024

Board Activities:

- No Board meeting.
- Developed materials for June 6, 2024 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.
- 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.
 - Update of Budget to Actual Statement for April and inclusion for Board Meeting.
- Audit Services – The Audit Team will present to the Board at the July Board meeting.
- Program Management Services:
 - MTECC Internet
 - PMC getting sub contract complete to bring internet on-line
 - Meetings with Deerfield Beach and Hallandale Beach.
 - Coordination of activities with PMC during May.
- MTECC Roles and Responsibilities
 - Tri-Party Agreement
 - Finished final Tri-Party Agreement for Coconut Creek. To be approved by City June 13. Note this is for a USHUD grant.
 - Reviewed updates of the “standard” Tri-Party Agreement document that pertains to FTA grants using the Pembroke Pines document as the template.

MTECC Board Members

Commissioner
Andrea McGee
Pompano Beach, FL

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Caryl S. Shuham
Hollywood, FL

Councilmember
Tim Fadgen
Plantation, FL

General Counsel
Matthew J. Pearl

Interim Executive Director
Lowell Clary



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- Design Engineering Services (DES) Library:
 - Meeting with FDOT and FHWA on May 6, 2024, to discuss questions and comments on the DES library documents.
 - Meeting with FDOT District 4 staff in follow up after meeting with FHWA

Project Activities (official request for MTECC services):

- **Deerfield Beach – FDOT LAP Project 445529-1 (design 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 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.
- **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.
- **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.
 - Schedule:
 - Finalized Budget and Scope
 - Tri-Party Agreement
 - In development
 - 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:
 - Finalized scope and budget May
 - HUD Grant Executed May
 - Tri-Party Agreement
 - City for June13 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.
 - Followed up on 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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