



MTECC Executive Director Activities

August 2025

Board Activities:

- No August Board Meeting.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (August 5 and 19) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC members that have not yet paid the annual fee: Fort Lauderdale is moving or get their fee paid for fiscal year 2024-25.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Further discussion with CPA finance and accounting services for Work Order 2 that began August 1, through the end of MTECC fiscal year 2025-26.
 - Integrated BILL.COM into Work Order 2. This will be implemented in September and will generate changes to the method for review, approval and sign off on invoices prior to payment.
 - Reviewed and recommended approval of invoices submitted for payments during the month of August.
 - Submitted grant reimbursement invoice for Coconut Creek Lyons Road Project. Preparing grant reimbursement invoice for Pembroke Pines Mobility Hub project in August and early September.

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Councilmember

Tim Fadgen, Vice Chair
Plantation, FL

Mayor

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Commissioner

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- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during August.
 - Reviewed WSP update the work order amendment for City of Fort Lauderdale SE 17th Street Mobility Hub. Submitted to MTECC Contracting Officer for further processing.

- Design Engineering Services (DES) LAP Library:
 - Submitted a comprehensive package in early August for FDOT for their concurrence including:
 - Matrix of LAP Project Roles and Responsibilities for FDOT, cities and support that be provided by MTECC for MTECC Members.
 - Professional Services Procurement Procedure
 - Invoice and Payment Processing Procedure.
 - Draft Request for Qualifications for Design Services Library for LAP projects and other federal funded projects
 - Draft Request for Qualifications for CEI Services Library for LAP projects and other federal funded projects
 - LAP checklist completed for procurement of professional services
 - FDOT agreed to raise the cap for the library of services from \$1.5M to \$5M. This will take an internal policy change.

Project Activities (official request for MTECC services):

- **Pembroke Pines – FDOT LAP Project 449690-1 (design FY 24-25)**
 - PMC active under Task Order for this project up to \$25,000.
 - City to use FDOT contract for the project design services.
 - PMC provided City an independent cost estimate for the design services (at the request of the City). After all costs paid to the MTECC Program Manager an invoice will be submitted to the City in September.

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- **Pembroke Pines – FTA/MPO Project 4334292 - Design Stage:**
 - PMC providing project management/design reviews.
 - CTS engineering under Work Order to deliver design services.
 - Participated in monthly status project update meetings during August. Survey complete and moving into design in August.
 - Reviewed PMC and CTS invoices for payment.
- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant – Design Stage**
 - MTECC PM providing project management/design reviews.
 - Design underway with Marlin Engineering.
 - Participated in monthly status update meeting in August on the project. – Plans at 60%, headed to 100% by September 2025. Received comments from Broward County on permit application in August. Meeting to discuss purchase of light poles and fixtures and stockpile ahead of construction.
 - Review and payment of PMC and Marlin invoices during August.
- **City of Fort Lauderdale 17th Street HUB Project – Design Stage**
 - MTECC PMC Work Order for up to \$25K for key early activities. PMC developing amendment to Work Order to add project management and design review.
 - CHA provided Notice to Proceed in late July. Kickoff meeting being scheduled for early September. Notified consultant to begin survey process.
 - Routine project meetings being scheduled.

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