



MTECC Executive Director Activities

June 2025

Board Activities:

- Finalized preparation of items for June 12 Board Meeting including recommended approval of budget amendment 3 for fiscal year 2024-25, recommended approval of amendment 1 to Project Tri-Party Agreement for Pembroke Pines Mobility Hub Project, proposed budget for fiscal year 2025-26 and routine board meeting items.
- Participated in June 12 Board Meeting.
- Discussion with Board Chair and set meeting with FDOT District 4 leadership (meeting set for July 9.)

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (June 10 and 24) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC members that have not yet paid the annual fee: Deerfield Beach, and Fort Lauderdale.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Approved amendment to CPA Work Order to support through June 30, 2025 (finish out prior work order issued by Broward MPO).
 - Discussed CPA finance and accounting services for upcoming period July 1 through the end of MTECC fiscal year 2025-26.
 - Reviewed and recommended approval of invoices submitted for payments during the month of June.
- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during June.
 - Negotiated work order amendment for City of Fort Lauderdale SE 17th Street Mobility Hub.

MTECC Board Members

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Plantation, FL

Mayor

Rex Hardin
Pompano Beach, FL

Commissioner

Caryl S. Shuham, Chair
Hollywood, FL

General Counsel

Matthew J. Pearl

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- Design Engineering Services (DES) LAP Library:
 - FDOT District 4 and Central Office staff signed off on procedures for Procurement of Professional Services and Invoice and Payment Processing procedures.
 - FDOT agreed to raise the cap for the library of services from \$1.5M to \$5M. This will take an internal policy change.
 - Initial comments received from FDOT on the draft Request for Qualifications for LAP project design services.
 - FDOT seems to be adjusting the approach for design services on LAP projects – setting up meeting with FDOT District 4 leadership to discuss the LAP project policies and approach. Meeting set for July 9 with FDOT District 4 leadership team to discuss the future approach for LAP projects.

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). Task Order will be closed out after PMC invoices for the final work in July.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
 - Design Stage:
 - PMC providing project management and design reviews.
 - CTS engineering under Work Order to deliver design services.
 - Participated in monthly status project update meeting.
 - Reviewed PMC and CTS invoices for payment. Requested more details on the CTS invoice to match to the detail in the proposal.

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- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
 - Design Services underway.
 - PMC providing project management and design reviews.
 - Design underway with Marlin Engineering.
 - Participated in monthly status project update meeting in June on the project.
 - Project is moving forward on an advanced schedule with plans at 60%.
- **City of Fort Lauderdale 17th Street HUB Project**
 - 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.
 - Design Services:
 - CHA Consulting top ranked firm.
 - Negotiations finalized in early June.
 - Budget amendment approved by the Board in June meeting to provide adequate funds for PMC and design services for the project.
 - Invoice submitted to City of Fort Lauderdale for the advance of funds to support project payments prior to grant reimbursements.
 - Design firm work order developed and reviewed during June.

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