



MTECC Executive Director Activities

October 2025

Board Activities:

- No Board meeting or activities.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (October 14 and 28) to schedule and follow up on key MTECC activities.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Review of reports and provided updates to CPA team.
 - Bill.com planned implementation delayed due to bank coordination that will occur in early November to ensure transaction process for payment in Wells Fargo. This will change the process for Project Manager, Executive Director and Board Chair approvals of invoices and payments to streamline this for more efficient and timely payment of invoices.
 - Reviewed and recommended approval of invoices submitted for payments during the month of October. Number of invoices is increasing for project activities.
 - Prepared Grant reimbursement invoice 1 for Pembroke Pines Mobility Hub project and invoice 2 for Coconut Creek Lyons Road project in October. Coconut Creek invoice 2 submitted for reimbursement. Pembroke Pines invoice 1 still in coordination with Broward MPO staff due to two FTA grant numbers.
- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during October.

MTECC Board Members

Councilmember

Tim Fadgen, Vice Chair
Plantation, FL

Mayor

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Pompano Beach, FL

Commissioner

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- Design Engineering Services (DES) LAP Library:
 - Submitted a comprehensive package in early August. Followed up with FDOT multiple times for their comments. Held a meeting with FDOT staff on October 3, 2025. FDOT reviews are not complete. Discussed this further with FDOT District Secretary Braun on October 29, 2025.
 - 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.
 - Closed out in October and invoice prepared and will be submitted in early November for reimbursement from Pembroke Pines.

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- **Pembroke Pines – FTA/MPO Project 4334292 - Design Stage:**
 - PMC providing project management/design reviews.
 - CTS engineering under Work Order delivered 30/50% design plans in October.
 - Participated in monthly status project meetings.
 - Reviewed proposed November handouts/presentation on Concept plans at 40% to 50% for project sign off for moving to final design. Public Hearing November 5 at Pembroke Pines City Hall and virtually.
 - 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 at 100% and in review by City/MTECC/County in October. Design plans complete by end of November.
 - Participated in project monthly status meetings.
 - Meetings in October to discuss, plan and develop procurement for the following activities:
 - Procurement of light poles and fixtures and stockpile ahead of construction.
 - Construction involving installation of light poles/fixtures and related activities.
 - Construction Engineering and Inspection for oversight of construction.
 - Review and payment of PMC and Marlin invoices.
- **City of Fort Lauderdale 17th Street HUB Project – Design Stage**
 - MTECC PMC providing project management/design reviews.
 - CHA Consulting design underway – surveys first major activities.
 - Participated in project status meetings.
 - Meetings with Broward County on partnering on new signal systems for three key intersections on City/County roads.
 - Review and payment of PMC invoices. Working on format for first CHA invoice.

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