



MTECC Executive Director Activities

December 2025

Board Activities:

- No Board meeting.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (December 9 and 23) to schedule and follow up on key MTECC activities.
- Finance and Accounting Services:
 - Input on year-end transactions for fiscal year ended September 30, 2025.
 - Review of first draft of MTECC financial statements for fiscal year ended September 30, 2025. Recommended updates to items for next draft of MTECC financial statements.
 - Review of reports and provided updates to CPA team.
 - Bill.com planned implementation delayed for updates to Wells Fargo and accounting system for contract payments. Anticipate moving forward in January.
 - Reviewed and recommended approval of invoices submitted for payments during the month of December.
 - Updated grant reimbursement invoice 2 for Pembroke Pines Mobility Hub project into invoice 2A (close out older grant number) and 2B. Updates to Coconut Creek Lyons Road Project invoice 2. Approved by MPO for payment to MTECC in December.
- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during December.
 - Authorized PMC to coordinate with FDOT and City of Pembroke Pines on possible new project for MTECC support.
 - Meeting with PMC and MPO staff to discuss upcoming LAP and State Earmark projects that might be options for MTECC support. Following up with Cities on near term projects.

MTECC Board Members**Councilmember**

Tim Fadgen, Vice Chair
Plantation, FL

Mayor

Rex Hardin
Pompano Beach, FL

Commissioner

Caryl S. Shuham, Chair
Hollywood, FL

General Counsel

Matthew J. Pearl

Executive Director

Lowell Clary



Page 2 of 4

- Design Engineering Services (DES) LAP Library:
 - Submitted a comprehensive package in early August. Followed up with FDOT multiple times for their comments. Despite routine follow up with FDOT the process is lagging.
 - 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 at FDOT.
 - Discussion with FDOT District 4 Director and staff in December. FDOT noted MTECC could move forward with adoption of procedures for procurement of professional services, invoicing, and related items provided MTECC felt these meet the LAP requirements. Further, that FDOT will review procurement documents when projects are moving forward in coordination with a City.

Project Activities (official request for MTECC services):

- **Pembroke Pines – FTA/MPO Project 4334292 - Design Stage:**
 - PMC providing project management/design reviews.
 - CTS engineering under Work Order delivered 30% plans and these were under review by Program Manager in November. 60% plans submittal for January.
 - Approved optional services amendment recommended by DES/PMC/City – within approved budget amount.
 - Participated in monthly status project meetings.

MTECC Board Members

Councilmember
Tim Fadgen, Vice Chair
Plantation, FL

Mayor
Rex Hardin
Pompano Beach, FL

Commissioner
Caryl S. Shuham, Chair
Hollywood, FL

General Counsel
Matthew J. Pearl

Executive Director
Lowell Clary



Page 3 of 4

- 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 plans complete in November.
 - Participated in project monthly status meetings.
 - Meetings in December on the following activities:
 - Procurement of light poles and fixtures and stockpile ahead of construction. Quotes received on December 9. Reviewed by technical team and recommended for approval that was signed off on by the Executive Director. Partnered with MTECC team and City on finalizing the contract and exhibits that were finalized December 29, 2025, and signed by Executive Director. Notice to proceed for purchase of the Light Poles was sent on January 5, 2026.
 - Construction involving installation of light poles/fixtures and related activities. Meeting to finalize the assignments and due dates. To be submitted by January 6, 2026 includes:
 - General Terms and Conditions – legal
 - Special Terms and Conditions – PMC Team.
 - Instruction for Bidders – Contracting Team
 - Design Plans and Specifications – PMC Team (complete)
 - Team will meet to finalize draft to submit to City for review by second week of January.
 - Construction Engineering and Inspection for oversight of construction. Reviewed and finalized the procurement documents in coordination with Contracting Officer and Program Manager. RFQ issued in November and proposal were received (4) on December 18. Preliminary review of the proposals and signed Confidentiality and Conflict of Interest form for next stage (ranking and negotiations in January 2026.

MTECC Board Members

Councilmember
Tim Fadgen, Vice Chair
Plantation, FL

Mayor
Rex Hardin
Pompano Beach, FL

Commissioner
Caryl S. Shuham, Chair
Hollywood, FL

General Counsel
Matthew J. Pearl

Executive Director
Lowell Clary



Page 4 of 4

- 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 completed in early December.
 - Preparation of public involvement materials for review by Program Manager.
 - Discussion of proposed optional services for foundation analysis.
 - Participated in project status meetings.
 - Review and payment of PMC invoices.

MTECC Board Members

Councilmember
Tim Fadgen, Vice Chair
Plantation, FL

Mayor
Rex Hardin
Pompano Beach, FL

Commissioner
Caryl S. Shuham, Chair
Hollywood, FL

General Counsel
Matthew J. Pearl

Executive Director
Lowell Clary