



## MTECC Executive Director Activities

### January 2026

**Board Activities:**

- No Board meeting.

**Administrative Activities:**

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (January 6 and 20) 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. Meeting with finance and accounting staff to update project receivables, revenues, and city advance accounts to finalize year end accounting.
  - Review of second draft of MTECC financial statements for fiscal year ended September 30, 2025. Recommended updates to items for next draft of MTECC financial statements. Reviewed final version and ready to submit to Auditors
  - Bill.com planned implementation still delayed for updates to Wells Fargo and accounting system for contract payments. Will go live in February, 2026
  - Reviewed and recommended approval of invoices submitted for payments during the month of January and cleaned up items on older invoices to catch up all invoices to current.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during January.
  - Discussions on web updates and schedule additional training for web updates.

### MTECC Board Members

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**Councilmember**  
Tim Fadgen, Vice Chair  
Plantation, FL

**Mayor**  
Rex Hardin  
Pompano Beach, FL

**Commissioner**  
Caryl S. Shuham, Chair  
Hollywood, FL

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**General Counsel**  
Matthew J. Pearl

**Executive Director**  
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## Page 2 of 4

- FDOT coordination and update:
  - Providing updated procedures for review and approval by the Board in February based on FDOT coordination:
    - Professional Services Procurement Procedure
    - Invoice and Payment Processing Procedure.
    - Construction Contract Procurement Procedure
  - 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.

### 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 60% plans on January 31 and these were under review by Program Manager in February. Final Design in April 2026.
  - Approved optional services amendment recommended by DES/PMC/City – within approved budget amount.
  - Participated in monthly status project meetings.
  - Reviewed and approved PMC and CTS invoices for processing for payment.
  - 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.
  - January had the following activities:
    - 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. Multiple meetings and reviews of documents to finalize the following:
      - General Terms and Conditions – legal lead
      - Special Terms and Conditions – PMC Team lead.

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- Instruction for Bidders – Contracting Team lead
- Design Plans and Specifications – PMC Team lead (complete)
- Documents reviewed by City (Special Terms and Conditions and Design Plans) for sign off
- Documents to have final edits and review with bid letting date targeted for February 10.
- Construction Engineering and Inspection for oversight of construction.
  - City review and ranking of proposals completed.
  - Signed off on the ranking.
  - Contracting Officer requested the top ranked firm to provide their fee proposal.
  - Negotiations will be in February.
- Schedule - Anticipate Pole/Lights Delivery in mid to late April. CEI to be on board in March. Construction contractor to be on board in late March/early April. Work to begin in April.
- Project Budget - Meeting with City of Coconut Creek to discuss the project budget and overall estimate. The Design Engineer of Record estimate is about 10% above the available grant funds or about \$340,000. We anticipate savings from the PMC task order of approximately \$50,000 to \$70,000. The City put up a 10% grant advance for cash flow purposes. In the meeting the City noted these funds have been budgeted and appropriated and per the Tri-Party Agreement the City is obligated to cover any overruns on the project. The City noted they would provide a letter from the City Manager to commit the 10% advance amount. This will all be reconciled once the CEI Consultant is negotiated and the Construction bids are received to help determine the amount that may be needed from the City.
- Review and payment of PMC and Marlin invoices.

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- **City of Fort Lauderdale 17<sup>th</sup> Street HUB Project – Design Stage**
  - MTECC PMC providing project management/design reviews.
  - CHA Consulting design underway
    - Survey Complete
    - 30% plans April 2026.
    - Preparation of public involvement materials for review by Program Manager.
    - Amendment to task order to add optional services for foundation analysis.
  - Participated in project status meetings.
  - Review and payment of PMC invoices.

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