



## MTECC Executive Director Activities

### November 2025

#### Board Activities:

- No Board meeting.
- Meeting with Board Chair, Board Attorney and Contracting Officer to discuss MTECC termination letter from City of Hallandale Beach.

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (November 25) 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 reports and provided updates to CPA team.
  - Bill.com planned implementation delayed for updates to Wells Fargo and accounting system for contract payments.
  - Reviewed and recommended approval of invoices submitted for payments during the month of November. Number of invoices is increasing for project activities.
  - Prepared and submitted grant reimbursement invoice 1 and 2 for Pembroke Pines Mobility Hub project and submitted grant reimbursement invoice 2 for Coconut Creek Lyons Road project in November.
  - Discussion with MPO staff on grant reimbursement invoice formats, notes and information for faster review and approval of future MTECC invoices to the MPO.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during November.
  - Meeting with FDOT-Broward County-MPO-City of Pembroke Pines-City of Miramar and MTECC to discuss LAP project that crosses City boundaries. FDOT is doing design-ROW processes. Team agreed MTECC and Pembroke Pines to implement construction and CEI in fiscal year 2027-28.

#### 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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- 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.

**Project Activities (official request for MTECC services): Page 3 of 3**

- **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.
  - Participated in monthly status project meetings.
  - Participated in the public meeting for the project on November 5. Technical difficulties with the City sound system so worked with Program Manager and City to send out follow up materials to those that signed up for the virtual meeting.
  - Reviewed PMC and CTS invoices for payment.

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- **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 November to finalize and proceed with procurement for the following activities:
    - Procurement of light poles and fixtures and stockpile ahead of construction. Reviewed final materials and Contracting Officer submitted Sole Source advertisement (for certified representative in the area to provide no less than three quotes from vendors that supply the pole and fixture.) Quotes due on December 9.
    - Construction involving installation of light poles/fixtures and related activities. Program Manager developing bid documents with Design Team. Contracting Officer and Board Attorney working on contracts and procurement documents. Provided oversight during the period.
    - 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 proposed due December 18.
  - Review and payment of PMC and Marlin invoices.
- **City of Fort Lauderdale 17<sup>th</sup> Street HUB Project – Design Stage**
  - MTECC PMC providing project management/design reviews.
  - CHA Consulting design underway – surveys mostly done by end of November (completed in early December.)
  - Preparation of public involvement materials for review by Program Manager.
  - Participated in project status meetings.
  - Review and payment of PMC invoices. Finalized format for first CHA invoice to be submitted.

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