



MTECC Executive Director Activities

September 2025

Board Activities:

- Finalize Preparation of items for September 4, 2025, Board Meeting.
- Participate in September 4, 2025, Board Meeting.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (September 2, 16, and 30) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC members that have not yet paid the annual fee: Fort Lauderdale paid their fee in September.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Meeting with CPA Team and MTECC Team to clarify and update project expense transactions in the correct budget categories. Requested and established a new report to track City Advances for each Project.
 - Participated in Bill.com training. Planned implementation October 15, 2025. 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 September.
 - Received grant reimbursement 1 for Coconut Creek Lyons Road Project. Preparing grant reimbursement invoice 1 for Pembroke Pines Mobility Hub project and invoice 2 for Coconut Creek Lyons Road project in September and early October.

MTECC Board Members

Councilmember
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Plantation, FL

Mayor
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Commissioner
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- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during September.
 - Reviewed and finalized WSP update for the work order amendment for City of Fort Lauderdale SE 17th Street Mobility Hub. Finalized on October 1.

- Design Engineering Services (DES) LAP Library:
 - Submitted a comprehensive package in early August. Followed up with FDOT multiple times for their comments. A meeting is scheduled with FDOT staff to discuss on October 3, 2025. The goal is to bring this to the MTECC Board on October 30, 2025, provided the input is received timely.
 - 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.
 - PMC provided City an independent cost estimate for the design services (at the request of the City). After all costs paid to the MTECC Program Manager an invoice will be submitted to the City in October.

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- **Pembroke Pines – FTA/MPO Project 4334292 - Design Stage:**
 - PMC providing project management/design reviews.
 - CTS engineering under Work Order to deliver design services.
 - Participated in monthly status project update meetings during the month.
 - City Workshop in November on Concept plans at 40% to 50% for project sign off for moving to final design.
 - 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% by end of September and now under review by City, MTECC and County for comments and final design by end of November.
 - Participated in project monthly status update meeting during the month.
 - Partnering with PMC, Legal Counsel and MTECC Contracting Officer to develop procurement of light poles and fixtures and stockpile ahead of construction. Anticipate procurement starting in October.
 - Review and payment of PMC and Marlin invoices during the month.
- **City of Fort Lauderdale 17th Street HUB Project – Design Stage**
 - MTECC PMC Work Order amended to provide project management and design reviews.
 - CHA Consulting Kickoff meeting being held in early September. Survey is moving forward on the project site.
 - Routine project meetings scheduled starting in early October.

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