



MTECC Executive Director Activities

February 2026

Board Activities:

- Prepared items for the Board Meeting Agenda.
 - Summaries of Approval Items
 - Reviewed and signed off on Meeting Agenda
- Participated in February 12, 2026, Board Meeting

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (February 3 and 17) 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.
 - Identified key issues with the budget reporting prepared by the outside CPA firm. Adjusted to prepare budget to actual reports for the General Fund and Projects (Coconut Creek) for February 12, 2026, Board meeting. Provided concerns to CPA firm for follow up.
 - Bill.com planned implementation still delayed for updates to Wells Fargo and accounting system for contract payments. Still issues with Wells Fargo that expect to be resolved in March 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 February.
 - Authorized PMC initial activities on project being considered for Pembroke Pines/Miramar from General Task Order.

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

- FDOT coordination and update:
 - Finalized procedures approved by the Board in February based on FDOT coordination:
 - Professional Services Procurement Procedure
 - Invoice and Payment Processing Procedure
 - Developed and working to finalize Construction Contract Procurement Procedure for review by the Board at the March Board meeting.
 - 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.
 - Finalizing Professional Services Procurement package for a library of consultants for CEI services

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.
 - Participated in monthly status project meetings.
 - Reviewed and approved PMC and CTS invoices for processing for payment.
 - Prepared MTECC Invoice 3 for Pembroke Pines Mobility Hub Project and submitted to Broward MPO for grant reimbursement.
- **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.
 - February had the following activities:
 - Light Poles/Fixtures ordered in January to be delivered in April.
 - meetings and reviews of documents to finalize and issued bid package that includes the following:

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

- Construction Contract Procurement finalized and bid package issued in February involving installation of light poles/fixtures and related activities. Multiple Instruction for Bidders
 - General Terms and Conditions
 - Special Terms and Conditions
 - Design Plans and Specifications – PMC Team lead (complete)
 - Forms
 - Exhibits
 - HUD Grant Agreement
 - Project Tri-Party Agreement
- Bids are due March 24, 2026
- Construction Engineering and Inspection for oversight of construction.
 - Two negotiations held between the top ranked firm (HBC Engineering), City and MTECC Team in February.
 - Final items to be wrapped up in early March with contract execution by end of March.
 - Negotiation amount within the FY 2025-26 MTECC Approved Budget
- Schedule - Anticipate Pole/Lights Delivery in mid to late April. CEI to be on board in March. Construction contractor to be on board in early April. Work to begin in April.
- Project Budget – Will be monitored and updated based on low bid. City of Coconut Creek is verbally okay with using the City Advance of 10% above the available grant funds or about \$340,000 if needed. We anticipate savings from the PMC task order of approximately \$50,000 to \$70,000.
- Review and payment of PMC and Marlin invoices.
- Developed and submitted Coconut Creek Lyons Road MTECC Invoice 3 to the Broward MPO for grant reimbursement.

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



- **City of Fort Lauderdale 17th Street HUB Project – Design Stage**
 - MTECC PMC providing project management/design reviews.
 - CHA Consulting design underway
 - Survey Complete
 - 30% plans April 2026.
 - Meeting held to discuss public meetings in the corridor and approach to generate interest in meetings and process.
 - Participated in project status meetings.
 - Review and payment of PMC invoices.
 - Developed and submitted Fort Lauderdale SE 17th Street Mobility Hub MTECC Invoice 1 to the Broward MPO for grant reimbursement.

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