

**DRAFT**  
**MEETING MINUTES**  
**METRO TRANSPORTATION ENGINEERING AND**  
**CONSTRUCTION COOPERATIVE (MTECC)**  
**100 WEST CYPRESS CREEK ROAD**  
**6<sup>TH</sup> FLOOR, SUITE 650**  
**FORT LAUDERDALE, FLORIDA 33309-2181**  
**THURSDAY, FEBRUARY 12, 2026, 11:00 A.M.**

**Members**

Chair Caryl Shuham, Commissioner, City of Hollywood  
Vice Chair Tim Fadgen, Councilmember, City of Plantation  
Rex Hardin, Mayor, City of Pompano Beach

**Staff / Also Present**

Lowell Clary, MTECC Executive Director  
Matthew Pearl, MTECC General Counsel  
Christine W. Fanchi, MTECC  
Julia Ronquillo, Broward MPO  
Oscar Nelson, Broward MPO  
Paula Prusinski, Broward MPO

**REGULAR ITEMS**

**1. Call to Order**

The meeting was called to order at 11:00 a.m.

**2. Approval of Minutes**

**Motion** made, and duly seconded, to approve. In a voice vote, the **motion** was approved unanimously.

**3. Approval of Agenda**

**Motion** made, and duly seconded, to approve. In a voice vote, the **motion** was approved unanimously.

**ACTION ITEMS**

**1. MOTION TO APPROVE: Approval of the Updated Professional Services Procurement Procedure**

Chair Shuham requested confirmation that this update would ensure that MTECC will be a Local Agency Program (LAP) -certified entity going forward. MTECC Executive

Director Lowell Clary replied that this would be the case for procurement. Municipalities will remain involved with project management. The Florida Department of Transportation (FDOT) has reviewed the procurement process extensively and has indicated that they can certify MTECC's procurement processes for projects going forward.

Mr. Clary further clarified that when projects are brought forward for MTECC, they will go through the library selection process much faster than if individual procurement was required. Individual procurement typically involves working with FDOT and can take nine months or longer, while the library process takes roughly two months.

**Motion** made, and duly seconded, to approve the updated Professional Services procedure. In a voice vote, the **motion** passed unanimously.

## **2. MOTION TO APPROVE: Approval of the Invoice and Payment Processing Procedure**

Mr. Clary explained that this procedure is more detailed than what might normally be expected. Clips of applicable Florida Statutes are included in the documentation. This change has been discussed with, and is required by, FDOT.

Chair Shuham noted that the updated procedure provided her with a greater level of comfort, as it demonstrates that work has proceeded to the extent reflected in invoices. Mr. Clary added that there will be an additional signature required of the municipality's project manager as part of the LAP process.

**Motion** made, and duly seconded, to approve the revised invoice and payment processing procedure. In a voice vote, the **motion** passed unanimously.

## **DISCUSSION ITEMS**

### **1. MTECC Project Status Update**

Mr. Clary reported that the design is complete for the Coconut Creek lighting project on Lyons Road, and procurement for construction and engineering is being finalized. The City has asked MTECC to undertake procurement for them. Documents are being prepared for this process, which Mr. Clary estimated will be in the \$2.5 million range. The procurement process takes approximately 45 days and will include receipt and review of bids.

Mr. Clary further clarified that this bid process would not be limited to MTECC's library of services, but would be an open process. Bidders must be pre-qualified by FDOT. If a project exceeds \$5 million, there will be additional talks between MTECC and FDOT regarding bid capacity to ensure the bidder has adequate bonding for the project, as well as insurance and any other required elements.

Mr. Clary continued that lighting for the Lyons Road project has already been pre-ordered and will be titled in the City's name. MTECC will oversee the construction of the project.

General Counsel Matthew Pearl reviewed the Tri-Party Agreement, noting that MTECC has done as much as possible within this framework to remove itself from any pursuit of claims. Mr. Clary advised that MTECC will hire a construction engineering inspection firm which will be on-site daily and acts as MTECC's agent under the law. This firm will retain a part-time supervisor and a project manager who will also oversee this work. MTECC and the City will also each provide project managers.

Mr. Clary continued that in terms of procurement of professional services, MTECC has been delegated the authority within the budget to move forward with the project's procurement, execution of contracts, and negotiations without any of these items coming back to the Board. A construction procurement procedure will be brought before the Board for adoption at their March 2026 meeting.

Mr. Clary continued that the City of Coconut Creek is pleased with how quickly the process has gone. He noted that the project estimate from the engineer of record is slightly higher than MTECC's budget; the City has indicated that MTECC may use advanced funds if necessary, as these have already been budgeted and appropriated by the City.

Chair Shuham advised that the Board is relying on Mr. Clary to let them know if any issues arise which might require a special meeting. Mr. Clary stated that this was discussed at length with the City, which indicated they are more comfortable with MTECC overseeing the project.

Mr. Clary addressed the Pembroke Pines project, which is approaching the 60% planning level. This project is a mobility hub in the City Center area. He anticipated that construction will begin during the summer.

The Fort Lauderdale mobility hub project on SE 17 Street is also moving toward 30% completion of plans. This project includes a crossing with the FEC Railway line, a small portion of which is within FEC's right-of-way. Discussion of which party will do the work is currently ongoing. Public meetings on this project will begin in April 2026.

Mr. Clary continued that there is a LAP process underway for a project in Miramar which will require acquisition of right-of-way. FDOT has completed most of the design work and the acquisition process is underway. MTECC will provide oversight for the construction phase. Miramar will be asked to join MTECC in the future.

There was discussion of preparing a presentation on MTECC to encourage new member cities. Mr. Clary emphasized MTECC's role as a support entity for participating cities that may not have sufficient staff to realize projects on their own.

## **2. Executive Director's Reports**

Mr. Clary noted that WSB's contract will reach the end of its three-year term in 2026, and the option for renewal for an additional two years will be brought before the Board for consideration.

Mr. Clary advised that the City of Hallandale Beach has made a change to its transportation and public works staffs; the individual responsible for these components feels capable of moving forward with LAP projects and has added more staff to assist with this process. They have sent a letter to MTECC indicating that they wish to withdraw from the collective.

Mr. Clary continued that from an administrative perspective, this decision must be made by Hallandale Beach's City Commission rather than by staff. Because this has not yet been done, the 180-day termination time frame has not yet begun. He has reached out to the City for additional clarity but has not yet received a response.

## **3. PMC Report**

None.

## **4. General Counsel's Report**

None.

## **5. Budget to Actual Report**

None.

## **6. Board Comments**

There being no further business at this time, the meeting was adjourned at 11:39 a.m.