



MTECC Executive Director Activities

March 2026

Board Activities:

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

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (March 4, 17, and 31) 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. These items have been very challenging with the current outside CPA staff requiring extra time of MTECC staff and the audit team. This is being addressed with the MTECC team and the outside CPA over the next month.
 - Worked to help resolve key issues with the budget reporting prepared by the outside CPA firm. 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. Hope to have resolved in April.
 - Reviewed and recommended approval of invoices submitted for payments during the month of February 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 March.
 - Discussed staffing and rate updates. Discussed ongoing task orders. .

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- Policies/Procedures/Procurement Update:
 - Finalized procedures approved by the Board in March for Construction Contract Procurement Procedure.
 - Approved final scope for 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 working toward 100% plan.
 - Received work FDOT approved pedestrian signal across Pines Blvd that had previously been turned down. Updated design schedule to add design of the signal.
 - Final Design in June 2026.
 - Participated in monthly status project meetings.
 - Reviewed and approved PMC and CTS invoices for processing 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.
 - February had the following activities:
 - Light Poles/Luminaires ordered and Luminaires delivered 3/24/26. Poles to be delivered in April..
 - Construction Contract Procurement bids received 3/24/26. Low Bid under review by procurement, program management and Technical Review Committee (TRC.) Approved TRC recommendation for Award to apparent low bid after all reviews were complete. Anticipate Construction to start late April.
 - Construction Engineering and Inspection for oversight of construction. Finalized negotiations and reviewed contracts. The contract was executed on 3/24/26 and the work started the same day with review of the delivered luminaires.

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- Project Budget – Costs were being accumulated for all existing contracts and the construction bid to come to the final amount required to complete the Project. Finalized updated costs and provided to the City of Coconut Creek to prepare a letter approving use of the City Advance of \$349,312 to support completion of the project. Began preparation of the budget amendment to add these funds to the project and update the expense categories required to complete the Project.
 - This includes savings of \$60,000 on the Work Order for the Program Manager and \$5,000 on the Design Services Work Order, with are being reallocated to fund the completion of the Project..
- Review and payment of PMC and Marlin invoices.
- **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 delivered 3/31/26.
 - Meeting held to discuss public meetings in the corridor and approach to generate interest in meetings and process. Public meetings are scheduled for April.
 - Participated in project status meetings.
 - Review and payment of PMC invoices and CHA invoices.

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Potential Projects

- **Deerfield Beach** – The City has a new public works director. A discussion was held in March with the City public works director and we plan to have further discussions to see how MTECC can best integrate into the deliver of LAP projects for the City. This includes the following project that is currently in design with construction funded in fiscal year 2026-27
 - Project Number 4455291 - 2021 MPO CSLOP # 17 VARIOUS LOCATIONS: NW 45TH STREET FROM NW18TH TERRACE TO MILITARY TRAIL; CRYSTAL LAKE DR FROM NW 45TH STREET TO MILITARY TRAIL. - fiscal year 2026-27 **\$2,411,194**
- **Pembroke Pines/Miramar** – A meeting was scheduled of April 9 to discuss two projects that cover both cities. This would be for construction of the projects.
 - 4369801 - PEMBROKE ROAD FROM DOUGLAS ROAD (SW 89 AV) TO SR-817/UNIVERSITY DRIVE – FDOT is providing the design and right-of-way acquisition for the project. In a prior meeting all parties agreed Pembroke Pines would be the lead with MTECC supporting delivery. fiscal year 2027-28 **\$14,227,663**
 - 4496901 - PEMBROKE RD FROM SW 145TH AVE TO FLAMINGO ROAD – Design is underway for a trail for bikes and pedestrians by the City and FDOT. Pembroke Pines has been asked to construct the project.. fiscal year 2027-28 **\$7,495,223**

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