

Seat 1 - Dennis Hayes, Supervisor Seat 2 - Sal Torname, Supervisor Seat 3 - Larry McMurry, Vice Chairman Seat 4 - Duane Johnson, Chairman Seat 5 - Phil Walker, Supervisor

#### Monthly Board Meetings are held at: District Office Board Room

984 Old Mill Run The Villages, FL 32162 The Villages, Florida 32162

AGENDA

#### March 15, 2019 11:30 AM

Notice to Public: Audience Comments on all issues will be received by the Board.

- 1. Call to Order
  - A. Roll Call
  - B. Pledge of Allegiance
  - C. Observation of Moment of Silence
  - D. Welcome Meeting Attendees
  - E. Audience Comments

### **NEW BUSINESS:**

- Approval of the Minutes
   Approval of the Minutes for the Meeting held on February 15, 2019
- 3. Discussion Item: Operating Policies and Procedures
- Long-term Investment Portfolio
   Approval of Increase to Long-Term Investment Portfolio

## **OLD BUSINESS:**

Old Business Status Update
 Old Business Status Update - March 15, 2019

## **PUBLIC HEARINGS:**

6. Case No. D8-03-19 VCDD No. 8 vs. Kevin & Jean McCabe, 1790 Hallandale Lane

\*\*Support documentation can be obtained from the District Clerk's Office""

- A. Staff Presentation of the Facts
- B. Open Public Hearing
- C. Owner/Interested Party Presentation
- D. Close Public Hearing
- E. Board Discussion/Determination

### **INFORMATIONAL ITEMS ONLY:**

7. Financial Statements

Budget to Actual Statements as of January 31, 2019

8. DPM Monthly Report

### **REPORTS AND INPUT:**

- 9. District Manager Reports
  - A. Updated Resident Academy Flyer
  - B. Ex-parte Communication
  - C. Reminder: District Government Update Meeting
- 10. District Counsel Reports
- 11. Supervisor Comments
  - A. Supervisor Hayes: PWAC After Agenda
- 12. Adjourn

### **HOSPITALITY \* STEWARDSHIP \* CREATIVITY \* HARD WORK**

#### <u>NOTICE</u>

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. Audio recordings of Board meetings, workshops or public hearings are available for purchase per Florida Statute 119.07 through the District Clerk for \$1.00 per CD requested. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (352) 751-3939 at least five calendar days prior to the meeting.



# AGENDA REQUEST

SUBJECT:	Approval of the Minutes
DATE:	3/15/2019
FROM:	Jennifer McQueary, District Clerk
TO:	Board of Supervisors Village Community Development District 8

**ISSUE:**Approval of the Minutes for the Meeting held on February 15, 2019

### **ANALYSIS/INFORMATION:**

Staff requests approval of the Minutes for the Meeting held on February 15, 2019.

**<u>STAFF RECOMMENDATION</u>**: Staff recommends approval of the Minutes for the Meeting held on February 15, 2019.

MOTION: Motion to approve the Minutes for the Meeting held on February 15, 2019.

### **ATTACHMENTS:**

Description2-15-19 Minutes

Type Cover Memo

### MINUTES OF MEETING VILLAGE COMMUNITY DEVELOPMENT DISTRICT NO. 8

A Meeting of the Board of Supervisors of Village Community Development District No. 8 was held on Friday, February 15, 2019 at 11:30 a.m. in the District Office Large Conference Room, 984 Old Mill Run, The Villages Florida, 32162.

Board members present and constituting a quorum:

Duane Johnson	Chairman
Larry McMurry	Vice Chairman
Dennis Hayes	Supervisor
Phil Walker	Supervisor

### Staff Present:

Richard Baier	District Manager
Kenny Blocker	Assistant District Manager
Valerie Fuchs	District Counsel
Diane Tucker	Administrative Operations Manager
Sam Wartinbee	District Property Management Director
Anne Hochsprung	Finance Director
Brittany Wilson	Director of Technology and Board Services
Jennifer McQueary	District Clerk
Candice Harris	Deputy District Clerk

### FIRST ORDER OF BUSINESS: Call to Order

#### A. Roll Call

Chairman Johnson called the meeting to order at 11:31 a.m. and stated for the record that four (4) Supervisors were present representing a quorum. Sal Torname was absent.

### B. Pledge of Allegiance

Chairman Johnson led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Board observed a moment of silence for those who have served their Country and community.

D. Welcome Meeting Attendees

The Board welcomed all those residents in attendance.

E. Audience Comments

No audience comments were received

### **SECOND ORDER OF BUSINESS:** Approval of the Minutes

On MOTION by Dennis Hayes, seconded by Phil Walker, with all in favor, the Board approved the Minutes for the Meeting held on January 18, 2019.

Supervisor McMurry advised that he would like consideration to be given to have the "Observation of a Moment of Silence" read "for those who have lost their lives in service of their Country and community."

Chairman Johnson stated that he would like this item addressed as part of the Operating Policies and Procedures discussion.

## THIRD ORDER OF BUSINESS: Acceptance of Audit Report for Fiscal Year 2017/2018

Anne Hochsprung, Finance Director, advised that Purvis Gray & Company, the District's Auditor, have completed the audit report for Fiscal Year 2017/2018 and reviewed the Statement of Activities as well as the Balance Sheet of Governmental Funds with the Board. The following items were highlighted from the Fiscal Year 2017/2018 audit:

- The assets and deferred outflows of the District exceeded its liabilities and deferred inflows as of September 30, 2018, \$85,548,441 (net position). This was a decrease from the net position at the end of the preceding year of \$1,010,758. Of the total net position, \$6,426,498 of unrestricted net position exists that can be used at the discretion of the Board of Supervisors.
- Depreciation expenses on existing capital assets for the current fiscal year amounted to \$2,467,096 to show the need for the gradual replacement of these assets over time.

- At the close of the fiscal year, the District's General Fund reported a fund balance of \$6,426,498, a net increase of \$830,286 compared to the prior year. A commitment for renewal and replacement of \$3,914,398 existed at the end of this year, with the remaining balance of \$2,512,100 as unassigned fund balance.
- At the end of Fiscal Year 2017/2018, the Debt Service Fund balance was \$1,856,678 all restricted for future debt service. Total fund balance for all governmental funds was \$8,280,176.

Mark White with Purvis & Gray, the District's Auditors, advised an unmodified opinion has been issued and believes that the financial statements are fairly presented in accordance with generally accepted accounting principles and are free from material mistakes. Mr. White thanked Staff for their cooperation in providing all necessary documents to them for the completion of their audit. Mr. White responded to the inquiries of the Board.

Mr. White responded to the Board's inquiries to the 2017/2018 audit.

The Board thanked the auditors for the report provided.

On MOTION by Dennis Hayes, seconded by Phil Walker, with all in favor, the Board accepted the Village Community Development District No. 8 2017/2018 Audit.

### FOURTH ORDER OF BUSINESS: Approval of FY 19-20 Budget Calendar

Barbara Kays, Budget Director, advised that the District's Fiscal Year 2019/2020 budget calendar has been provided and advised that a Budget Workshop has been scheduled for Monday, May 13, 2019 at 11:00 a.m. in the District Office Large Conference Room to include a review of the Fiscal Year 2019/2020 recommended budget by line-item detail, provide Capital Improvement Plan (CIP) updates, and discuss the proposed maintenance assessment rates. Ms. Kays stated approval of the Proposed Budget will occur during the regular Board meeting on Friday, June 7, 2019 at 11:30 a.m. in the District Office Large Conference Room, and the Public Hearing to adopt the Final Budget will occur during the regular Board meeting to adopt the Final Budget will occur during the regular Board meeting to adopt the Final Budget will occur during the regular Board meeting on Friday, September 6, 2019 at 11:30 a.m. in the District Office Large Conference Room.

Supervisor Walker inquired as to the time of the May Budget Workshop. Your cover letter states the May Budget Workshop will begin at 11:30 a.m. and the Budget Calendar in the packet states 11:00 a.m. Barbara Kays confirmed 11:30 a.m. is the correct start time for the May Budget Workshop.

On MOTION by Phil Walker, seconded by Dennis Hayes, with all in favor, the Board approved the Village Community Development District No. 8 FY 2019-20 Budget Calendar.

Chairman Johnson advised that he will not be in attendance at the Budget Workshop.

#### FIFTH ORDER OF BUSINESS: Operating Policies and Procedures

Brittany Wilson, Director of Technology and Board Support Services, advised that a draft of the Operating Policies and Procedures was provided to the Board via email and as an attachment to the agenda package. Staff has conducted a review of the District's existing Policies and Procedures, Statutory requirements, Operating Policies and Procedures from other governmental entities and existing policies that the Board has adopted throughout the years, which have been incorporated into the document presented. Ms. Wilson advised that Staff has highlighted those areas where options have been provided to the Board for consideration and are requesting that the Board review the document and provide comments to Staff to be incorporated prior to the March Board Meeting. Once the Operating Policies and Procedures have been finalized, Staff will move forward with the advertisement process for the Board to hold a Public Hearing to adopt the Rule. Staff responded to the Board's inquiries and Valerie Fuchs, District Counsel, responded to the Board's inquiries regarding the Sunshine Law.

#### SIXTH ORDER OF BUSINESS: Architectural Review Manual

Candy Dennis, Community Standards Manager, advised that during the January 10, 2019 meeting Staff presented proposed revisions to the Architectural Review Manual for consideration. During the Board Meetings held additional revisions were identified for the language pertaining to pavers, driveway painting for patio villas, front door and garage door painting for courtyard and patio villas and providing the necessary language for gate movement and adjusting of a sidewalk when

corner/end lot courtyard villas construct a golf cart addition, which have been indicated in blue. Ms. Dennis stated that Staff is requesting that the Board approve the proposed revisions to the Architectural Review Manual. Staff responded to the Board's inquiries.

Supervisor Walker advised there will be an opening for the Architectural Review Committee Alternate Representative for District 8 and inquired if the interviewing process will occur during the March 2019 meeting. Ms. Dennis advised that Staff is preparing agenda items for the March 15, 2019 meeting.

Ms. Dennis responded to Chairman Johnson's inquiry regarding Section 2.11 of the Architectural Review Manual.

On MOTION by Phil Walker, seconded by Dennis Hayes, with all in favor, the Board approved the Village Community Development District No. 8 Proposed Revisions to the Architectural Review Manual effective February 15, 2019.

### SEVENTH ORDER OF BUSINESS: Old Business Status Update

Mr. Baier advised that Staff will provide the Board with information about the revised Purchasing and Procurement Policies at an upcoming meeting.

Sam Wartinbee, District Property Management Director, advised that a review of the multimodal path along Buena Vista Boulevard between Stillwater Trail and Old Mill Run was completed and stated that there are currently areas that have been patched but no additional work is necessary; however, there is one location on the southbound side close to the median area which will need additional review because it is believed that there is a tree root causing damage.

Supervisor Walker stated that he communicated a concern with Sumter County about the maintenance of a portion of roadway along St. Charles between Buttonwood and Pennecamp, and was advised that it would be reviewed as part of the county's long-range maintenance schedule. Mr. Baier advised that he had also forwarded the concern to the county, but is aware that the large portion of dollars to be expended by Sumter County will be for the repaving of portions of Buena Vista and Morse Boulevard.

#### EIGHTH ORDER OF BUSINESS: Financial Statements

The Budget to Actual Statement as of December 31, 2018 was provided to the Board as information.

#### NINTH ORDER OF BUSINESS: DPM Month Report

The DPM Monthly Report was provided to the Board as information.

Supervisor Hayes stated that there are diffusers in the Water Retention Area (WRA) along Bailey Trail and requested clarification as to why they were installed. Mr. Wartinbee advised that the District is working with Arnett Environmental and Jacobs, the District's contractors, to reduce phosphates in those reclaimed ponds. All costs for the diffusers are being funded by the Championship Golf Course.

### TENTH ORDER OF BUSINESS: District Manager Reports

Mr. Baier advised that there will be a public meeting scheduled in April for the Supervisors and Committee members to attend, as well as the public, which will provide an update of activities occurring in the District.

## ELEVENTH ORDER OF BUSINESS: District Counsel Reports

There were no District Counsel Reports.

### **TWELFTH ORDER OF BUSINESS:**

### A. Supervisor Hayes: PWAC After Agenda

Supervisor Hayes advised that an After Agenda from the Project Wide Advisory Committee (PWAC) meeting held on February 11, 2019 was provided to the Board and highlighted the following items:

- The Committee approved the proposed budget calendar for Fiscal Year 2019/2020.
- The Committee recommended award of the multi-modal path tunnel guide sign project to the Sumter Landing Community Development District (SLCDD) Board.

- Staff advised that a monthly review of the Morse Boulevard embankment is occurring by the District's Structural Engineer and consideration is being given to either utilizing divers to video the embankment underneath the water level and provide the information to the engineers on the shoreline or to utilize laser leveling which would also show if additional degradation has occurred.
- The Committee approved a Landscape Policy.
- The PWAC will hold an informational Workshop on February 28<sup>th</sup> from 6:00 p.m. until 8:00 p.m. at the Rohan Regional Recreation Center from 6 to 8 p.m.
- The PWAC will hold a Joint Workshop with the Amenity Authority Committee (AAC) on March 20, 2019 at the Savannah Regional Recreation Center to review the amenity fee deferral rate.
- B. IAC Update

Kenny Blocker, Assistant District Manager, advised that the Investment Advisory Committee (IAC) met on Tuesday, February 5, 2019 and highlighted the following items reviewed:

- The Short-Term Investment Portfolios (STIP) are invested in cash, the Florida Education Investment Trust Fund (FEITF), Florida Class, FL Fit Enhanced Cash, and Florida Local Government Investment Trust (FLGIT).
- FEITF ended the quarter yielding 2.55%, which was an increase of .35% from the end of last quarter's performance;
- Florida Class ended the quarter yielding 2.58% which was an increase of .35% from the end of last quarter's performance;
- The FIT Enhanced Cash fund's last 12-month performance was 2.00% and had a quarterly return of .58%;
- FLGIT's Short-Term Bond Fund had a 12-month total return performance of 1.53%. The 4<sup>th</sup> quarter return was .58% and;
- The Long-Term Investment Portfolio (LTIP) 12-month total return was -4.10% compared to the benchmark's return of -4.77%. Since inception (as of November 1, 2014), the Portfolio returned 4.38% compared to the benchmark return of 3.96%.

Mr. Blocker responded to the Board inquiries.

#### **THIRTEENTH ORDER OF BUSINESS:**

Adjourn

The meeting was adjourned at 1.01 p.m.

## On MOTION by Larry McMurry, seconded by Dennis Hayes, with all in favor, the Board adjourned the meeting.

Richard J. Baier Secretary

Duane Johnson Chairman



# AGENDA REQUEST

SUBJECT:	Discussion Item: Operating Policies and Procedures
DATE:	2/7/2019
FROM:	Richard J. Baier, District Manager
TO:	Board of Supervisors Village Community Development District 8

## **ISSUE:**

# **ANALYSIS/INFORMATION:**

## **STAFF RECOMMENDATION:**

## **MOTION:**

## **ATTACHMENTS:**

Description

D Draft Operating Policy

Type Cover Memo

# DRAFT GENERAL AND PROCEDURAL RULES TABLE OF CONTENTS

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1.6	Rulemaking Proceedings
1.7	Decisions Determining Substantial Interests
1.8	Purchasing Policies and Procedures
1.9	Effective Date

## **1.1 General Introduction.**

- 1) The Village Community Development District No. X (the "District") was created pursuant to the provisions of Chapter 190, Florida Statutes, to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these Rules of Procedure (the "Rules") is to describe the general operations of the District. Any conflict or need for clarification arising out of the following Rules shall be resolved, where applicable, by law. Any amendments to the Rules shall be administratively prepared and adopted by the Board of Supervisors. These Rules are adopted to guide the District through its primary operations and functions. They are designed to provide the structure needed to conduct District business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.
- 2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.

# **1.2** Standards of Civil Discourse.

1) The District encourages citizen participation in the democratic process and recognizes and protects the right of freedom of speech afforded to all. As the Board conducts the business of the District, rules of civility shall apply. District Board Supervisors, Staff members, and members of the public are to respectfully communicate. Persons shall speak only when recognized by the Board Chair and, at that time, refrain from engaging in personal attacks or derogatory or offensive language. Outbursts will not be tolerated and those who do not conduct themselves in a respectful and lawful manner shall be subject to removal. It shall be the responsibility of each individual to demonstrate civility.

## **1.3** Board of Supervisors; District Manager, Officers, and Voting.

- <u>Board of Supervisors.</u> The Board of Supervisors of the District (the "Board") shall exercise the powers granted to the District. The Board shall consist of five members. Members of the Board must be residents of Florida and citizens of the United States. Qualified Board Supervisors must reside in the District.
- 2) <u>District Manager.</u> The Board shall employ a District Manager. The District Manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of state statutes, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed within the legal purview of the Board.
- 3) <u>Term of Supervisors.</u> Board Supervisors shall hold office pursuant to Section 190.006, Florida Statutes. If, during the term of office of any Board Supervisor(s), one or more vacancies occur, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the unexpired term(s).

## a. Options for Filling Vacancies

i. Application Process for Vacancy

- 1. Vacancy will be advertised to residents of the District to solicit qualified applicants.
- 2. A special meeting will be scheduled to conduct applicant interviews.
- 3. A bank of questions will be developed by the District Manager for random selection during the interviews.
- 4. At the completion of interviews, the Board will utilize a ballot to cast their vote for the respective applicants which shall be signed by each Board Supervisor; individual ballot results will be announced by the District Clerk.
- 5. Applicant with the majority vote will be sworn into office following a formal nomination and majority vote by the Board.
- ii. Recommended replacement by outgoing supervisor.
- 4) <u>Compensation.</u> In accordance with Section 190.006, Florida Statutes, each Board Supervisor is entitled to receive an amount not to exceed \$200 per meeting of the Board of Supervisors, not to exceed \$4,800 annually.
- 5) <u>Vacancies; Quorum.</u> Three members of the Board physically present in the same location shall constitute a quorum for the purposes of conducting its business and exercising its powers and for all other purposes. When a quorum is not present, the meeting shall be cancelled in accordance with the Board's established policy. However, if three or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in these Rules or required by State Statutes.

- 6) <u>Officers.</u> At any Board meeting held after each election where the newly elected members take office, the Board may select a chair, vice chair, treasurer and secretary. Such selection may be deferred to subsequent meetings. The District Manager shall serve as secretary and treasurer.
  - a. The chair must be a member of the Board. If the chair resigns from that office or ceases to be a member of the Board, the Board shall select a chair to serve the remaining portion of the term, after filling the board vacancy. The chair may be authorized to sign checks and warrants for the District, countersigned by the treasurer or other persons authorized by the Board. The chair may convene and conduct all meetings of the Board. In the event the chair is unable to attend a meeting, the vice chair or other member of the Board may convene and conduct the meeting.

## i.Options for Selection of a Board Chair

- 1. Nomination and majority vote by Board following a general election
- 2. Rotation of seats
- 3. Annual or bi-annual review
- b. The vice chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the vice chair resigns from that office or ceases to be a member of the Board, the Board shall select a vice chair to serve the remainder of the term, after filling the Board vacancy.

### i.Options for Selection of Vice Chair

- 1. Nomination and majority vote by Board following a general election
- 2. Rotation of seats
- 3. Annual or bi-annual review
- 7) <u>Committees.</u> The Board may establish committees of the District or provide representation on established committees by formal motion referencing this Rule, either on a permanent or temporary basis, to perform specifically-designated functions. Committees may include individuals who are not members of the Board, but must be a property owner who maintains permanent residency in the District. Committee representation shall be reviewed annually at the October Board Meeting following the beginning of a new fiscal year. Committee representation will be determined by nomination and majority vote by the Board.
- 8) <u>Record Book.</u> The District shall keep a permanent record book entitled "Record of Proceedings of the Village Community Development District No. X," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, bonds and corporate acts.

- 9) <u>Meetings.</u> The Board shall establish a schedule of regular meetings and may also meet upon call of the chair or three Board Supervisors. Nothing herein shall prevent the Board from holding other meetings as it deems necessary or from canceling any regularly scheduled meetings. A previously noticed regular meeting may be canceled, provided that notice of cancellation shall be given in substantially the same manner as notice for the meeting or in such other manner as may provide substantially equivalent notice of cancellation. Meetings will be cancelled in accordance with the Board's policy adopted via resolution. All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.
- 10) <u>Voting Conflict of Interest.</u> The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote. Nothing in this Rule shall prohibit the Board Supervisor with a voting conflict of interest from voting on a matter. For the purposes of this section, "voting conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time.
  - a. When a Board Supervisor knows that he/she has a conflict of interest on a matter coming before the Board, the member should notify the Board's secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes of the meeting. The Board Supervisor may then vote. The Board's secretary shall prepare a memorandum of voting conflict which shall then be signed by the Board Supervisor that had the conflict.
  - b. If a Board Supervisor inadvertently votes on a matter and later learns he or she has a conflict thereon, the member shall immediately notify the Board's secretary. Within fifteen days (15) days of the notification, the member shall file the appropriate memorandum of voting conflict which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Board Supervisors and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board Supervisor's vote shall be unaffected by this filing.
- 11) <u>Board Supervisor Conduct.</u> No individual Board Supervisor shall direct the District Manager to perform extensive research, take action on a policy matter, or make representations on behalf of the Board without formal direction from the collective Board of Supervisors at a regularly scheduled Board meeting. Nothing precludes a Board Supervisor from initiating individual correspondence pertaining to the seat they currently hold. Nothing in this Rule is to be construed to limit or restrict a Board Supervisor from acting in his or her official capacity from coordinating with the District Manager in answering or responding to correspondence or communications relative to the business of the District.

## **1.4** Public Information and Inspection of Records.

- 1) <u>Public Records.</u> All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Record of Proceedings of the Village Community Development District No. X," may be copied or inspected at the offices of the District Manager during regular business hours.
- 2) <u>Copies.</u> The custodian of public records upon request shall furnish a copy or a certified copy of a record for a fee as authorized by Florida Statute Chapter 119. Copies of public records shall be made available to the requesting person at a charge of \$ .15 per page if not more than 8-1/2 by 14 inches, and for copies in excess of that size at a charge not to exceed the actual cost of reproduction. Certified copies of public records shall be made available at a charge of \$1.00 per page. If the nature or volume of public records requested to be inspected, examined or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance, a special service charge, which shall be reasonable and based on the actual cost incurred, may be charged in addition to the actual cost of duplication.

## **1.5** Meetings and Workshops.

- 1) <u>Meetings and Workshops.</u> All meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida State Statutes.
- <u>Notice.</u> Except in emergencies, or as otherwise required by State Statutes, at least seven (7) days public notice shall be given of any meeting or workshop of the Board of Supervisors. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:
  - a. The date, time, and place of the meeting or workshop;
  - b. A brief description of the nature, subjects and purposes of the meeting or workshop;
  - c. The address where persons may obtain a copy of the agenda;
  - d. The notice shall state that if a person decides to seek review of any official decision made at the Board meeting, a record of the proceedings will be required and the person intending to appeal will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence necessary for the appeal.
  - e. When a previously noticed meeting is canceled, notice of cancellation shall be given in substantially the same manner as notice for the meeting or in any manner that will give adequate notice of cancellation.
- 3) <u>Agenda.</u> The District Manager shall prepare a notice of the meeting or workshop and an agenda. The agenda shall be available to the public in the offices of the District Manager prior to each regularly scheduled meeting or workshop and on the website. Minutes shall be taken, and reviewed and approved by the Board at a subsequent meeting. In accordance with State Statutes, the agenda and available supporting documentation will be available electronically seven days in advance of the meeting.

## 4) Agenda Format.

- a. Call to Order
  - i. Roll Call
  - ii. Pledge of Allegiance
  - iii. Observation of Moment of Silence
  - iv. Welcome Meeting Attendees
  - v. Audience Comments
- b. Consent Agenda
- c. New Business
- d. Old Business
- e. Public Hearings
- f. Informational Items Only
- g. Reports and Input
  - i. District Manager Reports
  - ii. District Counsel Reports
  - iii. Supervisor Comments

## iv. Adjourn

- 5) <u>Oath of Office.</u> At the next regularly scheduled meeting following an election, newly elected Board Supervisors shall take and subscribe to the oath of office as prescribed by Section 876.05 of Florida State Statutes. The oath of office shall be administered by the District Clerk immediately following the call to order of the meeting.
- 6) <u>Procedures for Including Items on Agenda.</u> Items to be included on the agenda may be submitted by an individual Board Supervisor and will be addressed under the "Supervisor Comments" section of the agenda for discussion purposes; if formal action is desired, the item will be presented on the agenda at the following regularly scheduled Board Meeting. In order for an item to be included on the agenda, a request must be submitted to the District Manager no later than 10 business days in advance of the next regularly scheduled meeting.
- 7) <u>Consent Agenda.</u> Content of items on the consent agenda shall be limited to routine items that normally do not require discussion such as the minutes, resolutions, payment requests and reports from committees, etc. During the reading of the consent agenda, any Board Supervisor, the District Manager, or member of the public, may pull an item for separate discussion.
- 8) <u>Resolutions.</u> An enacted resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character. Board action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing.
- 9) <u>Motions.</u> An enacted motion is a form of action taken by the Board to direct that a specific action be taken on behalf of the District. A motion, once approved and entered into the record, is the equivalent of a Resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate.
  - a. A motion is to be worded in a concise, unambiguous, and complete form.
  - b. No speech is to be made in reference to a motion when it is introduced. There will be no debate until a motion has been seconded and, if requested by a Board Supervisor, the question stated by the Board Chair or District Clerk.
  - c. When the question has been stated, it is before the Board and mover is entitled to the floor.
- 10) <u>Reconsideration of Action Previously Taken.</u> A motion to reconsider shall be allowed at any time by any Board Supervisor who voted on the prevailing side, during a meeting, except when a motion on some other subject is pending.

- 11) <u>Rescinding Action Previously Taken.</u> Board action may be rescinded by a majority vote if the motion to reconsider is made by a Board Supervisor who voted on the prevailing side. After a motion to reconsider has been adopted by a majority vote, any Board Supervisor may move to rescind action previously taken.
- 12) <u>Roll Call Vote</u>. Roll call votes will be conducted at the prerogative of the Board Chair, or at the District Manager's request to the Board Chair.
- 13) <u>Public Comment.</u> The Board shall conduct public comment in accordance with Florida State Statutes. Members of the audience making public comment shall approach the microphone, state their name and address for the record, and address all comments to the Board Chair. The following Public Participation Policy was adopted by the Board of Supervisors via a Resolution and shall apply to meetings of District boards or committees as provided herein unless otherwise required by State Statutes;
  - a. Citizen's Rights
    - i. Right to be Heard: Members of the public shall be given a reasonable opportunity to be heard on a proposition before a District board except as provided for below. Public input shall generally be limited to three (3) minutes for each speaker and a total of thirty (30) minutes for public comment relating to any particular proposition, with the Board Chair having the option to allow additional time for good cause shown after consideration of the circumstances.
    - ii. Group or Faction Representatives: At meetings in which a large number of individuals are in attendance, the Board Chair may ask for a show of hands to identify individuals who wish to address the board. If a large number of individuals wish to be heard, the Board Chair may require individuals to complete speaker cards that include the individual's name, address, the proposition on which they wish to be heard, the individual's positon on the proposition (i.e., "for," "against," or "undecided"). In the event large groups or factions of individuals desire to speak (i.e., consisting of more than five individuals), the Board Chair may require each group or faction but shall allow such representative at least ten minutes to address the board.
  - b. This right does not apply to;
    - i. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board to act;

- ii. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- iii. A meeting that is exempt from §286.011; or
- iv. A meeting during which the board is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

## 14) Public Hearings/ Quasi-Judicial Hearings

- a. Order of Testimony
  - i. The Board Chair shall announce the Public Hearing and ask staff to review the subject of the public hearing.
  - ii. The Board Chair shall than open the public hearing and receive comment from anyone in attendance.
  - iii. Persons wishing to provide comment shall approach the microphone, state name and address for the record, and make his/her comments.
  - iv. Comments shall be limited to the subject of the public hearing only.
  - v. Upon determination of no additional public comment, the Board Chair shall close the Public Hearing and restrict discussion to members of the Board and staff.
  - vi. Upon completion of the discussion, the Board Chair shall entertain such action as the Board may desire.
- b. Ex- Parte Communication
  - i. Board Supervisors become subject to additional constitutional and statutory prohibitions when conducting quasi-judicial proceedings. When a Board acts in a quasi-judicial capacity, its Board Supervisors are prohibited from receiving ex-parte communications. This means a Board Supervisor cannot receive information or participate in communications about such matter without providing notice and opportunity for the other party to be heard at the same time. If a Board Supervisor conducts ex-parte (i.e. one-on-one) communications they could be accused of violating an individual's constitutional right to due process of law.
- 15) <u>Receipt of Notice.</u> Persons wishing to receive, by mail, notices or agendas of meetings, may advise the District Manager or secretary at the Board's office. Such persons shall furnish a mailing address in writing and may be required to pay the cost of copying and mailing.
- 16) Emergency Meeting. The chair, or the vice-chair if the chair is unavailable, may convene an emergency meeting of the Board without first having complied with Subsections (1), (2), and (3), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to notify all Board Supervisors of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation

in the District. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

- 17) <u>Budget Hearing; Budget Amendment.</u> Notice of hearing on the annual budget(s) shall be in accordance with Section 190.008, Florida Statutes. Once adopted in accordance with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. The District Manager may authorize transfers not to exceed \$10,000 for the Village Community Development District No. X. If it is necessary to transfer a balance that exceeds the authorized amounts for approval by the District Manager, then it is required to receive approval by the Board. A budget resolution is required for approval by the Board if the budget total will change. In the case of an emergency expenditure affecting the health, safety or welfare of the District, its residents, or landowners, such expenditures must be approved in advance by the District Manager.
- 18) <u>Continuances.</u> Any meeting of the Board or any item or matter included on the agenda or coming before the Board at a noticed meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the Board meeting where the item or matter came before the Board.

## **1.6** Rulemaking Proceedings.

- <u>Commencement of Proceedings.</u> Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.
- 2) <u>Notice of Rule Development.</u> Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available. All rules should be drafted in accordance with Chapter 120, F.S.
- 3) <u>Notice of Proceedings and Proposed Rules.</u> Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within 21 days after publication of the notice. The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled. Except when the intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.
  - a. The notice shall be published in a newspaper of general circulation in the District not less than 28 days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - b. The notice shall be mailed to all persons named in the proposed rule. Any person may file a written request with the District Manager or secretary at the Board's office to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least 14 days prior to such mailing, have made requests of the district for advance notice of its proceedings.

- 4) <u>Rule Development Workshops.</u> Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Board Chair must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- 5) <u>Petitions to Initiate Rulemaking.</u> All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address, and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District or has a substantial interest in the rule or action requested. Petitions to initiate rulemaking shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes (1999), except that copies of the petition shall not be sent to the Administrative Procedures Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located.
- 6) <u>Rulemaking Materials.</u> After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of cost of copies, the following materials:
  - a. The text of the proposed rule, or any amendment or repeal of any existing rules;
  - b. A detailed written statement of the facts and circumstances justifying the proposed rule;
  - c. A copy of the statement of estimated regulatory costs if required by Section 120.541; and
  - d. The published notice.
- 7) <u>Rulemaking Proceedings No Hearing.</u> When no hearing is requested and the Board chooses not to initiate a hearing on its own, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty-eight (28) days following notice. Such direction may be given by the Board either before initiating the rule-adoption process or after the expiration of the twenty-one (21) days during which affected persons may request a hearing.
- 8) <u>Rulemaking Proceedings Hearing.</u> If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide (upon request) a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty-one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule.
- 9) <u>Request for a Public Hearing</u>. A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within 21 days after notice of intent to

adopt, amend, or repeal the rule is published as required by law, in accordance with the procedure for submitting requests for public hearing stated in the notice of intent to adopt, amend, or repeal the rule.

- a. If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a public hearing in a newspaper of general circulation within the District at least 7 days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.
- b. Written statements may be submitted by any person within a specified period of time prior to or following the public hearing. All timely submitted written statements shall be considered by the District and made a part of the rulemaking record.
- 10) <u>Emergency Rule Adoption.</u> The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as practical in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions
- 11) <u>Negotiated Rulemaking</u>. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.
- 12) <u>Variances and Waivers</u>. Variances and waivers from District rules may be granted subject to the provisions and limitations contained in Section 120.542, Florida Statutes.

## **1.7** Decisions Determining Substantial Interests.

- 1) <u>Conduct of Proceedings.</u> Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Board Chair shall designate any member of the Board (including the Chair), District Manager, District General Counsel, or other person to conduct the hearing.
  - a. The person conducting the hearing may:

i.Administer oaths and affirmations;

ii.Rule upon offers of proof and receive relevant evidence;

iii.Regulate the course of the hearing, including any prehearing matters;

iv.Enter orders;

v.Make or receive offers of settlement, stipulation, and adjustment.

- b. The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.
- c. The District shall issue a final order within forty-five (45) days:
  - i. After the hearing is concluded, if conducted by the Board;
  - ii. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
  - iii. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- <u>Eminent Domain.</u> After determining the need to exercise the power of eminent domain pursuant to Subsection 190.11(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:
  - a. Adopt a resolution identifying the property to be taken;

i. If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

## **1.8 Purchasing Policies and Procedures.**

1) The Village Community Development District No. X's purchasing policies and procedures will be conducted in accordance with the authority given in Chapter 190 of Florida State Statutes and all other applicable laws.

## **1.9** Effective Date.

1) These Rules shall be effective \_\_\_\_\_, 2019, except that no election of officers required by these Rules shall be required until after the next regular election for the Board of Supervisors.

Specific Authority: Chapter 190, F.S. and other applicable laws



## AGENDA REQUEST

SUBJECT:	Long-term Investment Portfolio
DATE:	3/15/2019
FROM:	Anne Hochsprung, Finance Director
TO:	Board of Supervisors Village Community Development District 8

### **ISSUE:**

Approval of Increase to Long-Term Investment Portfolio

### **ANALYSIS/INFORMATION:**

The Investment Advisory Committee met with PFM Advisors on February 5, 2019 to review the annual cash flow analysis. The analysis is performed annually to determine the appropriate allocation of cash, cash equivalents and investments in the Long Term Investment Portfolio (LTIP). As previously defined by the Board, the balance in the LTIP should be 15% of the total cash and investment portfolio, net of the short term allocation. Based on this analysis, the IAC recommended a net \$4 million increase to the LTIP across all Districts combined to be reevaluated every quarter and deposited ratably over the next four quarters, beginning April 1, 2019.

Total cash and investments on hand in District 8 as of September 30, 2018 were \$6,477,978, of which \$724,273 should be in the LTIP.

### **STAFF RECOMMENDATION:**

Increase the amount invested in the LTIP in quarterly installments, beginning April 1, 2019 as follows:

	Recommend	ed	LTIP Balance as	Γ	Total Add'l				
	LTIP Balanc	e	of September		Funds to	Ad	justed LTIP	Apr	il 1 Qtrly
District Name	(15%)		30, 2018		Deposit		Balance		tallment
District #8	\$ 724,2	73	\$ 635,005	\$	89,268	\$	724,273	\$	22, 317

### **MOTION:**

Move to approve a total \$22,317 increase to the Long Term Investment Portfolio as of April 1, 2019.



# AGENDA REQUEST

ISSUE: Old Business Status Update - March 15, 2019

## **ANALYSIS/INFORMATION:**

### **STAFF RECOMMENDATION:**

#### **MOTION:**

### **ATTACHMENTS:**

## Description

• Old Business Status Update

Type Cover Memo

## Village Community Development District No. 8 "Old Business" Status Update

Item(s) to be addressed by Staff	Action Taken	Status Update (if applicable)	Completed $()$	Date Item Identified
Include "Purchasing and Procurement" to District's Operational Rules to be amended.		Status update to be provided at future meeting.		1/11/2019
Non-District 8 Items: Review multi-modal path along Buena Vista Boulevard between Stillwater Trail and Old Mill Run		Cut and patch completed due to tree root.	V	
**Staff will provide future FEMA updates as they become	available.**			



## AGENDA REQUEST

TO:	Board of Supervisors Village Community Development District 8
FROM:	District Staff
DATE:	3/15/2019
SUBJECT:	Case No. D8-03-19 VCDD No. 8 vs. Kevin & Jean McCabe, 1790 Hallandale Lane

### **ISSUE:**

### **ANALYSIS/INFORMATION:**

When hearing and deciding alleged violations of the District's Deed Compliance Rule this Board is acting in a quasi-judicial capacity. You are acting in a similar capacity as a Judge. This means that Due Process shall govern all proceedings:

- A) Proper notice must be given to the alleged violator;
- B) The alleged violator must have an opportunity to be heard; and,
- C) The Board's decision must be made on substantial competent evidence.

Associated with quasi-judicial actions is the prohibition of ex-parte communications which means that Board Members shall not speak with the alleged violator, Staff or other interested parties or review evidence or materials related to the alleged violations outside the public hearing and without first providing notice to any adversely affected parties.

As a Board Member you should only hear and consider evidence that is presented to you at the hearing. Thus, you will note that you have not been provided with any back-up information concerning the cases that will be presented to you at the hearing. This is to avoid any allegations accusing you of receiving ex-parte communications which could result in a complaint being filed against you and the Circuit Court reversing the Board's order.

If, following the conclusion of a Public Hearing, a member of the public would like to obtain a copy of support documentation presented by Staff that information can be obtained from Community Standards Staff at (352) 751-3912.

## **STAFF RECOMMENDATION:**

## **MOTION:**



# AGENDA REQUEST

SUBJECT:	Financial Statements
DATE:	3/15/2019
FROM:	Anne Hochsprung, Finance Director
TO:	Board of Supervisors Village Community Development District 8

**ISSUE:**Budget to Actual Statements as of January 31, 2019

## **ANALYSIS/INFORMATION:**

# **STAFF RECOMMENDATION:**

#### **MOTION:**

### **ATTACHMENTS:**

### Description

- **D** Budget to Actuals
- D Cash Sheet

Type Cover Memo Cover Memo

	BUDGET TO AC		OPERATING			20	10 /I Inquidite	<u>م</u>			
			nths of Opera					u)			
					Actual In	form	nation				
				-						Percent of	
ccount				Cur	rent Month	Ye	ear-to-Date		ear-to-Date	Annual	
lumber	Description of Account	Ar	nnual Budget		Actual		Actual		Variance	Budget	Footnotes
	REVENUES:							0	ver/(Under)		
	Net Maintenance Assessments	\$	2,844,240	\$	94,059	\$	2,717,205	\$	(127,035)	95.53%	A
	Sumter Co Road Agreement		3,697		-		924		(2,773)	24.99%	
	Electric Reimbursement		-		-		238		238	0.00%	В
	Miscellaneous Revenue		-		-		30		30	0.00%	
	Interest Income Cash Equiv		37,500		13,830		43,183		5,683	115.15%	<u> </u>
	Interest Income Tax Collector		3,500		3,584		3,584		84	102.40%	D
381002	Transfer In - Debt Service		248,591	•	-	•	-	•	(248,591)	0.00%	
	Total Revenues:	\$	3,137,528	\$	111,473	\$	2,765,164	\$	(372,364)	88.13%	
	Unrealized Gain or Loss- FLGIT		-		4,730		7,771		7,771	0.00%	E
	Unrealized Gain or Loss- LTP		-		(26,889)		(53,813)		(53,813)	0.00%	E
	Unrealized Gain or Loss-FLFIT		-		327		(211)		(211)	0.00%	<u> </u>
	Realized Gain or Loss-FMIvT		-		10		10		10	0.00%	F
361409	Realized Gain or Loss-FLFIT		-		1,689		6,415		6,415	0.00%	С
	Total Available Resources:	\$	3,137,528	\$	91,340	\$	2,725,336	\$	(412,192)	86.86%	
	EXPENDITURES:								der/(Over)		
	Executive Salaries	\$	18,000	\$	800	\$	3,800	\$	14,200	21.11%	
	Social Security Taxes		1,115		50		236		879	21.17%	
	Medicare Taxes		260		12		55		205	21.15%	
511241			50		31		53		(3)	106.00%	G
	Subtotal Personnel Services		19,425		893		4,144		15,281	21.33%	
513311	VCCDD Management Fees		158,488		13,207		52,832		105,656	33.34%	
513312	Engineering Fees		5,200		843		1,299		3,901	24.98%	
	Legal Services		7,500		753		2,010		5,490	26.80%	
	Tax Collector Fees		59,255		1,881		54,344		4,911	91.71%	Н
519316	Deed Compliance Services		64,998		5,417		21,662		43,336	33.33%	
	Technology Services		5,531		461		1,843		3,688	33.32%	
519319	Other Professional Services		4,059		270		847		3,212	20.87%	
	Subtotal Professional Services		305,031		22,832		134,837		170,194	44.20%	
513322	Auditing Services		14,500		-		3,625		10,875	25.00%	
	Subtotal Accounting Services		14,500		-		3,625		10,875	25.00%	
513343	Systems Management Support		225		19		56		169	24.89%	
	Payroll Services		162		-		-		162	0.00%	
513349	Miscellaneous Contractual Services		-		52		1,491		(1,491)	0.00%	I
	Subtotal Other Contractual Services		387		71		1,547		(1,160)	399.74%	
513412	Postage		100		-		-		100	0.00%	
	Subtotal Comm & Freight Services		100		-		-		100	0.00%	
541431			167,832		13,482		51,169		116,663	30.49%	
539434	Irrigation Water		29,107		2,332		8,303		20,804	28.53%	
	Subtotal Utilities Services		196,939		15,814		59,472		137,467	30.20%	
513451	Casualty & Liability Insurance		6.820				5.895		925	86.44%	J
2.0101	Subtotal Insurance		6,820		-		5,895	1	925	86.44%	U
539462			97,519		250		77,369		20,150	79.34%	К
539462			221,353		32,496		64,959		156,394	29.35%	IX.
	Landscape Maint Non-Recurring		221,353		1,695		2,098		19,902	9.54%	
	Irrigation Repair		14,971		1,095		3,188	-	19,902	21.29%	
539469			21,995		476		2,389		19,606	10.86%	
000408	Subtotal Repair & Maintenance Services		377,838		36,212		150,003		227,835	<b>39.70%</b>	
E10471	Printing & Binding						3			0.60%	
513471			500		3				497		
EADADA	Subtotal Printing & Binding	├── ├─	500		3		3	-	497	0.60%	
513491			-		-		12		(12)	0.00%	
	Permits and Licenses Legal Advertising		250		175		175		1 862	70.00%	L
	Project Wide Fees		2,000		- 112,016		138 448,067		1,862 896,128	6.90%	
513498		<del>                              </del>	1,344,195		,			-		33.33%	
FOOFOC	Subtotal Other Current Charges		1,346,445		112,191		448,392		898,053	33.30%	
539522			250		(250)		177	-	73	70.80%	М
	Subtotal Operating Supplies		250		(250)		177		73	70.80%	
	Subtotal Operating Expenditures	\$	2,268,235	\$	187,766	\$	808,095	\$	1,460,140	35.63%	
581912	Transfer to Oth Roads		500,000		41,666		166,672		333,328	33.33%	
	Subtotal Transfers	\$	500,000	\$	41,666	\$	166,672	\$	333,328	33.33%	
	Total Expenditures	\$	2,768,235	\$	229,432	\$	974,767	\$	1,793,468	35.21%	
			,,		-,	-	,	Ē	,,		
369901	Change in Unreserved Net Position	¢	369 293	\$	(138 092)	\$	1.750 569	\$	1.381 276		
369901	Change in Unreserved Net Position	\$	369,293	\$	(138,092)	\$	1,750,569	\$	1,381,276		

			OPERATING					
				SOF: January 31		ed)		
	 	Four (4)	Months of Opera	ations- 33.33% of	Year			
			Balance					
			Forward	Current Month	Year to Date	Current		
	Fund Balance Analysis:		09/30/18	Actual	Actual	Balance		
284000	Unassigned		\$ 2,512,100	\$ (138,092)	\$ 1,750,569	\$ 4,262,669		
	Committed R&R General		1,500,000		-	1.500.000		
	Committed R&R Villa Roads		\$2,414,398	\$ 41,666	\$ 166,672	\$ 2,581,070		
	Total Fund Balance		\$ 6,426,498		\$ 1,917,241			
			φ 0, <del>120,100</del>	\$ (00,420)	ψ 1,017,241	φ 0,040,100	-	
	Footnotes:							
A:	Net Maintenance Assessment Revenue is paid to the	o Distria	thu Sumtor Cour		from the neumou	t of property toy bi	110	
м.					nom me paymer	it of property tax bi	15.	
	The bills are mailed on November 1 and the first pa	iyments t	egin to arrive in i	ate NOVEITIDEL.				
B:	SECO Electric reimburgement						<u> </u>	-
D.	SECO Electric reimbursement						<u> </u>	
<u>_</u>	Internet Income includes monthly interest (		ooiton (beels a	linua atmanta u 'il	Flarida Coora	ive Liquid	<u>↓</u>	
C:	Interest Income includes monthly interest from CFE							
	Assets Security System (FLCLASS), Florida Educa	tion inve	stment Trust Fun	d (FEITF) and FIO	rida Fixed Income	e i rust		
			Maria	055	51 01 4 00			
			Month	CFB	FLCLASS	FEITF	FLFIT	
			Oct-18	1.64%	2.29%	2.26%	2.58%	
			Nov-18	1.64%	2.41%	2.32%	2.64%	
			Dec-18	1.73%	2.51%	2.46%	2.69%	
			Jan-19	1.89%	2.63%	2.61%	2.76%	
_								
D:	Quarterly interest paid from the Tax Collector.							
E.	FLOIT and LTID Use aligned anig/languard Data of l	Deturnerun	ll ant ha available					
E:	FLGIT and LTIP Unrealized gain/ loss and Rate of	Return w	II not be available	e until next month.				-
			Month	FLGIT	LTIP			
			Oct-18	0.96%	-63.06%			
			Nov-18	3.37%	12.39%			
			Dec-18	6.73%	-53.31%			
			Jan-19					
г.	EMI/T conducted on cudit and determined the Dist	iet weg -	wad additional	olized goin			<u> </u>	
F:	FMIvT conducted an audit and determined the Distr	ict was c	weu auuilional re	aiizeu gairi.			<u> </u>	
G:	Annual Workers Compensation Insurance invoice p	aid in Ca	tohor					
<b>G</b> .	Annual workers compensation insurance involce p							
H:	Assessment Collection Services fees charged by S		unty These food	coincide with the	receipt of our mo	intenance assocra		
	Assessment Collection Services lees Charged by S		only. These lees			assessii		
1:	Expenditures are for Administrative services provid	ed by Die	aster Law and C	onsulting LLC to a	ssist with FEMA	matters related to I	Hurricane Irma	•
	Experiences are for Authinistrative services provid							•
J:	Annual Casualty & Liability Insurance invoice paid ir			+		+	+	
J.			•	+		+	+	
K:	Majority of expenditures are for the asphalt rejuvena	ator for v	arious locations	+		+	+	
n.		atur 101 V	anous locations				<u> </u>	
1.	Annual Special District fee for the State of Floriday	iner :	ad in the morth -	f lonuon (			<u> </u>	•
L:	Annual Special District fee for the State of Florida w	as incuri	ea in the month o	or January.			<u> </u>	
				+			╡────┤──	-
M:	Expenses for road work.	_					-	



#### CASH AND INVESTMENT SUMMARY AS OF JANUARY, 2019

Fund			Balance	Current	Reconciled
Code	Account Name	Bank	as of 10/1/18	Balance	Yes/No
		GENERAL			
001	Cash Operating	CFB	297,290.62	278,832.26	Yes
001	Cash - SBA LGIP - Op	SBA		-	Yes
001	Cash Equiv - FLCLASS	FLCLASS	2,688,986.30	4,650,914.83	Yes
001	Cash Equiv - FEITF	FEITF	1,291,898.30	1,302,438.74	Yes
			4,278,175.22	6,232,185.83	
001	Cash-FL-FIT	FLFIT	724,485.34	730,689.20	Yes
001	Cash- FMIVT 1-3 Year	FMIvT		-	Yes
001	Cash FLGIT	FLGIT	839,955.88	847,727.00	Yes
011	Cash - LTIP USB	USB	635,005.16	581,191.78	Yes
	Sub-total Investments		2,199,446.38	2,159,607.98	
r	TOTAL - General		6,477,621.60	8,391,793.81	
DE	BT SERVICE FUND - TRUST ACCOUN	TS			
201	Revenue Fund 2018	USB-SBA	287,757.24	2,168,695.88	Yes
201	Interest Fund 2018	USB-SBA	384,458.75	-	Yes
201	Sinking Fund 2018	USB-SBA		-	Yes
201	Prepayment Fund 2018	USB-SBA	159,197.09	47,114.17	Yes
201	Cost of Issuance	USB-SBA	6,975.38	-	Yes
		•	· • •		
202	Phase II-Revenue Fund 2010	USB-SBA	669,027.11	1,683,879.70	Yes
202	Phase II-Interest Fund 2010	USB-SBA		-	Yes
202	Phase II-Prepayment Fund 2010	USB-SBA	159,572.27	142,063.03	Yes
202	Phase II-Reserve Fund 2010	USB-SBA	442,984.38	436,025.79	Yes
202	Phase II-Sinking Fund 2010	USB-SBA		-	Yes
202	Phase II-Deferred Cost 2010	USB-SBA		-	Yes
203	Phase III-Revenue Fund 2010	USB-SBA	616,225.65	1,557,704.56	Yes
203	Phase III-Interest Fund 2010	USB-SBA		-	Yes
203	Phase III-Prepayment Fund 2010	USB-SBA	150,372.26	41,378.74	Yes
203	Phase III-Reserve Fund 2010	USB-SBA	406,607.81	402,147.66	Yes
203	Phase III-Sinking Fund 2010	USB-SBA		-	Yes
203	Phase III- Deferred Cost 2010	USB-SBA	-	-	Yes
F=		-	0.000 477.04	0 470 000 70	
	TOTAL - Debt Service		3,283,177.94	6,479,009.53	

Grand Totals	9,760,799.54	14,870,803.34



SUBJECT: DPM Monthly Report	
<b>DATE:</b> 3/15/2019	
<b>FROM:</b> DPM Staff	
TO: Board of Supervisors Village Community Develo	pment District 8

### **ISSUE:**

## **ANALYSIS/INFORMATION:**

## **STAFF RECOMMENDATION:**

### **MOTION:**

## **ATTACHMENTS:**

Description

DPM Report



#### **District 8**

#### March 2019

#### LANDSCAPE

#### **New Projects:**

- 1. Basin number 3 (D8-B3) river birch replacement proposals behind 1660 Mystic Way have been submitted
- 2. Cedar Key Villas plant removal and replacement around the solar panel is in the planning and proposal stage
- 3. Dalecroft CDS proposal has been submitted

#### Prior Month Project Status: N/A

#### **Completed Projects:**

1. Cedar Key Villas missing plant and turf replacement is completed

#### **General Maintenance:**

- 1. Regular Monthly Maintenance
  - Mowing
  - Edging
  - Trimming
  - Weeding
- 2. DPM continues to mow and create SOP furrow rows around the perimeter of the water retention areas. The height of cut has been raised to slow down water sheet flow and capture any nutrients that may wash from surrounding properties.

#### WALLS/FENCES & HARDSCAPES

#### New Projects: N/A

**Prior Month Project Status:** 

**Completed Projects:** 

1. Fence painting along Buena Vista Boulevard is completed in units 151 & 152

**General Maintenance:** 

1. Inspecting and repairing fences as needed

#### ROADWAYS

New Projects: N/A Prior Month Project Status: N/A Completed Projects: N/A General Maintenance:

1. Inspection of all roads and signs are on-going

New Projects: N/A Projects In Progress: N/A Completed Projects: 1. Solar light maintenance completed on all villa lighting General Maintenance: N/A



SUBJECT:	Updated Resident Academy Flyer
DATE:	3/6/2019
FROM:	District Staff
TO:	Board of Supervisors Village Community Development District 8

### **ISSUE:**

## **ANALYSIS/INFORMATION:**

## **STAFF RECOMMENDATION:**

### **MOTION:**

#### **ATTACHMENTS:**

### Description

Resident Academy Flyer



You are invited!

JOIN US AT AN UPCOMING RESIDENT ACADEMY. AN INTERACTIVE PROGRAM TO LEARN ABOUT YOUR LOCAL GOVERNMENT.

- Help alleviate the confusion, questions and misinformation that exists regarding the responsibilities and functions of The Villages<sup>®</sup> Community Development Districts.
- Learn all about the history and benefits of special districts.
- Have the opportunity to tour the North Sumter Utility Plant.
- Obtain information on the following District departments The Villages Fire Rescue, Property Management, Customer Service, Community Standards, Community Watch, Recreation & Parks, Executive Golf, Budget, Utilities, Finance and MORE!

#### **UPDATED FORMAT • UPDATED INFORMATION • NO WAITING LIST**

**CHOOSE FROM 3 CONVENIENT DATES IN 2019 TO FIT YOUR ACTIVE LIFESTYLE** *Registration begins Thursday, February 28th.* 

APRIL 29 • 12:30P.M. - 5:30P.M. • ROHAN RECREATION CENTER

JULY 29 • 12:30P.M. - 5:30P.M. • ROHAN RECREATION CENTER

#### NOVEMBER 13 • 8A.M. - 1P.M. • SAVANNAH CENTER

## www.DistrictGov.org

## CLICK ON WWW.DistrictGov.org FOR MORE!



# **EASY REGISTRATION**

- Register online at www.DistrictGov.org by clicking on the 'Resident Academy' link.
- Register in person at the District Customer Service Center or at any Regional Recreation Center.
- For assistance, contact the District Customer Service Center at (352) 753-4508.

To keep up with what's happening, make sure you are signed up to receive e-Notifications! By signing up for these email notifications, we will notify you of future opportunities and other helpful community information. Need help signing up? Contact us at (352) 753-4508 for assistance.

E	ollow these 4 simple steps	to sign up f	ar e-Notific	ations	
Submit Feedback, Inquiry, or Concern	On the main page of www.DistrictGov.org click on 'Sign up	Konstantine Morrentine Morrentine and Agen     Morrent & Committee Morrentine and Agen     Morrent & Committee Morrentine     Morrent & Morrent & Committee     Morrent & M		Choose the specific notifications you would like to receive	
		Soldtetors Scatterior Instantial Instantial	- Second - Landstation	and click 'Sign Up'	
2 Enter your information •Notifications Sign Up		Precautionary buil Water Notices Control Source Utility Noted Source Utility Schedule Updates & Coolings Unschedule Updates & Coolings Unschedule Golf Sources Unschedule Golf	Link Summ Sevice Ann     Vitage Come Sevice Ann     Mannances     Section	Check your	
		Public Safety		email and confirm	
	ment to send important information to the email address you	<ul> <li>General Information</li> </ul>			
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		Other  Obsect: Weeks Bulletin  What a Hassening & General Community  Info	Message from the District Monoper		
		Employment Opportunities			
			someries for the Wilage Community Development Districts		
		(1)	nto Cear		

For additional information or to request an accommodation, please contact the District Customer Service Center at (352) 753-4508.



## www.DistrictGov.org



TO:	Board of Supervisors Village Community Development District 8
FROM:	Richrd J. Baier, District Manager
DATE:	3/6/2019
SUBJECT:	Ex-parte Communication

### **ISSUE:**

## **ANALYSIS/INFORMATION:**

## **STAFF RECOMMENDATION:**

### **MOTION:**

#### **ATTACHMENTS:**

Description

D District Handout



## **GOVERNMENT IN THE SUNSHINE**

- Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels.
- The law is equally applicable to elected and appointed board and has been applied to any gathering of two or more members of the same board to discuss matters which will foreseeably come before that board for action.
- Three basic requirements of Chapter 286.011 of the Florida State Statutes are:
  - Meetings of public boards or commissions must be open to the public;
  - Reasonable notice of such meetings must be given; and
  - Minutes of the meetings must be taken.

## PUBLIC RECORDS

- District documents are public records and must be provided upon request.
- The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.
- They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.
- Each type of public record document has its own retention period.

## **EX-PARTE COMMUNICATIONS**

• Florida law prohibits the Board of Supervisors from communicating with residents about Deed Compliance or Architectural Review issues/cases. Please contact the Community Standards Department directly at <u>deedcompliance@districtgov.org</u> to report any concerns you might have or by phone: 352-751-3912.



SUBJECT:	<b>Reminder: District Government Update Meeting</b>
DATE:	3/6/2019
FROM:	Richard J. Baier, District Manager
TO:	Board of Supervisors Village Community Development District 8

**ISSUE:** A District Government Update Meeting will be held on Friday, April 5, 2019 from 9:00 to 11:00 am. at the Rohan Regional Recreation Center in the Colony Cottage and Laurel Manor Rooms.

### **ANALYSIS/INFORMATION:**

### **STAFF RECOMMENDATION:**

**MOTION:** 



TO:	Board of Supervisors Village Community Development District 8
FROM:	
DATE:	
SUBJECT:	Supervisor Hayes: PWAC After Agenda

## **ISSUE:**

### **ANALYSIS/INFORMATION:**

#### **STAFF RECOMMENDATION:**

#### **MOTION:**

#### **ATTACHMENTS:**

Description

D PWAC After Agenda



District 5 - Chuck Wildzunas, Primary; Jerry Knoll, Alternate District 6 - Peter Moeller (C), Primary; Tom Griffith, Alternate District 7 - Jerry Vicenti, Primary; Dennis Broedlin, Alternate District 8 - Dennis Hayes (VC), Primary; Phil Walker, Alternate District 9 - Steve Brown, Primary; Dave Green, Alternate District 10 - Don Wiley, Primary; Ken Lieberman, Alternate District 11 - Patty Hoxie, Primary; Allen Vanover, Alternate

**Project Wide Advisory Committee Monthly Board Meetings held at:** District Office Board Room 984 Old Mill Run The Villages, FL 32162 The Villages, Florida 32162

# AFTER AGENDA

March 11, 2019 8:30 AM

#### Notice to Public: Audience Comments on all issues will be received by the Board.

The District Board welcomes participation during public meetings; however, in order to conduct business in an orderly fashion the Board of Supervisors requests you limit your comments to three (3) Minutes. If you have a general comment that is not included as an item on the agenda please come before the Board during the Audience Comments portion of the meeting. If your comment pertains to a specific on the agenda, the Chairman or Vice-Chairman will request public comments when the item is addressed. Thank you for attending the meeting and for your interest in your local government.

- 1. Call to Order
  - A. Roll Call All present
  - B. Pledge of Allegiance
  - C. Observation of Moment of Silence
  - D. Welcome Meeting Attendees
  - E. Audience Comments
    - Staff recommended approval to declare Aquatic Access, Inc. as the Standardized Product for use for Pool Installation and Replacement Projects at Recreation Center Pools to the SLCDD March meeting. Audience comment was received regarding the importance of the AAL at the pools and requesting the Committee recommend approval. The Committee unanimously approved installation of the AAL's to the currently uninstalled pools as soon as can be scheduled.

Audience comments were received regarding the marsh area on the Championship golf course. Staff will address the issue with the appropriate party to determine what options are available and will provide an update at the April meeting.

Audience comment was received requesting additional lighting at the pickleball courts, specifically Rohan Recreation Center. The Committee concurred not to take any action on the request.

- 2. Please note: The PWAC will address SLAD related items and hold its Preliminary Budget Workshop prior to all other items being addressed.
  - Staff reviewed a PowerPoint of the Preliminary Budget Workshop with the Committee
  - Staff will forward the questions and responses previously provided from District 4 Supervisor and Staff to the PWAC, AAC and PWAC alternates as information.

#### **Project Wide Fund**

#### **NEW BUSINESS:**

3. Approval of the Minutes

Approval of the Minutes for the Meeting held on February 11, 2019. – The Committee approved.

4. Recommend Approval of Amendment One to RFP #18P-014 Landscape and Irrigation Maintenance for District 12 Villas, Cul-De-Sacs, Basins and Roadways

Review and approval to present Amendment One to RFP #18P-014 between Sumter Landing Community Development District and Cepra Landscape, LLC for Landscape and Irrigation Maintenance for District 12 Basins and Roadways to the Sumter Landing Community Development District Board (SLCDD). – The Committee approved.

### **OLD BUSINESS:**

5. Old Business - PWF

Old Business Status Update - Project Wide Fund

### **INFORMATIONAL ITEMS ONLY:**

6. Financial Statements - PWF

Budget to Actual Statements - Project Wide Fund

Project Wide Capital Project Plan
 Fiscal Year 2018-19 Project Wide Fund: Capital Projects Work Plan - March

## Please note the following information is provided as information only. Sumter Landing Amenities Division Fund

#### **NEW BUSINESS:**

8. Request to Declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at Recreation Centers.

Review and approval to present request to declare and approve Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at District Recreation Centers to the Sumter Landing Community Development District Board (SLCDD). – The Committee approved.

- Termination of RFP #17P-023 VCCDD and SLCDD Professional Janitorial Services Standardization of janitorial contracts is desired as is the increased scope of services to meet the District's service expectations. – The Committee approved.
- 10. Award of BID #19B-003 Roof Replacements at Various Recreation Centers

Review and approval to present a recommendation to award of Invitation to Bid (ITB) #19B-003 Roof Replacements at Various Recreation Centers to the Sumter Landing Community Development District Board. – The Committee approved.

- 11. Discussion Item: Night Lights for Pickleball Courts at Regional Centers Item was previously addressed.
- SLAD Fund Preliminary Budget Workshop Packet SLAD Fund - Preliminary Budget Workshop Packet – Item was previously addressed.

#### **OLD BUSINESS:**

13. Old Business - SLAD

Old Business Status Update - Sumter Landing Amenities Division

### **INFORMATIONAL ITEMS ONLY:**

- 14. Financial Statements SLADBudget to Actual Statements Sumter Landing Amenities Division
- SLAD Fund: Capital Projects Work Plan
   Fiscal Year 2018-19 SLAD Fund: Projects Work Plan March

### **REPORTS AND INPUT:**

- 16. District Manager Reports
  - A. Follow-up to Questions Received During 2/28/19 Meeting
- 17. Supervisor Comments
  - Supervisor Vicenti advised he received an email regarding the lack of lighting at the Hemingway Pool. Staff will review and provide an update back to the Committee.
  - Chairman Moeller commented on the "my agility" email recently received. Staff will resend the email as information as well as review the format.

- Staff advised the Committee that residents addressed concerns at the recent District 11 Meeting re: the maintenance of the common stormwater drainage infrastructure area. Staff has communicated with the environmental consultants who have advised there is no prohibition to maintaining the 3 foot along the outside of the fence that will be a buffer area. District 11 has requested PWAC consider adding the item to the routine maintenance at a one-time cost of approximately \$5,300 for initial clean up and weed whipping with an ongoing yearly maintenance of approximately \$3,200. The Committee approved a 3 foot weed whipping area along the orange areas of the map, with no further clearing and no change to the current ownership and maintenance responsibility specified by the deed for any of the stack block wall and/or multi-board fence.
- 18. Adjourn The meeting was adjourned at 11:28 a.m.