

**MINUTES OF MEETING
BROWNWOOD COMMUNITY
DEVELOPMENT DISTRICT**

A Meeting of the Board of Supervisors of Brownwood Community Development District was held on Thursday, January 17, 2019 at 11:00 a.m. in the District Office Large Conference Room, 984 Old Mill Run, The Villages Florida, 32162.

Board members present and constituting a quorum:

Lester Coggins	Chairman
Jim Sprung	Vice Chairman
Chad Ritch	Supervisor
Ken Stoff	Supervisor
Gerry Andrews	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 Coggins called the meeting to order at 11:00 a.m. and stated for the record that all Supervisors were present representing a quorum.

B. Pledge of Allegiance

Chairman Coggins led the Pledge of Allegiance.

C. Observation of a Moment of Silence

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

D. Welcome Meeting Attendees

The Board welcomed all those residents in attendance.

E. Audience Comments

No audience comments were received.

CONSENT AGENDA:

Chairman Coggins advised the Board that a motion to approve the Consent Agenda is a motion to approve all recommended actions. All matters on the Consent Agenda are considered routine and no discussion will occur unless desired by a Supervisor or a member of the public.

On MOTION by Ken Stoff, seconded by Jim Sprung, with all in favor, the Board took formal action on the following items included on the Consent Agenda:
SECOND ORDER OF BUSINESS: Approved the Minutes for the Board Meeting held on November 15, 2018.
THIRD ORDER OF BUSINESS: Adoption of Resolution 19-03 updating the list of signatories on the District's bank accounts.
FOURTH ORDER OF BUSINESS: Adoption of Resolution 19-05 to amend the Fiscal Year 2018-19 to carryforward \$39,667 for the identified projects.

FIFTH ORDER OF BUSINESS:

Revised District Investment Policy

Kenny Blocker, Assistant District Manager, advised that the Investment Advisory Committee (IAC) has recommended revisions to the Districts' Investment Policies to provide for a 1-5 structured bond portfolio as an investment option if advantageous to the Districts, and to change the Investment Policy benchmarks which will no longer be fund specific but based on strategy. Staff is requesting that the Committee recommend adoption of the Revised District Investment Policy.

ON MOTION by Ken Stoff, seconded by Jim Sprung, with all in favor, the Board Approved the Adoption of Resolution No. 19-02 Brownwood Community Development District Investment Policy.

SIXTH ORDER OF BUSINESS:

Financial Statements

The Financial Statements as of November 30, 2018 were provided as information to the Board.

SEVENTH ORDER OF BUSINESS:

Staff Reports

A. FEMA Update

Kenny Blocker, Assistant District Manager, advised that the District has begun receiving a second round of requests for information relating to the request for reimbursement submitted with Federal Emergency Management Agency (FEMA) for expenditures relating to debris cleanup following Hurricane Irma, which Staff and the Districts' Consultants are responding to, and are providing the necessary clarification of authorities and operations of the Village Community Development Districts. An overview of the claims submitted for the District, the anticipated reimbursement to be received, and the actual reimbursements have been provided as information.

Future Technology Initiatives

B. Future Technology Initiatives

Brittany Wilson, Director of Technology and Board Support Services, advised that at their November 2018 meetings, the Village Center Community Development District and the North Sumter County Utility Dependent District Boards approved moving forward with three new software initiatives for asset management, financial management and document management. While these programs are not under the purview of the residential Boards and committees, there will be long term benefits achieved by each District.

The following overview was provided;

Mr. Baier stated that as part of the reorganization of the District that occurred in July of 2018, District Management had provided an overview of the importance and the necessity to advance the Districts' technology to more efficiently and effectively manage the infrastructure and its resources, and although not directly under the purview of this Board, Mr. Baier requested that Brittany Wilson,

Director of Technology and Board Support Services, provide an overview of the Asset Management System and other technology advances.

Brittany Wilson, Director of Technology and Board Support Services, advised that at their November 2018 meetings, the Village Center Community Development District and the North Sumter County Utility Dependent District Boards approved moving forward with three new software initiatives for asset management, financial management and document management. While these programs are not under the purview of the residential Boards and committees, there will be long term benefits achieved by each District.

The following overview was provided;

CityWorks Asset Management

Collectively, the vertical and horizontal assets of the District are approaching \$2 billion, and include recreation facilities, parks, golf courses, postal facilities, gates and water/wastewater utility infrastructure.

The District currently has asset management related data stored in multiple, disconnected databases and file cabinets with a heavy reliance on Microsoft Excel to consolidate and bring data together. The addition of a true asset management system will allow us to fully maximize the value of assets by providing us the ability to more effectively monitor utilization, consolidate maintenance and repair history, forecast preventative maintenance and increase resident engagement.

The CityWorks system works in conjunction with a geographic information system (GIS). GIS is developed in digital layers which allows an organization to geographically review and identify detailed data for a specific area or building – from work orders to equipment maintenance schedules to contracts. This function will also significantly benefit staff and the general public with regard to reporting maintenance concerns for an exact area pinpointed on a map. Sumter County currently maintains and supports GIS data for municipalities in the county and has offered the same services to the District. An agreement to outline this service is forthcoming and will result in a significant cost savings to the District and avoids duplication of services.

This is a multi-phase project that will be developed over a few years, with the initial focus on the water and waste water utility infrastructure. Additional infrastructure that will be added in the future includes recreational amenities, sign walls, signage, roadways and stormwater management areas.

BS&A Financial Management System

In 2015, the Village Center Community Development District approved a contract with BS&A Software for the implementation of the Billing, Collection and customer Service System. The RFP process and BS&A response to the RFP included additional modules that could be discussed and negotiated at a later date. The additional modules that are being accomplished in the second phase include multiple financial elements, budget module and a purchasing module.

The District is entrusted to collectively manage in excess of \$344 million dollars. The management of these funds is currently accomplished through numerous standalone systems and manual, paper driven processes. The BS&A modules will result in numerous efficiencies and electronic work flow features to improve internal processes.

For example, Finance Department staff currently manually enters in upwards of 150 monthly recurring journal entries each month. In addition to the manual entry, the information is then printed out and delivered to a Manager for approval. The new BS&A system will provide the ability to use recurring journal entries by inputting a single entry which is then replicated in the system each month and electronically approved.

Purchase orders are also tracked and managed manually as the existing system does not permit the encumbrance of funds. This manual process results in staff reviewing a purchase order each time an associated purchase is made to ensure adequate funds are available. The new BS&A system will electronically route purchase orders from inception to approval, and funds are automatically encumbered.

LaserFiche Document Management System

The District currently utilizes an electronic document management system known as Docusphere. This program electronically stores and organizes data such as paid invoices and copies of issued checks. The version of Docusphere being utilized is hosted on a server which is no longer supported by Microsoft, so it was necessary for the District to research and identify a new system. The Laserfiche software fully integrates with BS&A and will allow us to maximize the function of the system. The benefits of Laserfiche include intelligent scanning software with built in optical character

recognition (OCR) capabilities, a customizable workflow system to automate manual processes and reduce paper, as well as a web-based interface for access.

Ms. Wilson responded to inquiries from the Board Supervisors.

EIGHTH ORDER OF BUSINESS

District Counsel Reports

There were no District Counsel Reports.

NINTH ORDER OF BUSINESS

Supervisor Comments

There were no Supervisor Comments.

TENTH ORDER OF BUSINESS

Adjourn

The meeting was adjourned at 11:14 a.m.

ON MOTION by Gerry Andrews, seconded by Jim Sprung, the Meeting was adjourned.

Richard J. Baier
Secretary

Lester Coggins
Chairman