

**MINUTES OF MEETING  
VILLAGE CENTER COMMUNITY  
DEVELOPMENT DISTRICT**

A Meeting of the Board of Supervisors of Village Center Community Development District was held on Wednesday, February 6, 2019 at 3:30 p.m. at the District Office Board Room, 984 Old Mill Run, The Villages, Florida, 32162.

Board members present and constituting a quorum:

Steve Kurtz	Chairman
Art Rowe	Vice Chairman
Peter Evans	Supervisor
IV Chandler	Supervisor

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Assistant District Manager
Lewis Stone	District Counsel
John Rohan	Director of Recreation and Parks
Sam Wartinbee	District Property Management Director
Barbara Kays	Budget Director
Deb Franklin	Director of Human Resources and Strategic Planning
Anne Hochsprung	Finance Director
Mark LaRock	Purchasing Director
Brittany Wilson	Director of Technology and Board Services
Candice Harris	Deputy District Clerk

**FIRST ORDER OF BUSINESS:                      Call to Order**

A.        Roll Call

Chairman Kurtz called the meeting to order at 3:30 p.m. and stated for the record that three (3) Supervisors were present representing a quorum. Peter Evans arrived at 3:33 p.m. Gary Moyer was absent.

B.        Pledge of Allegiance

Chairman Kurtz led the Pledge of Allegiance.

C.        Observation of a Moment of Silence

The Board and audience in attendance observed a moment of silence for those who serve our Country and community.

D. Welcome Meeting Attendees

The Board welcomed all those in attendance.

E. Audience Comments

No audience comments were received.

**THIRD ORDER OF BUSINESS: Employee Anniversaries**

Deb Franklin, Director of Human Resources and Strategic Planning, advised that there were no anniversaries to be addressed this month.

Chairman Kurtz requested that the Tenth Order of Business - Interlocal Service Agreement with Sumter County be addressed at this time.

**TENTH ORDER OF BUSINESS: Interlocal Service Agreement with Sumter County**

Kenny Blocker, Assistant District Manager, reviewed a PowerPoint Presentation and advised that Staff is seeking the approval of an Interlocal Agreement with the Sumter County Board of County Commissioners (SCBOCC). The Interlocal Service Agreement will create sub-agreements to mitigate the duplication of services and gain economies of scale, such as fire service, stormwater, geographic information systems (GIS), public safety radio system and fleet maintenance. Mr. Blocker stated that entering into the Interlocal Service Agreement with Sumter County will solidify the intergovernmental relationship, combine resources, provide an economy of scale for both governments, reduce duplication of services and ensure that the Village Center Community Development District (VCCDD) and the SCBOCC are good stewards of the tax payers' dollars. Mr. Blocker highlighted the following sub-agreements:

- The Fire Service Delivery Sub-Agreement will allow a coordination of fire management services reducing duplication and conflicts, address boundaries, define closest unit response and mutual aid, outline access to fire stations and streamline the budget process.
- The GIS Sub-Agreement will allow the County to provide and maintain the Districts' GIS base platform which will include: Database mapping information for property and infrastructure

within the geographic boundaries of The Villages within Marion, Lake and Sumter County utilizing the Districts' and the County's current vendor, The Villages Technology Solutions Group (TSG), provide added value for the District with the implementation of Asset Management and a savings to the District of approximately \$300,000.

- The Public Safety Radio System Sub-Agreement will allow the County to be the sole provider of public safety radio systems for Sumter County, which will address the use of radios within the system in the most efficient manner and management of purchasing, maintenance and inventory.
- The Fleet Maintenance Sub-Agreement allows Sumter County to provide fleet maintenance to all District vehicles, including all Villages Public Safety Department (VPSD) vehicles. This will allow utilization of the County facilities to provide all preventative maintenance and repair of all vehicles, utilizing a shared services concept to gain economies of scale, at no cost to the District. The District retains ownership of its assets. The average cost savings for The Villages Public Safety Department will be \$286,000 and all other vehicles will be \$107,000.

**On MOTION by Art Rowe, seconded by Peter Evans, with all in favor, the Board approved the Interlocal Service Agreement with Sumter County regarding the services of Fire, Stormwater, Geographic Information Systems, Public Safety Radio and Fleet Maintenance.**

#### **CONSENT AGENDA:**

Chairman Kurtz 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 is required unless desired by a Board Supervisor or a member of the public.

**On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Board took the following action on the items included on the Consent Agenda:**  
**THIRD ORDER OF BUSINESS:** Approval of the Minutes for the Meeting held on January 9, 2019.  
**FOURTH ORDER OF BUSINESS:** Approval of the revisions to the Architectural Review Manual effective February 6, 2019.  
**FIFTH ORDER OF BUSINESS:** Approval to amend the current selection process and re-appoint Judy Glasel as the Primary Architectural Review Committee representative.

**SIXTH ORDER OF BUSINESS: Award of ITB #19B-002 to Central Florida Street Signs, LLC for the Multi-Modal Path Tunnel Guide Sign Project utilizing the total project pricing reflected on Exhibit A in the amount of \$2,011.60 and for the unit pricing indicated in Exhibit B for as needed signage projects.**

**SEVENTH 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:

- Net position increased over the previous year by \$14,969,129 to \$137,234,357. The governmental activities recognized an increase in net position of \$4,026,132. The business-type activities recognized an increase in net position of \$10,942,997. Of the net position, in the governmental activities there is \$11,618,695 which is unrestricted and \$68,815,313 which is unrestricted in the business-type activities.
- All of the District's major proprietary funds (business activities) realized an increase in net position. The Recreation Amenities Division (RAD) Fund increased by \$6,337,934; Village Center Service Area (VCSA) Water and Sewer Fund increased by \$2,256,365; and Little Sumter Service Area (LSSA) Water and Sewer Fund increased by \$2,230,860. For the non-major funds; the Fitness Fund decreased by \$270; the newly established TEA (The Enrichment Academy) Fund realized an increase in net position of \$118,108.
- The District's total long-term debt decreased by a net of \$12,155,749 during the current Fiscal Year. In the governmental activities, the compensated absences liability had a net increase of \$152,743 and the other post-employee benefits (OPEB) had an increase of \$16,508. At the end of the year, the government activities had \$1,384,309 in outstanding long-term liabilities, while the business activities had \$220,595,000 in outstanding long-term debt. Total long-term debt outstanding on September 30, 2018, was \$221,979,309.

- Both the VCSA and the LSSA water and sewer utility funds included 2.5 percent rate increases for all billing periods beginning October 1, 2017 and thereafter. These annual rate adjustments contributed to the financial performance of both utility funds.
- In the governmental fund statements, the General Fund saw an increase of \$1,947,704, the Public Safety Fund saw an increase of \$1,681,610 and the non-major funds saw an increase of \$507,966 in fund balances. At the close of the Fiscal Year, the District's governmental funds reported a fund balance of \$20,670,118, a net increase of \$4,137,280.

Helen Painter with Purvis & Gray, the District's Auditors, advised an unmodified opinion has been issued and believe that the financial statements are fairly presented in accordance with generally accepted accounting principles and are free from material mistakes. Ms. Painter thanked Staff for their cooperation in providing all necessary documents to them for the completion of their audit. The Board thanked the auditors for the report provided.

**On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Board accepted the Village Center Community Development District Fiscal Year 2017/2018 Audit.**

**EIGHTH ORDER OF BUSINESS:            Approval of FY 19/20 Budget Calendar**

Barbara Kays, Budget Director, advised that the District's tentative Fiscal Year 2019/2020 budget calendar has been provided, which highlights the upcoming important budget dates. Ms. Kays advised approval of the Proposed Budget will occur during the regular meeting on June 12, 2019 in the District Office Large Conference Room, and the Public Hearing to adopt the Final Budget is scheduled to occur at the regular meeting on September 11, 2019 in the District Office Large Conference Room. Ms. Kays advised that District Management will meet individually with the Board members to review budgets as necessary.

**On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Committee approved the Fiscal Year 2019/2020 Budget Calendar.**

**NINTH 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, other governmental entities Operating Policies and procedures 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.

**ELEVENTH ORDER OF BUSINESS:      Approval of Additional Services – Supervisory Control and Data Acquisition (SCADA) System Upgrade Program Phase 2**

Mr. Baier advised that Staff is requesting approval of the Additional Services Agreement for the Supervisory Control and Data Acquisition (SCADA) System Upgrade for Phase 2 with CH2M/OMI for services provided to VCSA and LSSA.

<p><b>On MOTION by Peter Evans, seconded by Art Rowe, with all in favor, the Board approved the Additional Services Agreement – Supervisory Control and Data Acquisition (SCADA) System Upgrade Phase 2 with Operations Management International, Inc. (CH2M/OMI) and authorized the Chairman/Vice Chairman to execute the Agreement.</b></p>
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**TWELFTH ORDER OF BUSINESS:      Security Camera License Agreement**

Mr. Baier advised that the District provides the operation and maintain for certain infrastructure in the Villages of Spanish Springs (VOSS) through the receipt of assessments from the commercial property owners. The District is preparing to acquire and install additional cameras to increase the security of the VOSS downtown area that would be located on privately owned commercial buildings

and the Security Camera License Agreement will allow the District to install, operate, maintain and repair of the cameras that are located on the privately owned commercial buildings.

Chairman Kurtz advised that he is employed by Citizens First Bank (CFB) and inquired if that could be considered a voting conflict. Mr. Baier advised that the District will be responsible for all costs associated with the cameras, and the action before the Board is to approve the agreement so that the cameras can be installed on privately owned commercial buildings. Chairman Kurtz advised that he would abstain from voting on the item.

**On MOTION by Peter Evans, seconded by IV Chandler, with four Supervisors voting in favor and Steve Kurtz abstaining, the Board approved the Security Camera License Agreement with the parties collectively referred to as the Grantor and authorized the Chairman to execute the Agreement.**

**THIRTEENTH ORDER OF BUSINESS: Case No. LL-03-19 VCCDD vs. Lorraine & Paul Lioni,  
1625 Kiley Court**

A. Staff Presentation of the Facts

Candy Dennis, Community Standards Manager, advised that Case No. LL-03-19 VCCDD vs. Loraine and Paul Lioni, 1625 Kiley Court, Unit 7, Lot 1191, is a violation of the District's Rule to Bring About Deed Compliance and specifically the Rules that states: "It shall be the responsibility of the Owners to keep their lots neat and clean and the grass cut and edged at all times...." On November 26, 2018 a complaint was received regarding overgrown weeds and a broken gutter. On November 27, 2018 the violation was verified and a Deed Restriction Reminder was written. After following the Procedures for Compliance of External Deed Restrictions, a Notice of Public Hearing was sent regular mail, certified mail and the property was posted on January 23, 2019. Ms. Dennis advised the property owners are deceased and the property is in foreclosure with Novad Management Consulting. The son has advised that there is a reverse mortgage on the property and he is unable to take responsibility of the property. Staff has been working with Novad Management Consulting and has been advised that a work order has been submitted to remove the weeds and repair the gutter; however, when Staff re-visited the property on February 4, 2019 it was confirmed that the property is still out of compliance. Ms. Dennis advised that Staff recommends that the Board find the Owner in violation of the District's Deed

Compliance Rule as cited by Deed Compliance Staff; Owner has five (5) days to bring the property into compliance; if the property is brought into compliance within five (5) days of the Order of Enforcement Case No. LL-03-19 shall be closed; if the property is not brought into compliance within give (5) days of the Order of Enforcement authorize the District to maintain the property and impose a \$250 fine to be paid within ten days of the invoice; authorize the District to maintain the property twice a month in the summer and once a month in the winter as needed and impose a \$250 daily fine each time the District maintains the property; if the fines reach a total of \$1,500 and the foreclosure has been dismissed, the case shall be turned over to District Counsel to seek all available remedies which may include initiating a lawsuit, seeking an injunction against the owner and placing a lien; if the property transfers ownership as a result of the foreclosure or before the fines reach \$1,500 and the fines have not been paid within one (1) year of the transfer of ownership, the fines shall be waived and Case No. LL-03-19 shall be closed and authorize the Chairman to execute the Order of Enforcement.

B. Open Public Hearing

Chairman Kurtz opened the Public Hearing at 4:04 p.m. to receive public comment.

C. Owner/Interested Party Presentation

No public comment was received.

D. Close Public Hearing

Receiving no public comment, Chairman Kurtz closed the Public Hearing at 4:04 p.m.

E. Board Determination

**On MOTION by Art Rowe, seconded by Peter Evans, with all in favor, the Board found the owner of 1625 Kiley Court, Unit 7, Lot 1191 in violation of the District's Deed Compliance Rule as cited by Deed Compliance Staff; Owner has five (5) days to bring the property into compliance; if the property is brought into compliance within five (5) days of the Order of Enforcement Case No. LL-03-19 shall be closed; if the property is not brought into compliance within give (5) days of the Order of Enforcement authorize the District to maintain the property and impose a \$250 fine to be paid within ten days of the invoice; authorize the District to maintain the property twice a month in the summer and once a month in the winter as needed and impose a \$250 daily fine each time the District maintains the property; if the fines reach a total of \$1,500 and the foreclosure has been dismissed, the case shall be turned over to District Counsel to seek all available remedies which may include initiating a lawsuit, seeking an injunction against the owner and placing a lien; if the**



property transfers ownership as a result of the foreclosure or before the fines reach \$1,500 and the fines have not been paid within one (1) year of the transfer of ownership, the fines shall be waived and Case No. LL-03-19 shall be closed and authorized the Chairman to execute the Order of Enforcement.

**FOURTEENTH ORDER OF BUSINESS: Financial Statements**

The Financial Statements as of December 31, 2019 were provided as information to the Board.

**FIFTEENTH ORDER OF BUSINESS: District Manager Reports**

A. AAC After Agenda

Mr. Baier advised that the After Agenda from the Amenity Authority Committee (AAC) meeting held on February 6, 2019 has been provided.

B. Human Resources Update

Ms. Franklin provided the Board with an update regarding recruitment, compensation & pay study, employee communications, payroll/HRIS transition and strategic planning.

**SIXTEENTH ORDER OF BUSINESS: District Counsel Reports**

There were no District Counsel Reports.

**SEVENTEENTH ORDER OF BUSINESS: Supervisor Comments**

There were no Supervisor Comments.

**EIGHTEENTH ORDER OF BUSINESS: Adjourn**

The Chairman adjourned the meeting at 4:14 p.m.

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Richard J. Baier  
Secretary

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Steve Kurtz  
Chairman