

**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, March 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
Gary Moyer	Supervisor

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Assistant District Manager
Lewis Stone	District Counsel
Matt Armstrong	Recreation Manager
Sam Wartinbee	District Property Management Director
Barbara Kays	Budget Director
Deb Franklin	Director of Human Resources and Strategic Planning
Anne Hochsprung	Finance Director
Carrie Duckett	Director of Resident Services & Communication
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 all Supervisors were present representing a quorum.

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.

At this time, the Board and Staff recognized former Chairman Steve Drake for his many years of service on the Village Center Community Development District (VCCDD) Board and thanked him for his service to the community.

SECOND ORDER OF BUSINESS: Employee Anniversaries

Deb Franklin, Director of Human Resources and Strategic Planning, stated that District Management realizes the importance of recognizing employees for their service and dedication to the District for 10 years or more. The VCCDD Board of Supervisors and Staff recognized Lisa Parkyn and Jay Sampson with the Recreation Department for 10 years of service, Joan Bulmer with the Recreation Department for 15 years of service and Sam Wartinbee with District Property Management (DPM) for 25 years of service.

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.

Richard Baier, District Manager, requested that the Sixth Order of Business – Shay Gate Bathroom Addition be pulled from the Consent Agenda.

<p>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:</p> <p>THIRD ORDER OF BUSINESS: Approval of the Minutes for the Meeting held on February 6, 2019.</p> <p>FOURTH ORDER OF BUSINESS: Approval to declare Nova Sports USA as the Standardized Product of use for Shuffleboard Court Resurfacing Projects at the</p>
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District Recreation Centers.

FIFTH ORDER OF BUSINESS: Award of the Village Center Community Development District portion of ITB #19B-003 – Roof Replacement for Various Recreation Centers to Dunnrite Roofing, Inc. for the roof replacement at the Wood Shop (\$52,667.00), Chula Vista Recreation Center (\$117,099.00) and La Hacienda Recreation Centers (\$238,667.00) utilizing the total project pricing reflected on Exhibit A for a total project amount of \$408,090.00 and authorized the Chairman/Vice Chairman to execute the agreement for services.

SEVENTH ORDER OF BUSINESS: Approval to terminate the contract for RFP #17P-023 – VCCDD and SLCDD Professional Janitorial Services with Premier Janitorial Services effective September 30, 2019 and no renewal of any other existing janitorial contracts until a new RFP can be issued.

EIGHTH ORDER OF BUSINESS: Acceptance of the Quit Claim Deed from The Villages of Lake-Sumter, Inc. for construction of a new Air Gun Range.

NINTH ORDER OF BUSINESS: Discussion Item: Operating Policies and Procedures

Mr. Baier advised that all Boards have been given a draft copy of the Operating Policies and Procedures to review. Staff will complete an in-depth review of each of the policies and procedures, and if any of the Board members have changes, concerns, questions, or comments, they will be addressed at this time.

Brittany Wilson, Director of Technology and Board Support Services, advised that at the February meeting the Board was provided with a copy of the Draft Operating Policies and Procedures. Ms. Wilson advised the VCCDD Board is the first Board Staff is presenting the updated information to, as the other Boards have not met to discuss the items further. Staff is anticipating that comments may be received that will affect other Board's Rules; therefore, once all revisions have been incorporated into the Operating Policies and Procedures, Staff will proceed with the advertisement to hold a Public Hearing at which time the Board will formally adopt its Rule. Ms. Wilson and Mr. Baier reviewed the following sections:

Section 1.3-6) Officers – Options for Selection of a Board Chairman and Vice Chairman: Maintain current process of nomination and majority vote by Board following a general election.

Section 1.5-4) Agenda Format: Maintain current agenda format. If a Supervisor would like an item included on the agenda it is requested that the item be provided to Staff 10 days in advance of the meeting and will be included under the “Supervisor Comments” portion of the agenda.

Mr. Baier advised a report and further discussion on the operating policies and procedures will occur during the April Board meeting.

TENTH ORDER OF BUSINESS: Request for addition of Fleet/Logistics Manager Position

James Goodworth, Deputy Chief of The Villages Public Safety Department (VPSD), advised that as the Board is aware, the District entered into an Interlocal Agreement with Sumter County Board of County Commissioners at the February 6, 2019 meeting. Within the Interlocal Agreement, a sub agreement provides for the provision of fleet maintenance service with Sumter County. Deputy Chief Goodworth advised that currently VPSD has three (3) full-time Fleet Technicians on Staff. The Interlocal Agreement with Sumter County provides for the opportunity to restructure the current fleet personnel by consolidating the three (3) full-time Fleet Technician positions to one (1) full time Fleet/Logistics Manager position which will result in a savings of approximately \$100,000 within the first year and increased cost savings thereafter. Deputy Chief Goodworth reviewed the essential duties of the new position with the Board and advised that Staff is recommending approval of the Fleet/Logistics Manager Position.

Mr. Baier advised that this position will be the primary interface with Sumter County and will be responsible for the analytical management of the fleet, approximately 160 vehicles, which is a large asset and needs to be actively managed. The position will also be the primary contact for new fleet vehicles.

On MOTION by IV Chandler, seconded by Gary Moyer, with all in favor, the Board approved the addition of the position of Fleet/Logistics Manager for The Villages Public Safety Department.

ELEVENTH ORDER OF BUSINESS: Designation of Authorized Agents for District Utility Operations

Kenny Blocker, Assistant District Manager, advised that Staff is requesting approval to appoint John (Trey) Arnett III and Brian Foulkes of Arnett Environmental LLC as authorized agents for all matters relating to the utility operations of the District owned utilities.

On MOTION by Gary Moyer, seconded by Art Rowe, with all in favor, the Board approved the appointment of John (Trey) Arnett III and Brian Foulkes of Arnett Environmental LLC as Authorized Agents for all matters relating to the utility operations of the District owned utilities.

TWELFTH ORDER OF BUSINESS: Long-term Investment Portfolio

Mr. Blocker advised that the Investment Advisory Committee (IAC) met with PFM, the District's Financial Advisors, on February 5, 2019 to review the annual cash flow analysis to determine the appropriate allocation of cash, cash equivalents and investments for the Long-Term Investment Portfolio (LTIP). As a result of the analysis, it is recommended that the Board increase the amount invested in the LTIP to be consistent with the 15% recommended by the IAC. If approved by the Board, the transfer of funds will be completed in quarterly increments and a total amount of \$487,695.

On MOTION by Art Rowe, seconded by Peter Evans, with all in favor, the Board approved a total \$487,695 increase to the specifically identified Long-Term investment Portfolio funds as stated as of April 1, 2019 and to maintain the current Long-Term Investment Portfolio balance for the Fitness fund and no not invest any TEA or Beyond the Stars funds in the Long-term Investment Policy at this time.

THIRTEENTH ORDER OF BUSINESS: Financial Statements

The Financial Statements as of January 31, 2019 were provided as information.

FOURTEENTH ORDER OF BUSINESS: Architectural Review Committee Alternate Member

Carrie Duckett, Director of Resident Services & Communication, advised that Staff continues to advertise for the Architectural Review Committee (ARC) alternate member for the Lady Lake/Lake County portion of The Villages. The Board previously appointed Ms. Judy Glasel as the primary position; however, Staff received her resignation from the ARC on March 4, 2019. Ms. Duckett advised

that Staff will now advertise for a primary and alternate member for the ARC for the Lady Lake/Lake County portion of The Villages.

FIFTEENTH ORDER OF BUSINESS: District Manager Reports

A. Recognition of Service

The item was previously addressed.

B. AAC After Agenda

Mr. Baier reviewed the After Agenda from the Amenity Authority Committee (AAC) meeting held on March 6, 2019 which was provided.

Mr. Blocker advised that the AAC recommending approval to declare Aquatic Access, Inc. as the Standardized Product for use of Pool Lift Installation and Replacement Projects at Recreation Center Pools. Staff is requesting the Board approve the request and authorize the purchase of eight (8) aquatic access lifts prior to April 1, 2019 to receive the lower bulk rate.

On MOTION by Peter Evans, seconded by Gary Moyer, with all in favor, the Board declared Aquatic Access, Inc. as the Standardized Product of use for Pool Lift Installation and Replacement Projects at the Recreation Center Pools and approved the purchase of eight (8) aquatic access lifts prior to April 1, 2019.

Supervisor Moyer advised that a comment was made during the this morning's AAC meeting regarding a new article about The Villages that was published in a Las Vegas publication and requested that Staff provide the Board with a copy via email. Mr. Baier advised that Staff will forward the article to the Board as well as the AAC members.

C. Village Fire Rescue Response Statistics

Chief Cain, VPSD, provided an overview of response statistics for Village Fire Rescue and highlighted the previous and current month's major incident types and response times.

D. Updated Resident Academy Flyer

Ms. Duckett reviewed the updated Resident Academy flyer with the Board advising that on-line registration for the upcoming 2019 Resident Academy sessions will begin on February 28, 2019.

E. Ex-parte Communication

Mr. Bair provided a reminder to the Board Supervisors that Florida Law prohibits ex-parte communication which includes any communication with residents about Deed Compliance or Architectural Review Committee (ARC) issues or ongoing cases.

F. Reminder: District Government Update Meeting

Mr. Baier advised that a District Government Update Meeting will be held on Friday, April 5, 2019 from 9:00 a.m. to 11:00 a.m. at the Rohan Regional Recreation Center in the Colony Cottage and Laurel Manor Rooms.

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 meeting was adjourned at 4:24 p.m.

On MOTION by IV Chandler, seconded by Art Rowe, with all in favor, the Meeting was adjourned.
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Richard J. Baier
Secretary

Steve Kurtz
Chairman