

**MINUTES OF MEETING
PROJECT WIDE ADVISORY COMMITTEE**

A Meeting of the Project Wide Advisory Committee Meeting was held on Monday, August 31, 2020 at 8:30 a.m. at the Savannah Recreation Center, 1545 Buena Vista Blvd., The Villages Florida, 32162.

Committee Members present and constituting a quorum:

Peter Moeller	Chairman (District 6)
Dennis Hayes	Vice Chairman (District 8)
Chuck Wildzunas	Committee Member (District 5)
Jerry Vicenti	Committee Member (District 7)
Steve Brown	Committee Member (District 9)
Don Wiley	Committee Member (District 10)
Don Brozick	Committee Member (District 11)
Jon Roudabush	Committee Member (District 12)
Ken Stoff	Committee Member (BCDD)

Staff Present:

Richard Baier	District Manager
Kenny Blocker	Deputy District Manager
Lewis Stone	District Counsel
John Rohan	Director of Recreation & Parks
Blair Bean	District Property Management Director
Barbara Kays	Budget Director
Anne Hochsprung	Finance Director
Mark LaRock	Purchasing Director
Mitch Leininger	Director of Executive Golf Maintenance
Brittany Wilson	Director of Technology & Board Support Services
Jennifer McQueary	District Clerk

FIRST ORDER OF BUSINESS: Call to Order

A. Roll Call

Chairman Moeller called the meeting of the Project Wide Advisory Committee (PWAC) to order at 8:30 a.m. and stated that a Representative from each District was present representing a quorum.

B. Pledge of Allegiance

Chairman Moeller led the Pledge of Allegiance.

C. Observation of a Moment of Silence

The Committee and those in attendance observed a moment of silence for those who serve their Country and community.

D. Welcome Meeting Attendees.

Chairman Moeller welcomed all those in attendance.

E. Audience Comments

There were no Audience Comments.

Project Wide Fund:

CONSENT AGENDA:

Chairman Moeller advised the Committee 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 Dennis Hayes, seconded by Don Brozick, with all in favor, the Committee recommend approval of the following items included on the Consent Agenda to the Sumter Landing Community Development District Board:

SECOND ORDER OF BUSINESS: Recommended approval of the Annual Renewal Agreements with Pool Control, Inc. (#15B-033) and Volkert, Inc. (#17B-037).

THIRD ORDER OF BUSINESS: Recommended approval of Amendment Seven to the Agreement with CH2MHill OMI for operations, maintenance and management of the SLCDD Pump Station and Aesthetic Features for an amended annual base fee agreement of \$21,798.72.

FOURTH ORDER OF BUSINESS: Recommended approval of Amendment One and Renewal One to the Agreement with Daves Fencing & Painting, Inc.

FIFTH ORDER OF BUSINESS: Recommended approval of Amendment Nine and Renewal Three to Agreement with Clarke Aquatic Services, Inc. (#15P-019) for an amended annual contract amount of \$380,983.68.

SIXTH ORDER OF BUSINESS: Recommend Approval: FY 20/21 Project Wide Fund Budget

Barbara Kays, Budget Director, advised that the Committee has reviewed and discussed the Fiscal Year 2020/2021 Project Wide Fund (PWF) Budget during its May and June regular meetings. Staff has continued to work on the budget over the past few months updating and revising the cost allocations. The attached budget reflects the final PWF expenses and cost allocations for the participating Districts. Ms. Kays advised that the Fiscal Year 2020/2021 Final Budget is \$14,083,168, which is a decrease of \$4,171 from the Proposed Budget approved in June. The line items with changes are highlighted and explained within the packet provided and the adjustments made have resulted in a reduction of approximately .2%, as compared to the Fiscal Year 2019/2020 allocation amount. The five (5) year Capital Improvement Plan (CIP) for the PWF was provided to the Committee during the May budget review and has been updated to include the final budget amounts. The CIP will be considered approved upon the approval of the final budget. Ms. Kays stated that in accordance with Florida Statute Chapter 190, the Sumter Landing Community Development District Board (SLCDD) must adopt a resolution to approve the final budget by September 15th. The SLCDD Board will meet on September 3, 2020 at 10:00 a.m. to approve the appropriate Fiscal Year 2019-20 Final Budget.

Following the overview provided by Staff, Chairman Moeller requested audience comment; however, none was received.

On MOTION by Dennis Hayes, seconded by Don Brozick, with all in favor, the Committee recommended approval of the Fiscal Year 2020/2021 Project Wide Fund Final Budget to the Sumter Landing Community Development District Board.
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SEVENTH ORDER OF BUSINESS: Request to Piggyback Broward College Contract RFP 2018-167-EH for Storm Drain Cleaning, Repairs and Maintenance

Mark LaRock, Purchasing Director, advised that the District is requesting that the Committee recommend approval to piggyback Broward College Request for Proposal (RFP) 2018-167-EH for Storm Drain Cleaning, Repairs and Maintenance with Shenandoah General

Construction Company. The intent of the piggyback is to procure a qualified contractor with a minimum of five (5) years of experience in storm water pipe inspection through diving and cameras, cleaning, repairs to include lining and general maintenance repairs. District Property Management (DPM) has utilized Shenandoah General Construction Company on several projects and has always been pleased with the work. Mr. LaRock stated the initial term of the agreement will be for three (3) years with three (3) additional one year options to renew. Staff responded to the Committee's inquiries. Staff responded to Supervisor inquiries.

On MOTION by Chuck Wildzunas, seconded by Jon Roudabush, with all in favor, the Committee recommended approval to piggyback Broward College RFP-2018-168-EH Agreement with Shenandoah General Construction Company for storm drain cleaning, repairs and maintenance, on an as needed basis, to the Sumter Landing Community Development District Board.

EIGHTH ORDER OF BUSINESS:

Assignment of Agreement for Groundtek of Central Florida, LLC Amendment One and Renewal Three to the ITB #14B-011 with Aero Groundtek, LLC for Bi-Annual Pine Straw Application

Mr. LaRock stated that on July 18, 2014 the District entered into an Agreement with Groundtek of Central Florida, LLC for bi-annual pine straw application. On July 21, 2020 the District was contacted by the contractor regarding the sale of the business and the necessity to assign the agreement to the new entity, Aero Groundtek, LLC. There is no change to the current contract price. Staff requests that the Committee recommend approval to the Village Center Community Development District Board.

On MOTION by Don Wiley, seconded by Steve Brown, with all in favor, the Committee recommended approval of the assignment of the Agreement, Amendment One and Renewal Three to Agreement ITB #14B-011 with Aero Goundtek to the Sumter Landing Community Development District Board.

NINTH ORDER OF BUSINESS:

Request for RFP Negotiations for Continuing Design & Construction Engineering Services

Mr. LaRock advised that the purpose of issuing the Continuing Design and Construction Request for Qualifications (RFQ) is to provide the District with engineering consulting services on a continuing basis to assist with accomplishing capital projects identified in the Districts' capital improvement plans (CIPs). Based on the increasing number of capital projects, it is the District's intent to enter into a long-term contract with multiple firms, up to five (5), to provide the District access to a broad base of expertise and provide the resources necessary to accomplish the Districts' CIPs. Mr. LaRock stated that on June 23, 2020 Staff issued an RFQ for continuing design and construction engineering services and nine (9) firms submitted RFQ packets. The Selection Committee scored and ranked all firms and identified the top five (5). Per the District's Purchasing Policies and Procedures Manual, Staff is requesting authorization to begin contract negotiations with the top five (5) firms. If negotiations are successful, Staff will present up to five (5) Continuing Services Agreements for consideration. Staff responded to the Supervisors' inquiries.

On MOTION by Don Wiley seconded by Don Brozick, with all in favor, the Committee recommended approval to authorize Staff to proceed with contract negotiations with the top five (5) firms selected from the issuance of RFQ #20Q-023 – Continuing Design and Construction Engineering Services: Tetra-Tech, Inc., Booth, Ern, Staughan & Hoitt, Inc., Kimley Horn & Associates, Inc., Brown & Caldwell and Atkins North America, Inc. to the Sumter Landing Community Development District Board.

**TENTH ORDER OF BUSINESS: Award of Invitation to Bid (ITB) #20B-018 –
Termite Inspection and Treatment Service**

Mr. LaRock advised that on June 25, 2020 the District issued Invitation to Bid (ITB) #20B-018 - Termite Inspection and Treatment Services and received bids from five (5) suppliers. McCall Service, Inc. was determined to be the lowest most responsive and responsible bidder for a bid total of \$45,550.96. Staff requests that the Committee recommend award of ITB #20B-018 to McCall Service, Inc. to the SLCDD Board. Staff responded to the Supervisors' inquiries.

On MOTION by Jerry Vicenti, seconded by Steve Brown, with all in favor, the Committee recommended award of ITB #20B-018 – Termite Inspection and Treatment Services to McCall Service Inc. to the Sumter Landing Community Development District Board.

ELEVENTH ORDER OF BUSINESS: Old Business Status Update

Mr. Baier provided a status update on the following Old Business items:

- PWAC Trolley Tour: The trolley tour will be rescheduled once CDC guidelines for social distancing allow.
- Lake Sumter Landing Children’s Park: The Committee provided direction to proceed with construction of a paved parking area for golf carts at the August 10, 2020 meeting.
- Special Meeting to follow District 7 July 30, 2020 Meeting: The Special Meeting was cancelled based on the District 7 Board’s action. This item has been marked as completed.
- Maintenance – Retaining wall located in District 10 preserve area: This item was reviewed with the Committee at the August 10, 2020 meeting and has been marked as completed.

TWELFTH ORDER OF BUSINESS: Financial Statement

The SLCDD Financial Statements for the PWF was provided to the Committee as information.

Sumter Landing Amenities Division Fund:

CONSENT AGENDA:

Chairman Moeller advised 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 Supervisor or a member of the public.

On MOTION by Chuck Wildzunas, seconded by Dennis Hayes, with all in favor, the Committee recommended approval of the following items included on the Consent Agenda to the Sumter Landing Community Development

District Board:

THIRTEENTH ORDER OF BUSINESS: Recommended approval of the following Annual Renewal Agreements: Asphalt Paving Systems, Inc. (#18P-024), Sunsational Energy, LLC dba Lot Lines Striping, LLC (#17B-039), Pavement Technology, Inc. (#18P-024), Pool Control, Inc. (#15B-033), Pool Control, Inc. (#29P-040), Royce Parking Control Systems, Inc. (#14P-014), Tri-State Asphalt Corp (#18P-024) and Volkert, Inc. (#17B-037).

FOURTEENTH ORDER OF BUSINESS: Recommended approval of Amendment One and Renewal One to the Agreement with Daves Fencing & Painting, Inc. - ITB #18B-016 2, 3 and 4 Board Installations, Repairs and Painting.

FIFTEENTH ORDER OF BUSINESS: Recommend approval of Amendment Nine to the Agreement with CH2MHill Omi for operations maintenance and management of the SLCDD Executive Fold Course Pump Stations for an amended base fee of \$93,893.28.

SIXTEENTH ORDER OF BUSINESS: Recommend approval of Assignment of Agreement, Amendment one and Renewal Three to Agreement with Aero Groundtek (#14B-011).

SEVENTEENTH ORDER OF BUSINESS: Recommend Approval: FY 2020/2021 Budget – SLAD/Fitness Funds

Ms. Kays advised that the Committee has reviewed and discussed the Fiscal Year 2020/2021 Sumter Landing Amenities Division (SLAD) Fund and the Sumter Landing Fitness Fund budgets during the May and June regular meetings. Staff has continued to work on the budget over the past few months and they have been updated with the final cost allocation amounts. Ms. Kays advised the budget packet provided reflects the final budget for the SLAD Fitness Funds and any changes that have occurred since the Proposed Budget. The SLAD Final Budget is \$72,088,459 and the Fitness Budget is \$1,294,366. Ms. Kays advised the SLAD Budget reflects a decrease of \$926,919 from the Proposed Budget most due to the adjustments made to the cost allocation amounts. Staff responded to the Supervisors inquiries pertaining to the revisions made to the various cost allocation methodologies.

On MOTION BY Don Wiley, seconded by Don Brozick, with all in favor, the Committee recommended approval of the Fiscal Year 2020/2021 Sumter Landing Amenities Division Fund and Sumter Landing Fitness Fund Final Budgets to the SLCDD Board.

Chairman Moeller stated that with the recent announcement of the continued expansion of The Villages, it would be beneficial for the Committee to be made aware of how management and operations of the District are anticipated to be provided moving forward. Mr. Baier advised that District Management has already begun providing those expanded services through the construction of the Customer Service satellite office and the Community Watch and DPM annex, and can provide a presentation to the Committee in the November/December timeframe.

EIGHTEENTH ORDER OF BUSINESS: Request for RFP Negotiations for Continuing Design & Construction Engineering Services

Mr. LaRock advised that this item was previously addressed by the Committee for the PWF for Engineering Services, and Staff is now requesting that the Committee recommend approval to proceed with negotiations for Continuing Design & Construction Engineering Services for the SLAD Fund.

On MOTION by Dennis Hayes, seconded by Don Wiley, with all in favor, the Committee recommended approval to authorize Staff to proceed with contract negotiations with the top five (5) firms selected from the issuance of RFQ #20Q-023 – Continuing Design and Construction Engineering Services: Tetra-Tech, Inc., Booth, Ern, Staughan & Hoitt, Inc., Kimley Horn & Associates, Inc., Brown & Caldwell and Atkins North America, Inc. to the Sumter Landing Community Development District Board.

NINETEENTH ORDER OF BUSINESS: Award of Invitation to Bid (ITB) #20B-018 – Termite Inspection and Treatment Service

Mr. LaRock advised that this item was previously addressed by the Committee for the PWF for Termite Inspection and Treatment Services, and Staff is now requesting that the Committee recommend award of the Termite Inspection and Treatment Services for the SLAD Fund facilities.

On MOTION by Don Wiley, seconded by Steve Brown, with all in favor, the Committee recommended award of ITB #20B-018 – Termite Inspection and Treatment Services to McCall Service Inc. to the Sumter Landing Community Development District Board.

TWENTIETH ORDER OF BUSINESS: Old Business Status Update

Mr. Baier provided an update on the following Old Business Status Update items:

- Multi-Modal Path Signage – Brownwood Woodshop: This item has been resolved.
- Supervisory process of contractors: A presentation was made to the Committee at the August 10, 2020 meeting.
- Brownwood Woodshop: Construction is ongoing and project updates will be provided as available. Interior finishes are being address.

Chairman Moeller inquired if there will be an adult only pools planned south of SR 44. John Rohan, Recreation Director, advised that the District is only aware of the pools that are existing. All pools are for resident use, but there are some pools where the age restriction has been lowered to provide an opportunity for visiting families to utilize the pools when they visit.

TWENTY-FIRST ORDER OF BUSINESS: Financial Statements

The SLCDD Financial Statements for the SLAD Fund was provided to the Committee as information.

TWENTY-SECOND ORDER OF BUSINESS: District Manager Reports

Mr. Baier advised that National Night Out will occur on October 6, 2020 and will provide residents with an opportunity to show their appreciation for our first responders as a caravan of local law enforcement and public safety travel through the Spanish Springs Square beginning at 4:00 p.m., then on to Lake Sumter Landing and finishing the caravan at Brownwood Paddock Square.

A. Executive Golf Update

Mitch Leininger, Director of Executive Golf, provided the Committee with the bi-monthly Executive Golf update and highlighted the following items:

- Summer renovation projects include the renovation of the De La Vista #5 and #7 fairways, the Chatham practice green reconstruction and the upcoming Chula Vista tees.
- Agronomic applications are being utilized for nematode control.

- Course mapping of the Executive Golf Courses has occurred.
- A review of the quarterly contractor accountability inspection form of the Executive Golf Courses and the building and structures was provided.
- An overview of the hurricane procedures for the Executive Golf Courses was provided.

Mr. Leininger responded to the Supervisors' inquiries.

B. Location of District Board and Committee Meetings through December 31, 2020

Mr. Baier advised that to meeting CDC Social Distancing Guidelines, the District will continue to hold Board Meeting and Committee Meetings at the Savannah Regional Recreation Center.

TWENTY-THIRD ORDER OF BUSINESS: Supervisor Comments

Supervisor Wiley stated that he noticed that the walking and multi-modal paths south of SR 44 have begun to crumble because the Developer has not installed concrete ribbon curbing along the sides. The lack of ribbon curbing has accelerated the deterioration of the paths and will become a maintenance concern for this Committee in the future. Supervisor Wiley suggested that a request be made to the Developer to change their design standard to include the installation of ribbon curbing along the asphalt paths, moving forward, so that the residents will not incur the cost to install the ribbon curbing in the future. Mr. Baier advised that the Developer's current design standard does not include the installation of ribbon curbing along the asphalt paths; however, when the District is approached to acquire any infrastructure a thorough evaluation of that infrastructure is completed, prior to proceeding with the acquisition. If the evaluation identifies needed repairs to the infrastructure, Staff would communicate those areas with the Developer. If directed by the Committee, Staff can make a request to the Developer to change their design standard. Following discussion, the Committee requested that Staff request that the Developer change its design standard to include the installation or ribbon curbing along the asphalt multi-modal paths.

Supervisor Vicenti inquired in the individual numbered Districts vote on which infrastructure is added to the PWF, and if not, then there is no recourse for those individual numbered Districts. Mr. Baier advised that each individual numbered District does not vote on infrastructure to be added to the PWF; however, as previously stated, Staff completes an evaluation

of all infrastructure that the District acquires. Mr. Baier advised that this item will be included on the Old Business Status Update.

TWENTY-FOUR ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 10:10 a.m.

On MOTION by Chuck Wildzunas, seconded by Dennis Hayes, with all in favor, the Committee adjourned the meeting.
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Richard J. Baier
Secretary

Peter A. Moeller
Chairman