

**MINUTES OF MEETING
PROJECT WIDE ADVISORY COMMITTEE**

A Meeting of the Project Wide Advisory Committee Meeting was held on Monday, August 10, 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)
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 8:35 a.m. and stated for the record that eight (8) Committee Members were present representing a quorum. A representative from District 7 was not in attendance.

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

SECOND ORDER OF BUSINESS: Approval of the Minutes

On MOTION by Dennis Hayes, seconded by Don Wiley, with all in favor, the Board approved the Minutes for the Meetings held on June 1, 2020 and July 17, 2020.

THIRD ORDER OF BUSINESS: Approval of Fiscal Year 2020/2021 Meeting Schedule

On MOTION by Steve Brown, seconded by Don Brozick, with all in favor, the Board approved the Fiscal Year 2020/2021 meeting schedule and authorized staff to publish the schedule.

FOURTH ORDER OF BUSINESS: Old Business Status Update – PWF

Richard Baier, District Manager, provided an update on the following PWF Old Business items:

- The trolley tour of Project Wide Fund infrastructure south of SR 44 will be rescheduled once social distancing guidelines allow.
- Maintenance responsibility for the retaining wall on Wine Palm Way in District 10: Blair Bean, District Property Management Director, advised that in response to a resident's inquiry pertaining to the maintenance responsibility of the plant material and the retaining wall behind their home, Staff completed a review of the plat and the Covenants and Restrictions and determined it is the property owner's responsibility.

The permitting approved by Southwest Florida Water Management District (SWFWMD) provides that the wetland must be maintained in its natural state. Any additional requested maintenance would have to be approved by SWFWMD. Richard Baier, District Manager, advised that Staff would not recommend that any additional maintenance of the landscaping occur, because it would be considered providing a benefit to a private individual. Staff has completed the necessary communication with the resident.

Supervisor Wiley stated that it can be difficult to determine if maintenance is needed to the wall because the vegetation is so thick. Mr. Baier stated that he confirmed with the resident that they had not been concerned that maintenance to the wall needed to occur.

Chairman Moeller advised that inquiries pertaining to homeowners' responsibilities pertaining to maintenance of fences, walls, landscape buffers, wetlands, etc. are raised often, and stated that it could be beneficial for the Committee to identify a policy as to how these items are addressed

. Supervisor Wiley concurred and stated that the District providing this information could assist homeowners. Mr. Baier advised that when the District receives an inquiry, Staff completes a review of the plat language and the Covenants and Restriction to assist in providing guidance pertaining to maintenance responsibility. Attempting to provide guidance in one document could result in contradicting plat language or a property's Covenants and Restrictions.

Lewis Stone, District Counsel, concurred with Mr. Baier and stated that the official documents should be utilized when addressing a resident's inquiry. Creating an additional document may only result in providing additional confusion.

FIFTH ORDER OF BUSINESS: Financial Statement

The Financial Statements as of June 30, 2020 were provided as information to The Committee.

SIXTH ORDER OF BUSINESS: Project Wide Fund: Capital Projects Plan

The Project Wide Fund (PWF) Capital Projects Work Plan Fiscal Year – August was provided as information to The Committee.

SEVENTH ORDER OF BUSINESS: August 31, 2020 Committee Meeting

The Committee will meet on August 31, 2020 at 8:30 a.m. to review and recommend approval of the PWF and Sumter Landing Amenities Division (SLAD) Fund Fiscal Year 2020/2021 Final Budgets.

Sumter Landing Amenities Division Fund

EIGHTH ORDER OF BUSINESS: Annual Renewal of Agreements 2020/2021

Mark LaRock, Purchasing Director, advised that Staff is requesting that the Committee recommend approval of the 13 annual renewal agreements for Fiscal Year 2020/2021. The renewal agreements reflect no change to the current contracts.

Vice Chairman Hayes requested confirmation that the agreement for Christmas Decorating Services is for decorations placed on District property. Mr. LaRock confirmed that the decorations would be placed on District property.

On MOTION by Don Wiley, seconded by Dennis Hayes, with all in favor, the Committee recommended approval of the following fiscal year 2020/2021 annual agreement renewals to the Sumter Landing Community Development District Board for review and consideration for approval at their August 20, 2020 meeting: BrightView Landscape Services, Inc., Renewal Three of Three (Final)(Contract #14P-008); BrightView Landscape Services, Inc., Renewal Two of Two (Contract #16P-015); Cepra Landscape, LLC Renewal Two of Three (Contract #16P-022); Cepra Landscape, LLC, Renewal One of Three (Contract #17P-029); Commercial Companies, Inc. Renewal Two of Three (Contract #15P-004); Facility Resources, Inc. Renewal Three of Three (Final)(Contract #15P-005); Hardscapes of Central Florida, LLC Renewal Two of Two (Final)(Contract #16B-043); Kelly Ratliff Pressure Cleaning, Inc. Renewal Two of Two (Final)(Contract #17P-004); The Shepherd's Landscaping, LLC Renewal Three of Three (Final)(Contract #14P-005); The Shepherd's Landscaping, LLC Renewal One of Three (Contract #17P-029); SSS Down to Earth OPCO II, LLC Renewal Three of Three (Final)(Contract

#14P-015); SSS Down to Earth OPCO II, LLC Renewal Two of Three (Contract #16P-015); SSS Down to Earth OPCO II, LLC Renewal One of Three (Contract #17P-029).

NINTH ORDER OF BUSINESS: Amendment One to the Agreement with Pool Control, Inc.

Mr. LaRock advised that as part of the District's purchase of the amenities in November 2016, the District assumed the agreement between Pool Control, Inc. and The Villages of Lake Sumter, Inc. for pool maintenance of 54 pools for an annual contract amount of \$1,485,197.52. Amendment One to this agreement would add a one-time 4% increase to the fifth year of the contract for an annual increase of \$58,783.90 and would eliminate the \$100.00 monthly charge for patio furniture maintenance, which is an annual decrease of \$15,600. Mr. LaRock stated that the total amended annual contract amount is \$1,528,381.42. Staff is requesting that the Committee recommend approval of Amendment One to the Agreement with Pool Control, Inc. to the Sumter Landing Community Development District Board (SLCDD).

On MOTION by Don Wiley, seconded by Steve Brown, with all in favor, the Committee recommended approval of Amendment One to the Agreement with Pool Control, Inc. for an amended annual contract amount of \$1,528,381.42 to the Sumter Landing Community Development District Board.

TENTH ORDER OF BUSINESS: Amendment Two to RFP #18P-014 Landscape & Irrigation Maintenance for District 12 Villas, Cul-de-Sacs, Basins and Roadways

Mr. LaRock advised that Staff is requesting that the Committee recommend approval of Amendment Two to the agreement with Cepra Landscape, LLC (RFP #18P-014) for landscape and irrigation maintenance of additional basins that have been inspected and accepted within District 12. The increase to the annual agreement is \$845,138.20 for a total annual agreement amount of \$1,338,096.60.

On MOTION by Chuck Wildzunas, seconded by Dennis Hayes, with all in favor, the Committee recommended approval of Amendment Two to the agreement with Cepra Landscape, LLC (RFP #18P-014) Landscape and Irrigation Maintenance Agreement for District 12 Villas, Cul-de-Sacs, Basins and Roadways for an amended annual contract of \$1,338,096.60 to the Sumter Landing Community Development District Board.

ELEVENTH ORDER OF BUSINESS: Award of Invitation to Bid (ITB) #20B-016 – Mangrove Golf Cart Bridge Renovation

Mr. LaRock advised that Staff is requesting that the Committee recommend award of Invitation to Bid (ITB) #20B-016 - Mangrove Golf Cart Bridge Renovation to Hardscapes of Central Florida, LLC. On May 21, 2020 the District issued ITB #20B-016 for the renovation of the existing golf cart bridge to include raising the bridge to deck height and removing and replacing existing railing posts railing cap, deck(s) and joists. The District received two (2) bid submittals and Hardscapes of Central Florida, LLC was determined to be the lowest, responsible and the most responsive bidder at \$141,348; \$29,152 under the approved budgeted amount of \$170,500.

Supervisor Wiley inquired how long the Mangrove Executive Golf Course would be closed for this project. Mitch Leininger, Director of Executive Golf Maintenance, stated that it is anticipated that the golf course will be closed for a three (3) month period. Construction is anticipated to begin in October 2020. Supervisor Wiley inquired if any additional maintenance would be completed to the courses during this time. Mr. Leininger stated that enhancements to sod and tree work will also be completed. Supervisor Wiley requested clarification if the Sweetgum Executive Golf Course would be closed for maintenance at the same time as Mangrove. Mr. Leininger stated that the maintenance to be completed on Sweetgum is scheduled to begin in the April 2021 timeframe.

Chairman Moeller requested clarification as to why the bridge needs to be replaced. Mr. Bean advised that historically, when a large rain event has occurred, the golf cart bridge has become submerged, which is what has accelerated the degradation of the boards and why the project scope includes raising the deck of the bridge. Staff responded to Committee Member inquiries.

On MOTION by Dennis Hayes, seconded by Ken Stoff, with all in favor, the Committee recommended award for ITB #20B-016 - Mangrove Golf Cart Bridge Renovation to Hardscapes of Central Florida, LLC in the amount of \$141,348 to the Sumter Landing Community Development District (SLCDD) Board.

TWELFTH ORDER OF BUSINESS: Old Business Status Update – SLAD

The following Old Business Status Updates were provided:

- The Villages Brownwood Woodshop: Mr. Baier advised that construction updates have been provided in the District Weekly Bulletin.
- Request number of hits for Recreation and Parks News in Daily Sun: Mr. Baier advised that the number of hits for Recreation and Parks News will be provided at the August 31, 2020 meeting.
- Consideration to construct golf cart parking area at children's park: Mr. Bean provided the Committee with a conceptual layout of the proposed golf cart parking area which will be located in close proximity of the children's park in Lake Sumter Landing. The parking area would be located along the Stillwater Trail multi-modal Path and would be constructed of asphalt with striped parking spots. The parking area will also require that additional three-board fencing be installed, plant removal and replacement and necessary irrigation repairs. The budget estimate for the construction project is \$8,500. Following discussion, the subsequent action was taken:

On MOTION by Don Wiley, seconded by Steve Brown, with all in favor, the Committee approved the expenditure for construction of a golf cart parking area for the Lake Sumter Landing children's park.

- Supervisor process of contractors: Mr. Bean provided a PowerPoint presentation which outlined DPM's contractor quality assurance process. DPM manages contracts daily for eight (8) different categories which include: janitorial, pool, spas & fountains, asphalt and pavement, landscape and irrigation, preserves, wetlands and SRA, gate maintenance, construction and renovations and stormwater management. Mr. Bean

stated that DPM is transitioning from a reactive organization to a proactive organization and manages these contracts by utilizing capital and routine maintenance planning, maintenance contract and agreement management, daily inspections and walkthroughs and preventative and corrective maintenance. Also, DPM is development Standard Operating Procedures (SOPs), is increasing Staff training and establishing policies to help manage expectations. Mr. Bean stated that DPM manages two (2) types of contracts, maintenance and non-routine. Maintenance contracts are daily maintenance contracts which include janitorial, pool maintenance, fire alarm systems, pest control, pressure washing, and landscape and irrigation. Non-routine contracts are reconstructions projects, renovation projects, mill and overlay, roof replacements and major upgrades. Mr. Bean provided an overview of the DPM staffing quality assurance/quality control levels and the communication that occurs with contractors through pre-construction and routine progress meetings.

THIRTEENTH ORDER OF BUSINESS: Financial Statements

The Sumter Landing Amenities Division (SLAD) Financial Statement as of June 30, 2020 was provided to the Committee as information.

Supervisor Wiley requested clarification pertaining to the investment earning. Anne Hochsprung, Finance Director, advised that the investment earnings exceed the budget of \$611,000 by \$134,029.

FOURTEENTH ORDER OF BUSINESS: SLAD Fund: Capital Projects Work Plan – August

The SLAD Fund Capital Projects Plan for August 2020 was provided to the Committee as information.

FIFTEENTH ORDER OF BUSINESS: District Manager Reports

A. Golf Guest Play Card

Mitch Leininger, Director of Executive Golf, advised that the District has established an

Executive Golf Guest Play Card for guests to play four (4) games on any Executive Golf Course north of SR 44, which includes greens and trails fees. The cost of Golf Guest Play Card is \$44.

B. Old Business Tracking System

Mr. Baier advised that Staff has revised the format of the Old Business Status Update, which was done to assist the supervisor in providing information to their constituents and will assist to better track issues for the District.

C. Balanced Score Card

Mr. Baier advised the Board that Staff will be presenting the Balanced Score Card in the Fall which provides an overview of the District's accomplishments, highlighting Staff's achievements and accomplishments throughout customer service, communication, transparency, technology and effective government. The District's current Balanced Score Card can be found on the www.districtgov.org homepage.

SIXTEENTH ORDER OF BUSINESS:

Supervisor Comments

Supervisor Wiley suggested that the Committee consider requesting that the Developer begin paying the District for marketing of The Villages Registered Logo on District infrastructure; such as the water towers, bridges, sign walls, which results in free advertisement for The Villages. Supervisor Wiley stated that the District is utilizing resident amenity fees or maintenance assessments, depending on the infrastructure, to complete routine maintenance of that infrastructure, and believes that the Developer should pay the District for advertising, which would assist in funding a portion of the cost for maintenance. Supervisor Wiley stated that he believes it is inappropriate for a government entity to endorse a private entity, which is The Villages.

Mr. Baier advised that within the State of Florida The Villages is recognized as the name of this community, and similar to other municipalities, acts as a demarcation for the community when it is included on infrastructure such as water towers and bridges, which also provides a sense of place. The District has entered into a License Agreement with The Villages of Lake-Sumter, Inc. which allows the Districts to utilize The Villages logo, as a symbol of the government located within the community.

Supervisor Wiley requested that Mr. Stone provide his opinion. Mr. Stone stated that he while he understands the point being made by Supervisor Wiley, but concurs that the words “The Villages” are utilized as a locator for the community the residents reside in.

Following Committee discussion, there was not concurrence among the Committee to proceed with Supervisor Wiley’s suggestion.

Supervisor Brozick requested a status update regarding the District 7 Board’s decision as it pertains to funding of its portion of the Project Wide Fund cost allocation. Mr. Stone advised that he attended the District 7 July 30, 2020 Special Meeting and, it is his understanding that it is the intent of the District 7 Board to adopt its Fiscal Year 2020/2021 Budget with the PWF cost allocation included. Mr. Stone advised that as provided for in the Third Amended Interlocal Agreement, 1/12th of the total cost allocation is paid monthly, and the Board has requested that Staff prepare a monthly agenda monthly to receive that approval. During that meeting, the District 7 Board also took formal action to terminate the services of District Counsel and will proceed with the Request for Qualification (RFQ) process to hire new Counsel.

Mr. Baier stated that the District 7 Board was very firm in their statements that the Board did not intend on breaching its contractual obligations for the PWF cost allocation. The agenda item that Staff will bring forward at the August 14, 2020 meeting will include a provision to provide a monthly approval process, but the agenda item will also provide a process for the District Manger to proceed with the monthly cost allocation, should a meeting be canceled due to a pandemic issue or a severe weather event.

Chairman Moeller stated that there is not a representative from the District 7 Board present and inquired if a reason was provided. Mr. Baier stated that Staff received an email from Supervisor Vicenti this morning advising that he would not be in attendance at today’s PWAC, based on advice of an attorney.

SEVENTEENTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 10:54 a.m.

**On MOTION by Dennis Hayes, seconded by Don Brozick, with all in favor,
the meeting was adjourned.**

Richard J. Baier
Secretary

Peter A. Moeller
Chairman