

**MINUTES OF MEETING
PROJECT WIDE ADVISORY COMMITTEE**

The Meeting of the Project Wide Advisory Committee was held on Monday, April 3, 2017 at 9:00 a.m. in the Large Conference Room of the District Office, 984 Old Mill Run, The Villages Florida, 32162.

Committee Members present and constituting a quorum:

Peter Moeller	Chairman (District 6)
Jerry Vicenti	Committee Member, Alternate (District 7)
Chuck Wildzunus	Committee Member (District 5)
Dennis Hayes	Committee Member, (District 8)
Steve Brown	Committee Member (District 9)
Don Wiley	Committee Member (District 10)

Staff Present:

Janet Tutt	District Manager
Sam Wartinbee	District Property Management Director
Barbara Kays	Budget Director
Brittany Wilson	Assistant to District Manager
Candice Lovett	Deputy 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 9:01 a.m. and stated for the record that a representative from each District was in attendance.

B. Pledge of Allegiance

The Chairman led the Pledge of Allegiance.

C. Audience Comments

No audience comments were received.

CONSENT AGENDA:

Chairman Moeller advised the Committee that a motion to approve the Consent Agenda is 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.

Supervisor Wiley requested that the Third Order of Business be pulled from the Consent Agenda.

SECOND ORDER OF BUSINESS: Approval of the Minutes

On MOTION by Chuck Wildzunas, seconded by Jerry Vicenti, with all in favor, the Committee approved the Minutes from the May 1, 2017 meeting.

THIRD ORDER OF BUSINESS: Agreement for Scheduled and Emergency Traffic Light Maintenance and Repair for Traffic Light at Colony Boulevard Multi-Modal Path Trail

Supervisor Wiley stated that he reviewed the Agreement for Services and found several items that he does not believe are in the best interest of the District:

- The emergency response time for the agreement is identified as five (5) days, but there is no required response time to the District for this very important part of infrastructure. The agreement does not state that if an issue occurs with the traffic signal that the contractor is required to be on-site within two (2) hours, four (4) hours, etc. and in reading the agreement the contractor could believe they have five (5) days to respond to an emergency, which could be a major issue at this location.
- According to the attachment to the agreement the monthly inspections are billed on an hourly basis but the agreement provides no fixed duration to accomplish the inspection.
- The performance bond requirement for the contract is only \$10,000 when the District expended \$250,000 to purchase and have the traffic signal installed.

Supervisor Wiley stated that the contract seems to benefit the contractor and could leave the District exposed.

Chairman Moeller inquired how this maintenance agreement compares to other maintenance agreements the District has for traffic signals. Janet Tutt, District Manager, stated that the District is responsible for only a few traffic signals, the majority fall under the purview of Sumter County. Sam Wartinbee, District Property Management (DPM) Director, advised that the Village Center Community Development District (VCCDD) Village of Spanish Springs (VOSS) Fund is responsible for the maintenance of the traffic signals in Spanish Springs and the Sumter Landing Community Development District (SLCDD) Lake Sumter Landing (LSL) Fund is responsible for the traffic signals in Lake Sumter Landing. Mr. Wartinbee clarified that the monthly maintenance cost is \$94, which is a fixed rate. The contractor has previously been very responsive when issues have occurred and in those instances the Colony Boulevard signal is programmed to go to the flashing mode.

Chairman Moeller requested that, in light of Supervisor Wiley's inquiries, that Staff complete a further review of the contract language. Ms. Tutt stated that Staff will complete the review, address Supervisor Wiley's concerns and bring the contract back to the Committee for approval.

FOURTH ORDER OF BUSINESS: Fiscal Year 2017/2018 Recommended Budget Packet

Barbara Kays, Budget Director, advised that the Fiscal Year 2017/2018 Recommended Budget and the Capital Improvement Plan (CIP) for the Project Wide Fund has been provided for the Committee. Ms. Kays provided an overview of the budget and highlighted the following line items:

Revenues:

- Amendments to the District 9 and District 10 Right-of-Way Agreements with Sumter County have resulted in \$44,000 of increased revenue.
- District 12 has been added to the Project Wide Fund and their cost allocation is \$604,084 or 5.25% at this time.
- Staff is recommending a 3% increase to the cost allocations for the Districts and a usage of Working Capital in the amount of \$355,000 has been included.

Supervisor Wiley inquired what the increase to the cost allocation would be if the Committee chose not to utilize Working Capital. Ms. Kays advised the increase to the numbered Districts would have been closer to a 6%-7% increase without the usage of Working Capital.

Chairman Moeller stated that the Committee has to closely watch its reserve balances because a policy decision has been made that the Project Wide Fund would maintain the current \$2,112,220 and all other reserves would be maintained at the District level.

Expenditures:

- A 10% increase placeholder has been included for the Management Fee line item and a 5% increase for Technology Services. Once the cost allocation process has been completed in the late summer months, these line items will be adjusted.
- Landscape Maintenance Non-Recurring includes a \$280,845 increase for a total of \$450,000 to fund the replanting plan. However, due to the water restrictions a large amount of funds have not been expended. Any unexpended funds from the current fiscal year will be carried over to Fiscal Year 2017/2018.

Supervisor Wiley inquired why such a large increase was included. Mr. Wartinbee stated due to the lack of rainfall all the amount of irrigation to all District properties has been reduced to maintain compliance with its existing permits, which has resulted in the need to replace plant material. Ms. Tutt stated that the usage of Working Capital will allow the District to fund the major plant replacement without causing a spiked increase to the cost allocation percentages to the numbered Districts.

- Irrigation Repair includes a \$50,000 increase to address aging sprinkler heads that require replacement.
- Other Maintenance has an increase of \$628,000 or 26% which a large portion of is the result of the addition of District 12 project wide related maintenance.

Chairman Moeller stated the \$604,000 cost allocation from District 12 does not cover the \$628,000. Ms. Kays stated the entire \$628,000 increase is not the result of the addition of District 12 infrastructure and advised a detailed breakdown for each maintenance related line item has been provided for the Committee's review.

Supervisor Wiley inquired if the substantial increase for preserve mowing is the result of the Lake Miona Conservation Easement maintenance. Mr. Wartinbee stated that no funds for maintenance of the conservation easement have been budgeted.

- A listing of the capital outlay projects in the amount of \$316,624 has been provided and identifies a large amount of fence replacement, the mill and overlay of Colony Boulevard and replacement of the Lake Sumter Landing flood control pump. Ms. Tutt stated the utilization of Working Capital is also providing the District the ability to complete the Capital Projects.

Working Capital and Reserve Balances:

- The Working Capital estimated balance for Fiscal Year 2017/2018 is \$3,881,912, which includes the usage of \$355,000.
- The General R&R balance remains at \$2,112,220.
- The funds budgeted in Fiscal Year 2015/2016 for the Morse Boulevard embankment project were not carried forward. Once a total cost is identified than those funds will need to be taken from either Working Capital or the General R&R.

Chairman Moeller requested a status update on the Morse Boulevard embankment project. Mr. Wartinbee stated the District has not yet received comments from the Army Corps of Engineers, the Department of Environmental Protection (DEP) or the Southwest Florida Water Management District (SWFWMD) so the final scope of work has not been able to be completed. The District is aware that the revetment project will require the replanting of approximately 50 trees around the water edge, which will require an additional permit. Staff is hopeful to receive all comments from the agencies within three (3) weeks, so that the Scope of Work can be completed and the solicitation be put out on the street. Ms. Tutt advised the 50 trees are smaller trees and will not result in a large expenditure.

Chairman Moeller inquired if the test results for the lime rock from District 12 have been received. Mr. Wartinbee stated the test results have not yet been received.

Chairman Moeller stated the initial estimate could result in a usage of 40-50% of the Project Wide Fund Working Capital/Reserve balances and consideration for funding will have to be made. Ms. Tutt stated although the funding of the reserves and Working Capital is a policy decision, Staff would recommend not proceeding until an actual project cost for the revetment project is received. Each numbered District has made the policy decision that reserves for major capital projects will not be kept

in the Project Wide Fund, and should the need for funds arise, the Committee would then make the request to each numbered District. Each numbered District has acceptable reserve balances.

Supervisor Hayes requested a historical overview of the numbered District assessment levels, which was provided by Ms. Kays. Ms. Kays advised that this is the first year that Staff has recommended including an increase to the project wide cost allocations. A discussion among the Committee and Staff occurred.

Chairman Moeller stated that once the actual cost of the Morse Boulevard embankment project is known the Committee can further discuss the level of reserves and if it will be necessary to request contributions from the individual numbered Districts. The Board concurred.

Supervisor Wiley stated in reviewing the 10 year Capital Improvement Plan (CIP) the Committee will need to consider future funding and possible increases.

Ms. Tutt stated that Staff is following the policy decisions made by the numbered District Boards that reserves would be held by the numbered Districts, which is why a 3% increase to the cost allocation and usage of Working Capital was utilized. If the Committee chooses to discuss the funding of the reserves, that discussion will have to occur with the numbered Districts. These discussions can occur at any time and do not need to be included as part of the budget discussion.

Supervisor Wiley stated that The Villages will continue to grow and items/issues will continue to have to be addressed and believes a policy discussion of how the Project Wide Fund budget and reserves will be addressed in the future should occur.

Ms. Kays advised that the Fiscal Year 2017/2018 Recommended Project Wide Fund Budget will be presented to the SLCDD Board at their June 1, 2017 meeting and finalized during the summer months prior to the SLCDD Board adopting the budget at their September 14, 2017 meeting. Ms. Tutt stated that Staff is requesting that the Committee recommend Staff present the recommended budget to the SLCDD Board.

On MOTION by Dennis Hayes, seconded by Steve Brown, with all in favor, the Committee recommended approval of the Fiscal Year 2017/2018 Project Wide Proposed Budget to the Sumter Landing Community Development District Board.
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**FIFTH ORDER OF BUSINESS: Discussion Item: Amendment to Resolution
Establishing the Project Wide Advisory Committee**

Ms. Tutt stated that Staff is requesting that the Committee recommend that the SLCDD Board adopt the Amendment to the Resolution Establishing the Project Wide Advisory Committee. Ms. Tutt advised that the language proposed by Supervisor Wiley at the April meeting was included.

Chairman Moeller inquired if any input was received as a result of the discussions held by the numbered District Boards that should be considered.

Supervisor Hayes stated there was a presumption among a District 8 Supervisor that the addition of the amenities could be overwhelming for the PWAC and a suggestion was made that consideration could be given to have the PWAC Alternate Member address the amenities related items and the Primary Member address the project wide related items; however, the overall response was that the Committee should be allowed to function as suggested and should a change need to be made it could occur at a later date.

<p>On MOTION by Don Wiley, seconded by Steve Brown, with all in favor, the Committee recommended adoption of the Amendment to the Resolution Establishing the Project Wide Advisory Committee to the Sumter Landing Community Development District Board.</p>
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Ms. Tutt stated that the Resolution will be brought to the SLCDD Board at the May 18, 2017 meeting for formal adoption. Staff intends on providing a list of issues and topics that have been raised and will provide the Committee with a framework to address alternatives and options.

Supervisor Hayes inquired if a list of the amenity facilities that will fall under the purview of the PWAC, inclusive of the assessed value and year of construction, could be provided so that the Committee can review renew and replace items for the CIP. Ms. Tutt stated that Staff can provide a listing of the amenity facilities and advised that the Budget Department will begin to establish a CIP for the amenities recently purchased.

Chairman Moeller requested that Staff provide an overview of the facilities and what is necessary to maintain the facilities. Ms. Tutt stated that Staff can provide an overview once the budget process for Fiscal Year 2017/2018 budget process.

**SIXTH ORDER OF BUSINESS: Status Update: Morse Boulevard Embankment
Revetment Project**

This item was previously addressed.

Phillip Wazel, District 5, inquired if different materials are being considered for the revetment project. Mr. Wartinbee stated the Engineers are proposing to use lime rock for the project. Currently tests are being conducted on the lime rock available in District 12 to confirm whether it is suitable for the project.

SEVENTH ORDER OF BUSINESS: Status Update: Lake Miona Conservation Update

Mr. Wartinbee stated that Staff has received a draft of the proposed management plan be prepared by Jeff Pardue of Breedlove, Dennis & Associates (BDA); however, because Mr. White, the resident spokesperson was not able to attend today's meeting, the review of the plan will be addressed at the June 5, 2017 meeting. Estimated costs will be provided but the actual cost will depend on what is approved by SWFWMD, the extent of the maintenance and the timing for maintenance.

EIGHTH ORDER OF BUSINESS: Staff Reports

Diane Tucker, Administrative Operations Manager, introduced Pam Hayes, the District's new Purchasing Director to the Committee. The Committee welcomed Ms. Hayes to the District.

NINTH ORDER OF BUSINESS: District Counsel Reports

District Counsel is not in attendance.

TENTH ORDER OF BUSINESS: Supervisor Comments

- A. Vice Chairman Ruggeri: PWAC Consideration to have a Wayfinding Study completed
Supervisor Vicenti requested that this item be tabled.

ELEVENTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 10:20 a.m.

On MOTION by Chuck Wildzunas, seconded by Don Wiley, with all in favor, the Board adjourned the meeting.

Janet Y. Tutt
Secretary

Peter A. Moeller
Chairman