

**MINUTES OF MEETING
PROJECT WIDE ADVISORY COMMITTEE**

The Meeting of the Project Wide Advisory Committee was held on Monday, May 2, 2016 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)
Ron Ruggeri	Committee Member (District 7)
Chuck Wildzunas	Committee Member (District 5)
Dennis Hayes	Committee Member, (District 8)
Steve Printz	Committee Member (District 9)
Don Wiley	Committee Member (District 10)

Staff Present:

Janet Tutt	District Manager
Diane Tucker	Administrative Operations Manager
Sam Wartinbee	District Property Management Director
Barbara Kays	Budget Director
Jennifer McQueary	District Clerk
Brittany Wilson	Assistant to District Manager

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 9:00 a.m. and stated for the record that a representative from each District was present representing a quorum.

B. Pledge of Allegiance

Chairman Moeller led the Pledge of Allegiance and led the Committee and residents in a moment of silence to honor those who serve our Country and community.

C. Audience Comments

No audience comments were received.

SECOND ORDER OF BUSINESS: Approval of the Minutes from the Meeting held on April 4, 2016

On MOTION by Steve Printz, seconded by Dennis Hayes, with all in favor, the Board approved the Minutes from the Board Meeting held on April 4, 2016

THIRD ORDER OF BUSINESS: Access to pond across from Lake Miona Regional Recreation Center

Janet Tutt, District Manager, stated that Staff received a concern regarding the condition of the property around the pond located near the Lake Miona Regional Recreation Center on Buena Vista Boulevard and Bailey Trail, which has become an area that is traversed by golf carts and pedestrians with dogs. Ms. Tutt provided the Committee with pictures and advised that the aesthetics of the area are an issue and this may be an area that the Committee needs to consider restricting access to.

Sam Wartinbee, District Property Management (DPM) Director, stated the majority of the damage being done to the turf is a result of the golf cart traffic and Staff is concerned that erosion issues could begin to occur. Staff's suggestion would be to install a fence at the southwest corner of the pond down to the water's edge, which would restrict access to pedestrians only. The estimated cost for the installation of the fence is approximately \$4,200.

Supervisor Wiley inquired why Staff would recommend restricting golf cart access to this area instead of making the area more user friendly and accessible to minimize the negative impact. Mr. Wartinbee stated historically the Water Retention Areas (WRA's) have not been utilized in this manner this area is and if this type of activity is allowed at one, additional requests will begin to be received. Supervisor Wiley stated there are residents who obviously enjoy this section of property for various reasons. Ms. Tutt stated the Committee could consider installing a path around the pond, but Staff would recommend against that because it would change the impervious area and would go against the design intent of the WRA. The utilization around the WRA by the residents, and their golf carts, has destroyed the area around the WRA, which the Project Wide Fund is responsible for the maintenance of.

Following discussion, the Committee requested Staff proceed with the installation of the fence to the water's edge, restricting golf cart access to the southern portion of the WRA, but allowing pedestrian traffic. Additionally, the Committee requested that signage be installed to communicate to residents about the upcoming installation of the fence which will restrict the golf cart traffic. Ms. Tutt stated that Staff will take the necessary steps to communicate the installation of the fence with the residents.

FOURTH ORDER OF BUSINESS: Fixed Asset Report

Ms. Tutt requested that this item be addressed after agenda items 5 – 8.

FIFTH ORDER OF BUSINESS: Status Update: Roundabout Replanting

Mr. Wartinbee advised that the replanting of the roundabouts is complete south of CR 466. Additionally, in response to line of site concerns at the intersection of Colony and Morse Boulevard, the existing plant material has been removed. Because the total cost for the roundabout replanting project was less than the estimate, Staff directed the contractor to address the medians at the intersection.

The Committee thanked Staff for their efforts.

SIXTH ORDER OF BUSINESS: Status Update: Marking/Striping of Multi-Modal Path Medians

Mr. Wartinbee advised that the installation of the markings and striping on the multi-modal paths south of CR 466 will begin this week.

SEVENTH ORDER OF BUSINESS: Status Update: Multi-Modal Path Discussion Group

Chairman Moeller stated as information that the Multi-Modal Path Discussion Group (MMPDG) meeting date has been scheduled for Tuesday, July 26, 2016. Ms. Tutt advised that the meeting will be at 9:00 a.m. and will be held at the Savannah Regional Recreation Center.

Supervisor Hayes suggested that Staff provide targeted discussion items. Ms. Tutt advised that Staff will provide the items for review at the Committee's review at the June 6, 2016 meeting.

EIGHTH ORDER OF BUSINESS: Status Update: Engineering Review of Morse Bridge Embankment

Richard Busche of Kimley-Horn & Associates, Inc. (KHA) advised that the engineers are approximately 2½ months into a 6 month project, and during the last 30 days field data collection has occurred. The Maintenance of Traffic (MOT) to get the geotechnical equipment onto and off of the embankment has been accomplished, surveying of the locations has been completed and the elevation information is being obtained. Mr. Busche advised the initial data collections, field assessment and documentation of the conditions of the embankment have been completed. The laboratory results have not yet been received for the sample borings collected and are not anticipated to be received for approximately two (2) weeks. Mr. Busche stated the scope of the project requested that based on the conditions that exist today, would the engineers recommend any work be completed to address any erosion that has occurred, which will begin to be assessed once the soil sample results have been received.

Vice Chairman Ruggeri inquired if any additional costs have been incurred. Ms. Tutt stated the only additional costs incurred were a result of completing the borings during the day time hours, so the noise would not have occurred during the night hours. Mr. Busche advised that the engineers decided not to complete three (3) of the borings located in the roadway.

Mr. Busche responded to the Committee's inquiries.

Supervisor Wiley requested clarification of the ownership of the roadway and the bridge. Ms. Tutt stated that the bridge and road are owned by the District, but the roadway has been turned over to Sumter County for maintenance. Supervisor Wiley inquired which entity owns the island. Ms. Tutt stated the embankment is owned by Sumter Landing Community Development District (SLCDD).

At this time Chairman Moeller opened the meeting to audience comments.

Tom Edge addressed the Committee with his concerns about the review of the embankment, the purpose of the review and the associated costs to complete the review. During Mr. Edge's overview, Committee Members, Staff and Mr. Busche responded to his inquiries and provided clarification of the District's maintenance responsibility as it pertains to the embankment.

FOURTH ORDER OF BUSINESS: Fixed Asset Report

Ms. Tutt stated during a previous meeting the Committee requested that Staff identify the fixed assets for the infrastructure of Districts 5 through 8. The assets for each District have been identified by the General Fund Maintenance and Project Wide Maintenance. Ms. Tutt advised that Districts 9 and 10 have not yet been completed.

Supervisor Hayes thanked Staff for the level of effort that was necessary to accomplish the fixed asset report and stated he believes it is important for each of the numbered District Boards to review the value of its assets, review the assets' useful life and ensure an appropriate level of renewal and replacement funds are designated, so that when replacement is necessary, a large increase to the maintenance assessments will not be necessary.

NINTH ORDER OF BUSINESS: Fiscal Year 2016/2017 Proposed Budget Discussion.

Barbara Kays, Budget Director, reviewed the Form 1 for the proposed budget for Fiscal Year 2016/2017 and highlighted the following expenditure line items on the proposed Project Wide Fund budget that had major adjustments

- A 10% placeholder has been included for the management fees and technology services which are cost allocated line items.
- Engineering Services: A 31% increase is included on the information presented to the Committee; however, Staff has just been advised that \$81,000 of expenditures relating to the B9 tunnel repairs were incorrectly included in the Engineering Services line item and should have been included in the Building and Maintenance line item. Additionally, \$10,000 that was included in the Building and Maintenance line item will be transferred to the Engineering Services line item. Staff will make the necessary adjustment.

Mr. Wartinbee advised that some separation on the wing walls of the B9 tunnel, which is the tunnel under CR 466 at CR 101, has occurred and has resulted in a bulge in one wall. Staff will have to utilize a structural engineer to complete the review and provide a recommendation for the repair. It is anticipated that approximately 25% of the existing structure will have to be removed and rebuilt to correct the issue. Staff is anticipating that the project would begin in the October 2016 timeframe.

- Other Professional Services: Increase of \$23,000 or 6% for Maxicom irrigation recurring costs. The irrigation related costs are a result of adding District 11 costs to the Project Wide Fund.
- Building and Structure Maintenance: This line item shows an increase of \$487,000; however, there is \$750,000 included in this line item to address the possible expenditures for the Morse Boulevard embankment, if necessary. The actual increase for 2016/2017 is \$280,000; \$222,000 is included to apply rejuvenator to all of the multi-modal paths, as provided for by the Capital Improvement Plan (CIP).
- Landscape Maintenance - Recurring: This line item reflects an increase of \$119,000 related to landscape maintenance contract increases. An estimated increase has been included for District 11 project wide area landscape contracts. In 2015/2016 estimated increases were included for some expiring landscape contracts and in the 2016/2017 budget the actual costs have been included.

Supervisor Wiley requested clarification of the estimated increases included, versus the actual costs for landscaping, which was provided by Staff.

- Landscape Maintenance – Non-recurring: \$280,845 has been included to complete a major landscape replacement for Buena Vista Boulevard for Phases I – IV. Staff responded to Committee inquiries. Ms. Tutt stated that the landscape in the Districts is a major portion of the fixed assets for the Districts.
- Other Maintenance: Staff has included an estimated increase for the contract relating to basin maintenance. The Request for Proposal (RFP) for this contract opens the afternoon of May 2, 2016.

Supervisor Printz inquired if the mosquito control completed by Sumter County includes the basins and WRA's. Mr. Wartinbee stated Sumter County has a mosquito control program that includes fogging. Supervisor Printz inquired if any additional mosquito control will be completed to address the concerns relating to Zika. Mr. Wartinbee stated the Districts have previously addressed midges, blind mosquitoes, at WRA's on a case by case basis. Supervisor Printz inquired if the Districts will be identifying a mosquito control program to proactively address these concerns. Ms. Tutt stated the District has not taken proactive actions to address mosquito control, but will inquire with Sumter County to identify if the county has established a program.

- Infrastructure: Included on the CIP for Fiscal Year 2016/2017 is the mill and overlay of the Stillwater Trail Multi-Modal Path in the amount of \$58,754.

Supervisor Wiley stated in Fiscal Year 2015/2016 the 10% placeholder for Management Fees increased to 16% and the Technology Fees increased to 30% and believes these costs need to be controlled. Ms. Kays stated the increase to the Management Fees line item was the costs relating to the addition of District 11 project wide infrastructure. Ms. Tutt stated the 10% increase is not indicative to increases across the Board, and the increases in these line items were a direct result to the necessary management services that project wide has utilized, which impacted the cost allocation. Supervisor Wiley stated if residents review the proposed budget he does not believe they will understand the reasoning for the annual increases.

Ms. Kays reviewed the allocation spreadsheet which identifies the Project Wide Fund's revenues:

- Each District's cost allocation to the Project Wide Fund has been kept level with the current fiscal year.
- Usage of Working Capital in the amount of \$253,300 was included to maintain the Districts' allocations level.

Ms. Kays advised that the Working Capital balance has been maintained at \$3,267,452 and the General R&R Fund at \$2,112,220. If the funds budgeted for the Morse Boulevard embankment are not expended they will be added back to the Working Capital balance. The Committee discussed the level of reserves within the Project Wide Fund and confirmed that reserves are not being built in the Project Wide Fund to address major issues, those reserves are to be maintained by the numbered Districts.

The Committee thanked Staff for the budget information presented for review.

TENTH ORDER OF BUSINESS: Staff Reports

Ms. Tutt advised that Staff received communication from a resident requesting that a review of the signage at the exit of the Colony Plaza tunnel be reviewed, which has previously been completed by this Committee.

ELEVENTH ORDER OF BUSINESS: Committee Member Comments

A. Chairman Moeller: Consideration to move Audience Comments

Chairman Moeller advised that the District 6 Board has opted to move the audience comments portion of the meeting to the end of the meeting, because the resident comments received began to take a large portion of the meeting and inquired if this Committee would like to consider doing the same.

Ms. Tutt advised that typically if a topic is brought to a Board by an audience member that item would then be included on the following month's agenda to provide Staff an opportunity to prepare information for the Board's consideration.

Supervisor Printz stated that it is the responsibility of the Chairman to control the meeting and, if necessary, institute time restrictions during audience comments.

Following discussion, the Committee chose not to make any changes to the existing set-up of their agenda.

Supervisor Wiley stated residents have expressed concern about configuration of the golf cart path from the Sarasota driving range to the entrance to District 11 and believes it needs to be reviewed. Mr. Wartinbee stated the design and markings of the roadways fall under the purview of Sumter County or Fruitland Park. Supervisor Wiley stated that the vehicular traffic is not an issue and believes that a multi-modal path should be installed along the roadway. Mr. Wartinbee stated there are many miles of roadways in The Villages that have the golf cart paths along the edge of the roadway, which is how Moyer Loop was designed.

Supervisor Hayes inquired whose responsibility it is to address line of sight concerns in this same area, because exiting from Moyer Recreation Center onto Moyer Loop because is difficult because of the elevation changes. Mr. Wartinbee advised that Staff would review the golf cart path design and the line of sight concerns.

TWELFTH ORDER OF BUSINESS: Adjourn

The meeting was adjourned at 11:41 a.m.

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

Janet Y. Tutt
Secretary

Peter A. Moeller
Chairman