

## *PUBLIC WORKS COMMITTEE CHARTER*

### SCOPE

This Charter defines the responsibilities and authority of the Spruce Creek Public Works Committee. The committee is chartered by the Board to maintain and enhance the property of the Spruce Creek POA in a cost effective and appropriate manner. On a day to day basis, the Committee works in concert with the General Manager, who operates under the direction of the Board. The Public Works Committee draws its authority from the Board. The Public Works Committee will communicate with the other committees designated by the Board, through the General Manager, in order to ensure proper coordination of all operations within the POA.

The Committee shall consist of not less than three (3) members of the POA or Spruce Creek residents and, to the extent practical, not more than one committee member shall also be a member of the Board of Directors. In no case shall Board members constitute a majority of the committee. It is desirable for Committee members to actively participate in the care and maintenance of appropriate POA property. In choosing members of the Committee, the Board will give preference to those who have specific knowledge and backgrounds related to the activities of the Public Works Committee, including but not limited to: civil engineering, site planning, contracting, purchasing, electrical work, plumbing work, and other such abilities as may be beneficial to the operation of the committee.

### RESPONSIBILITIES

1. The Public Works Committee will identify problems with POA assets, including but not limited to existing roads, lakes, and storm drainage systems and develop solutions to remediate any problems identified.
2. If the Committee finds that residents, contractors, builders or other factors have interfered with drainage provisions or existing roads, the Committee will provide this information to the General Manager.
3. The Committee will develop plans for ongoing maintenance of the POA assets, including but not limited to, roads, grounds, lakes and drainage areas throughout the community.
4. The Committee will develop and recommend Requests for Proposals (RFP's) for ongoing maintenance or additional projects, in coordination with the General Manager, who will submit as necessary the final draft to the Board for approval. All RFP's covering large expenditures will be sealed bids in accordance with the purchasing policies of the Board then in effect.
5. For normal expenditures, bids will be solicited for all work in accordance with the purchasing policies of the Board and in coordination with the General Manager. A summary of the bids received, with recommended vendor noted, will be provided through the General Manager to the Board, as required by the Board policies.
6. The Committee, in coordination with the General Manager, will negotiate contracts based on the RFP's. The Committee, via the General Manager, will submit all recommended contracts to the Board for final approval.
7. The Committee will create and administer, as appropriate, weekly, monthly, quarterly and annual inspection routines to ensure the physical assets are being properly maintained.
8. The Committee will ensure that the Lear Bridge is inspected as required by law.

9. The Committee, or General Manager as appropriate, will respond to resident requests as received in the POA office and logged in the Maintenance Request Log. The General Manager will keep the Committee informed of all Maintenance Requests.
10. The Committee will prioritize Maintenance Requests (MRs) and select vendors in coordination with the General Manager and the requirements for awarding contracts as established by the vendor selection policies of the Board. Appropriate MR's may be managed by the General Manager.
11. The Committee in conjunction with the General Manager will approve all invoices that are charged to Public Works accounts (i.e. 6500, 9000 and 9500), after determining the work was completed satisfactorily, and that they are being charged to the proper account. Appropriate MRs as mentioned previously may be approved by the General Manager.
12. The Committee will maintain minutes of its meetings and provide the Board with copies of the minutes.

## BUDGETING

The Committee, in coordination with the General Manager, will develop the annual budget for Public Works Operational expenses (i.e. 6500 series items), Capital expenses (i.e. 9000 series items), and Reserve expenses (i.e. 9500 series items). The proposed budget will be submitted to the Budget & Finance Committee for approval.

## DEVELOPMENT OF PLANS FOR MAJOR INFRASTRUCTURE MAINTENANCE

- The Committee will develop plans for the continual maintenance of the roads and storm drainage systems.
- These plans will define a schedule whereby swales, culverts, drainage pipes, retention ponds and roads are inspected, cleaned and properly maintained.
- Based on plans developed for the continual maintenance of roads and storm drainage systems the Committee, in coordination with the General Manager, will develop budgets and time lines for these items and coordinate the costs and scheduling of this work with the Budget and Finance Committee. The Budget & Finance Committee will then work to incorporate this into the Reserve and Capital Expenditure Plans for the POA.

## OVERSIGHT OF SIGNIFICANT PUBLIC WORKS PROJECTS

Whenever a Public Works project is considered critical or of sufficient size, the Committee and General Manager will oversee the project from award of contract to end. The Committee, in coordination with the General Manager, may appoint a qualified individual to administer this oversight. This individual may be a paid consultant or engineer, a Committee member, or a volunteer as required. The Board is to be advised of such appointments and has the authority to disapprove the selectee.

## OVERSIGHT OF CONTRACTORS AND UTILITIES PROVIDERS

In cases where vendors, builders or utilities providers must disrupt roads or storm drainage the Committee, in coordination with the General Manager, will interface with the provider to ensure that the disruption is justified, the extent of the disruption is minimized, and that repairs are accomplished promptly and correctly.