

**MINUTES OF MEETING**

**UNIVERSITY PARK RECREATION DISTRICT**

**BOARD OF SUPERVISORS MEETING**

**Friday, August 14, 2020 at 1:00 p.m.**

**Via conference call due to the COVID-19 Executive Order 20-150**

Board Members present at roll call:

Bob Wood	Chairperson	(via phone)
Jim Long	Assistant Secretary	(via phone)
Beth Bertsch	2nd Vice Chairperson	(via phone)
Nancy Kopnisky	Assistant Secretary	(via phone)
Steve Ludmerer	Vice Chairperson & Treasurer	(via phone)

Also, Present:

Vivian Carvalho	PFM	(via phone)
Venessa Ripoll	PFM	(via phone)
Amy Champagne	PFM	(via phone)
Mark Barnebey	Blalock Walters Law Firm	(via phone)
Matt Lapointe	Blalock Walters Law Firm	(via phone)
Laurie Evans	Country Club	(via phone)
Ron Tobin	Country Club	(via phone)
Curtis Nickerson	Country Club	(via phone)
John Fetsick	Country Club- Director of Finance	(via phone)
Various Members of the General Public		

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order at 1:00 p.m. Those in attendance are outlined above.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**Opening Comments**

Mr. Wood provided opening remarks.

**Public Comments**

There were no public comments at this time.

### **THIRD ORDER OF BUSINESS**

### **Business Matters**

#### **Discussion regarding Executive Order 20-179**

A copy of the Executive Order is included in the agenda package. Mr. Barnebey provided an overview of the Executive Order. The Executive Order 20-179 has been extended to August 31, 2020. There may be a possibility it could be extended again. He discussed Executive Order 20-180 which affect the ability for foreclosures. This also addressed the update of the Owners Outstanding Assessments.

#### **Consideration of Minutes of the July 10, 2020 Board of Supervisors' Meeting**

The Board reviewed the Minutes of the July 10, 2020 Board of Supervisors' Meeting.

ON MOTION by Mr. Long, seconded by Mr. Ludmerer, with all in favor, the Board approved Minutes of the July 10, 2020 Board of Supervisors' Meeting with the suggested changes by Mr. Ludmerer and Ms. Kopnisky.

Mr. Wood requested to change the agenda and move the Review & Consideration of the Trademark / Servicemark License Agreement up on the agenda.

#### **Review & Consideration of the Trademark / Servicemark License Agreement**

Ms. Kopnisky discussed this item and Mr. Lapointe provided an update regarding this item. There are a couple of points of differences between the District Counsel and Counsel from UPCA.

Mr. Barnebey suggested a motion to approve the Trademark / Servicemark License Agreement in substantial form subject to final review by District Counsel and the Chair to sign off on the final document.

ON MOTION by Mr. Long, seconded by Ms. Bertsch, with all in favor, the Board approved the Trademark / Servicemark License Agreement in substantial form subject to final review by District Counsel and authorizing Ms. Kopnisky to sign off on the final document.

Mr. Lapointe left the meeting in progress.

### **Review & Acceptance of Fiscal Year 2019 Audit Report**

The Board reviewed the Fiscal Year 2019 Audit Report. It was considered a clean audit of the District's financial statements. Ms. Kopnisky and Mr. Ludmerer provided comments.

ON MOTION by Mr. Long, seconded by Ms. Kopnisky, with all in favor, the Board accepted the Fiscal Year 2019 Audit Report.

### **Public Hearing on Adopting the District's Annual Budget & County Club Budget**

- a) **Public Comments and Testimony**
- b) **Board Comments**
- c) **Consideration of Resolution 2020-15, Adopting the Fiscal Year 2021 District's Annual Budget and Appropriating Funds**
- d) **Consideration of Resolution 2020-16, Adopting the Fiscal Year 2021 District's County Club Budget and Appropriating Funds**

Mr. Wood noted the Public Hearing was noticed properly in accordance with Florida Statutes and opened to the Public.

Ms. Bertsch asked if the gross amount for the management fee in the budget is based on hourly rates. Mr. Ludmerer attempted to answer her question but could not hear clearly

the question. Mr. Wood asked if the management fee in budget is a fixed fee is or is there an amount of time that would require an additional fee to be paid as a result of work that is done. Mr. Ludmerer replied it is a fixed fee as defined in the PFM service agreement. The only thing he thinks that could require expenses above and beyond this amount would be a new website, additional assessment processing fee, or an absentee ballot process proposition that was not contemplated in the PFM services.

Ms. Bertsch stated that she is working on making a better presentation with the website home page and thinks there will be a minimal cost. Mr. Ludmerer stated contingency is available if it needs to be utilized for website expenses.

Ms. Champagne noted nothing has changed with the Budget since the Board approved it in preliminary form.

The Board discussed the County Club Budget. Ms. Evans commented on the monthly surcharge.

Mr. Wood opened the floor for public comment on the budgets but there were no comments from the public. Mr. Wood requested a motion to approve The District's Fiscal Year 2021 O&M Budget.

ON MOTION by Mr. Ludmerer, seconded by Mr. Long, with all in favor, the Board approved Resolution 2020-15, Adopting the Fiscal Year 2021 District's Annual Budget and Appropriating Funds.

Mr. Wood requested a motion to approve the County Club Budget.

ON MOTION by Ms. Bertsch, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2020-16, Adopting the Fiscal Year 2021 District's County Club Budget and Appropriating Funds.

**Review & Consideration of  
Agreement with VGlobal Tech for  
Website Maintenance Services**

Ms. Bertsch presented the Agreement with VGlobal Tech for Website Maintenance Services.

ON MOTION by Ms. Bertsch, seconded by Mr. Long, with all in favor, the Board approved the Agreement with VGlobal Tech for Website Maintenance Services.

**Review & Consideration of the  
Trademark / Servicemark License  
Agreement**

This item was moved to the beginning of the meeting on the agenda and approved in substantial form.

**Update of the Owners Outstanding  
Assessments**

Mr. Barnebey reviewed this item at the beginning for the agenda when he discussed the Executive Order update.

**Update Pertaining Parcel 7**

Mr. Wood explained the UPCA Board has approved the option to transfer the purchase on Parcel 7. Mr. Barnebey stated the District needs to work through the terminology because the District cannot simply give money over to UPCA. He noted UPCA has not objected to the letter which was sent a month and a half ago. Mr. Wood suggested approval in substantial form subject to final approval and sign off by District Counsel, Chair, or Vice-Chair of the final Agreement.

A discussion took place regarding the Vice-Chair of the District. This District currently has two Vice-Chairs and upon the resignation of Mr. Wood a new Chair can be appointed.

ON MOTION by Mr. Ludmerer, seconded by Mr. Bertsch, with all in favor, the Board approved the option to transfer the purchase on Parcel 7 to UPCA in substantial form subject to final approval and sign off by District Counsel, Chair, or Vice-Chair of the final Agreement.

**Update Pertaining the Usage of the  
Sales Center**

Mr. Barnebey stated the District proposed the transfer to UPCA of the Sales Center and transfer of \$15,000.00 for some of the maintenance repairs pertaining to the Sales Center. Mr. Barnebey stated the issue is, on this matter, the District must be careful where they get the money from or it must be done a different way. The District must expend the \$15,000.00 for repairs if they are using Bond Funds. The District could hire UPCA to do the work for the District or utilize funds from another source.

Mr. Wood requested approval of the transfer of the usage of the Sales Center contingent upon working out the arrangements for transferring funds or doing the repairs.

Mr. Barnebey asked who the contact person is on this matter and the Board needs to appoint someone to sign off on that Agreement. Mr. Long suggested waiting until the District obtains a new Chair. Lengthy discussion ensued.

ON MOTION by Mr. Ludmerer, seconded by Mr. Bertsch, with all in favor, the Board approved the transfer of the Sales Center and \$15,000.00 for the repairs to UPCA in substantial form subject to final review and approval by District Counsel and Chair or Vice-Chair of the District.

**Discussion Pertaining to  
Upcoming Open Seat on the Board**

This item is being skipped and will be discussed at the end of the meeting on the agenda.

**Consideration of Resolution 2020-  
17, Adopting the Annual Meeting  
Schedule for Fiscal Year 2020-  
2021**

Ms. Carvalho explained the Board can approve the calendar today or defer it to the September meeting. The District must approve a calendar slate of meetings for Fiscal Year 2020/2021. The District currently meets on the second Friday of the month at 1:00 p.m. starting in October. Ms. Ludmerer suggested workshops to be held on the Tuesday 10 days prior to the regular meeting. A discussion took place.

Ms. Carvalho asked the Board if they wanted her to work with Ms. Evans on the workshop before the District proceeds in approving the Annual Meeting Schedule. With the Executive Orders being extended the District must do a minimum of the Fiscal Year calendar and the workshops would be included in that and as the District gets closer to

the workshop or the meeting there will be a separate advertisement that would have to be in place. Mr. Long suggested holding the workshops on the first Friday of the month. A discussion took place. The rest of the Board provided comments on why the Tuesday workshop works better for the District.

ON MOTION by Mr. Long, seconded by Ms. Bertsch, with all in favor, the Board approved Resolution 2020-17, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021 as presented and working with Ms. Evans in finalizing the 6 workshop timeframes during FY 2020-2021.

**FOURTH ORDER OF BUSINESS**

**District Financials**

**Ratification of Payment Authorization Nos. 19 - 22**

Mr. Ludmerer stated Payment Authorization Nos. 19 - 22 were reviewed and approved and he recommended ratification by the Board.

ON MOTION by Mr. Long, seconded by Mr. Wood, with all in favor, the Board ratified Payment Authorization Nos 19 – 22.

**Review of District Financial Position**

Ms. Champagne provided an overview of the District Financial Position. No action was taken by the Board.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel-** No Report

**District Manager-** Ms. Carvalho will update the meeting schedule per the approval today and start sending out calendar invites for everyone before October 1, 2020.

Ms. Evans reviewed the General Manager Report. The shortfalls in revenue are being offset by savings and expenses. She updated the Board about the status of the strategic

planning. It is moving along quickly. Focus Groups will start next week. The Country Club is in the process of producing an RFP for a Master Planner. She spoke to Mr. Barnebey of the details earlier today. That will go out next week and move into pre-submittal meetings followed by proposals to have presentations in October.

Mr. Wood provided comments about the Budget. Ms. Bertsch expressed kudos to Ms. Evans and the team.

Ms. Kopnisky thanked staff and Mr. Wood. Mr. Long echoed the comments and thanked the members of the County Club. Mr. Ludmerer also echoed Board comments and recognized Mr. Wood's contribution to the District. Ms. Bertsch announced that she plans to resign her position from the Board effective on the close of business at the September meeting. She also thanked Mr. Wood for his incredibly difficult job.

Mr. Barnebey echoed the Board Member's comments. He discussed the process of nominating a new Board Member. He stated the Vice-Chair will sign on behalf of the Chair and the Board can change their slate of officers at any time by appointing a new Chairperson.

Mr. Ludmerer asked any interested residents to submit their name to District Management with a brief description of why they would like to serve on the Board and that would alert District staff to put their name in consideration along with others who the Board might also consider to serve on the Board. Mr. Wood stated the Board has the option of selecting anyone they wish to serve on the Board.

Mr. Long described the Charter page 6 Paragraph K regarding the Board appointing a Chairperson from the Board after the resignation of the current Chairperson. He mentioned there is nothing that stated the Vice-Chair serve as the Chairman. Ms. Barnebey stated the District adopted Rules and Procedure which include the appointment of the Chair. Mr. Long suggested the Board go with the previous list of officers and at the next meeting name someone to fill the vacancy and proceed to elect the Chair in accordance with the Charter. A discussion took place regarding the language of the Charter. Ms. Bertsch asked if the Board could select a replacement for Mr. Wood effective the September meeting. Mr. Barnebey suggested the Board wait until the new Board Member is appointed. He stated one of the current Vice-Chair's can act as the Chair until the new Chair is appointed. Ms. Bertsch asked who that would be. Mr. Ludmerer stated he is one of the Vice-Chair's and volunteered to take on that role. Mr. Ludmerer asked if the oath of office could be given to the new Board Member at the next meeting so that they can serve at that meeting. Mr. Barnebey stated yes.

Ms. Kopnisky asked if the Board has to wait until October to appoint new Board Member to Mr. Bertsch's seat. Mr. Barnebey stated the Board cannot appoint someone to a position that is not vacant yet. He suggested waiting and noted the new Supervisor may also have a thought on that as well. Ms. Kopnisky asked if the District is forgoing posting a notice about the openings to the residents who may or may not be interested in serving on the Board. Ms. Bertsch said the District will release a newsletter as scheduled by the end of next week and that could be the headline and it will also be posted to the District website and include it in what Ms. Evans sends to the residents. Mr. Long suggested the Board go with the previous list of candidates (January 2020). Mr. Wood stated there was not an official list. There were a couple people that expressed interest. A discussion took place about the list. Mr. Ludmerer commented that the individuals on the list might not be in the

position now to serve on the Board. Ms. Kopnisky stated she agreed with Mr. Ludmerer and knows of at least one person who is no longer interested in serving on the Board. Mr. Wood stated reviewing those who were previously interested is a good idea but the list needs to be updated as well.

Mr. Wood thanked the Community, the County Club Staff, Mr. Smith, and the rest of the Board.

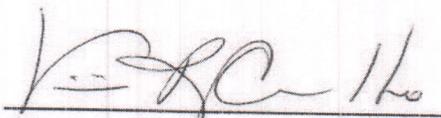
**Public Comment-** There were no public comments.

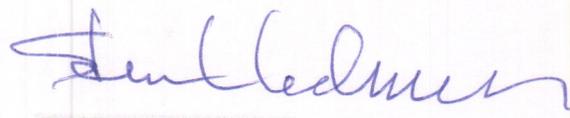
**SIXTH ORDER OF BUSINESS**

**Adjournment**

Mr. Wood requested a motion to adjourn.

ON MOTION by Mr. Long, seconded by Mr. Ludmerer, with all in favor, the Friday, August 14, 2020 Board of Supervisors' Meeting for University Park Recreation District was adjourned at 2:18PM.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson