MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS MEETING
Friday, July 10, 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:

Hank Fishkind	PFM	(via phone)
Vivian Carvalho	PFM	(via phone)
Amy Champagne	PFM	(via phone)
Mark Barnebey	Blalock Walters Law Firm	(via phone)
Laurie Evans	Country Club	(via phone)
Ron Tobin	Country Club	(via phone)
Curtis Nickerson	Country Club	(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 Orders 20-150

A copy of the Executive Orders is included in the agenda package. Mr. Barnebey provided an overview of the Executive Order. The Executive Order 20-150 has been extended to August 1, 2020. There may be a possibility it could be extended again. There were extensions granted related to prohibiting filing foreclosure actions. That Order expires July 31, 2020 baring and extension by the Governor. However he thinks the Governor might extend that as well.

Ms. Bertsch asked if the District does not know if they will meet in person how do they go about planning it's early August meeting. Mr. Barnebey stated as it gets closer to the end of the month District staff will look at the Executive Order and if the Governor issues an order extending that there are some concerns on the District staff part and it most likely will be noticed as a virtual meeting but it may have to shift to an actual meeting. Ms. Bertsch asked Ms. Evans what will happen if the County Club is not open by that time. Ms. Evans responded if the County Club is open the District can hold the meeting in the Lakeside Room and that will depend on the Governor's decision if the extension will happen or not.

Mr. Ludmerer stated to hold in person meeting the District must have three Supervisors present in the room and everyone else can be online. Mr. Barnebey confirmed. Mr. Wood suggested the Board needs to plan for the August meeting to be virtual.

Ms. Kopnisky asked how soon the Governor gets the notices out of an extension to the Executive Order? Mr. Barnebey stated the Governor has historically gone almost to the last day that he can issue these notices and thinks he will make a decision the last week of July.

Consideration of Minutes of the June 26, 2020 Rescheduled Board of Supervisors' Meeting

The Board reviewed the Minutes of the June 26, 2020 Rescheduled Board of Supervisors' Meeting. Ms. Kopnisky previously provided corrections to the minutes. Mr. Ludmerer added on page 3 $12,000 should be $1,200.00. Ms. Kopnisky stated that was included in her comments to Ms. Carvalho. Mr. Wood requested a motion to approve the minutes as amended.

ON MOTION by Mr. Long, seconded by Ms. Kopnisky, with all in favor, the Board approved Minutes of the June 26, 2020 Rescheduled Board of Supervisors' Meeting as amended.

Update Regarding Revolving Line of Credit

Dr. Fishkind provided an overview. Mr. Ludmerer asked for a timeframe from the time direction is given to District staff to the time the funds from the loan would be available and Dr. Fishkind replied it would be about one month. The Board could delegate authority to the Board Member to work with District staff to get a credit facility.

Mr. Long has concerns on loan debt at this point in time due to the situation in society and mentioned the District needs to make an effort to reduce spending within the available revenue and not accumulate debt at this time when the future condition of the economy is unknown.

Ms. Kopnisky asked why the District is seeking a line of credit. Mr. Ludmerer explained if there is another lock down the District and County Club will need cash for expenses. Mr. Long suggested if the District needs money to operate the County Club the way the members want then the Members of the County Club should be the ones assessed. Mr. Wood agreed but the discussion is about the District's contingency and possibilities not certainties and if the District takes a loan, they must be able to pay it back. If the District is in such difficulty that a loan it will take some serious thought and discussion about what the payback will be and how it will be paid back .

Update of County Club Forecast FY20

This item will be moved down on the agenda

Update Pertaining to District O&M Forecast for FY20

This item will be moved down on the agenda

Update of regarding Supervisor of Election 2020

Mr. Barnebey stated Mr. Long raised a question asking if the District can have absentee voting or vote by mail, but the District cannot have vote by mail because of the terms of the Charter but the District could have absentee voting. . The District must be able to verify who can and cannot vote and individuals can vote by proxy or in person at the meeting on December 8, 2020. It could cost up to $25,000.00 depending on how many absentee ballots the District has. The initial election cost without the absentee ballot was approximately $5,000.00.

Mr. Wood noted anyone who is a resident or an owner has the right to vote if they are over 18 years old. If a married couple owns a house both can vote, however if an owner has a house but is not the resident either the owner or the resident can vote but not both. Mr. Barnebey stated a resident gets to vote in place of the owner unless they give the proxy to the owner. The Election is scheduled to be on December 8, 2020 in person or by proxy. Ms. Bertsch does not see the absentee ballot as a necessity and can't accept the additional cost from a limited number of people considering that they can do proxy and she sees no reason to have further discussion of an absentee ballot. Ms. Ludmerer agreed with Ms. Bertsch's comments and recommended the District agree to move forward with the in person and proxy vote. The rest of the Board support that effort.

On December 8, 2020 Election residents and owners may vote via proxy or in person. There was no action required by the Board.

Update of FY 2019 Audit Report

Mr. Ludmerer provided an update of the Fiscal Year 2019 Audit Report. He was told by Mr. Philips that the work has been completed and the draft report will be submitted for consideration next week and a final report for approval will be provided at the August Board Meeting.

Update of Trademark /Servicemark License Agreement

Ms. Kopnisky provided an update. She stated to add another class it would be a separate application and would cost an additional $1,800.00. The cost the District has or will incur is $1,000.00-$1,500.00 for the letter of agreement, $2,100.00 fee for the two-class application under UPCC, and $1,800.00 for the trademark of University Park Grill and Café, under Class 43. If the District adds the additional Class 25 to University Park it will be an additional $1,800.00.

Ms. Evans provided an overview of the importance of securing the logo that the County Club is selling in the Pro Shop.

ON MOTION by Ms. Kopnisky, seconded by Mr. Long, with all in favor, the Board approved adding the additional Class 25 to the present University Park County Club Trademark.

Update of the Owners Outstanding Assessments

Mr. Wood provided an update of the outstanding assessments. The Executive Order was extended through August 1, 2020.

Update Pertaining to Parcel 7

Mr. Whyte will present to the UPCAI Board. Mr. Barnebey stated the District needs to do a Declaration of Surplus Property and he will prepare that for the next meeting.

Update Pertaining to the Usage of the Sales Center

Mr. Whyte will present to the UPCAI Board. The transfer is underway. Mr. Barnebey stated the District needs to do a Declaration of Surplus Property and he will prepare that for the next meeting. Mr. Ludmerer suggested the Board sees what proposal is being presented to the Board by UPCAI before they undertake finalize any legal work on the part of the District. Mr. Wood confirmed it will come before the Board at the next meeting and it must be approved and ratified by both Boards.

FOURTH ORDER OF BUSINESS **District Financials**

Ratification of Payment Authorization #17 & #18

Mr. Ludmerer stated Payment Authorization #17 & #18 were reviewed and approved and he recommended ratification by the Board.

ON MOTION by Mr. Ludmerer, seconded by Mr. Long, with all in favor, the Board ratified Payment Authorization 17 & 18.

Discussion Pertaining to the Usage of the District Website

Ms. Bertsch provided an overview of website. A lengthy discussion took place about the District website needs. No action was taken by the Board.

FIFTH ORDER OF BUSINESS **Staff Reports**

District Counsel- Mr. Barnebey provided an overview of the Statute changes about the website.

District Manager- No Comments

Review of District Financial Position

Ms. Champagne provided an overview of the District Financials.

The Board Meeting moved to a workshop type discussion on the Budget. Ms. Wood opened the discussion pertaining to the Country Club Forecast for Fiscal Year 2021.

Ms. Evans reviewed the Proposed Revised County Club FY 2021 Budget.

Normal dues increase across all categories has been budgeted with no change to the associated costs including the food and beverage minimum, trail fees, annual dues payment discount, and cart fees. An Operations Recovery Surcharge has been added this year to help offset the impact of COVID-19 and other potential associated financial challenges including retention of staff and member experience. In sum,

- 4% increase for all categories of membership effective January 1, 2021
- Membership numbers reflect net loss of 10 Full Member Equivalents
- Operations Recovery Surcharge added monthly effective January 1, 2021
    - $50 for Full memberships
    - $35 for Tennis & Sports memberships
    - $25 for Social memberships

A discussion took place regarding the restaurant services and expenses and Golf Course Services and Maintenance. Ms. Evans discussed the staff restructuring, training, new hires, and new payroll system. The Country Club will have a surplus for Recreation District Expenses and other expenses of approximately $366,000.00.

Mr. Ludmerer praised the staff in estimating the County Club Revenues and noted that the surplus is approximately what the District needed to achieve for Fiscal Year 2020 and look to achieve that in Fiscal Year 2021. He believes it is a suitable Budget and provides the surplus necessary for Fiscal Year 2021.

Mr. Long asked for recognition for retiring employees.

Mr. Wood asked Ms. Evans what the biggest risk from a revenue point of view to this Budget is and Ms. Evans replied the restaurant is the biggest risk. Mr. Wood asked her what the best opportunity for savings is and she confirmed the restaurant is the best opportunity for savings. Ms. Bertsch asked what the criteria are for opening the restaurant and Ms. Evans stated CDC guidelines. Lengthy discussion ensued.

Mr. Wood opened the floor for comments but there were none pertaining to the Revised County Club Fiscal Year 2021 Budget.

Supervisor Requests- Mr. Wood stated the next meeting is scheduled for August 14, 2020 at 1:00 PM and as of today it will take place virtually.

Mr. Wood stated he intends to retire from the Board effective at the end of the meeting on August 14, 2020 which will give the Board a time to host and announce a process for finding his replacement. He thanked everyone for their support over the last year.

Mr. Long wanted to acknowledge the work that Mr. Wood has done for the Board noting his service is remarkable. Ms. Kopnisky commented on Mr. Wood's leadership and thanked him. Ms. Bertsch agrees with all comments and noted he's done an outstanding job maintaining peace and calm through turbulent waters. Mr. Ludmerer commented on his outstanding contribution to the community and thanked him. Mr. Barnebey stated the Board can initiate potential candidates to fill Mr. Wood's seat, but they cannot be appointed until he formally resigns. The process to appoint a replacement will be done by nomination at a meeting and the Board can set a process for selection of a person at the September Board of Supervisors Meeting.

Public Comment- There were no public comments.

SIXTH ORDER OF BUSINESS **Adjournment**

Mr. Wood requested a motion to adjourn.

ON MOTION by Ms. Bertsch, seconded by Mr. Ludmerer, with all in favor, the Friday, July 10, 2020 Board of Supervisors' Meeting for University Park Recreation District was adjourned at 2:32PM.

Secretary / Assistant Secretary

~~Chairperson~~ / Vice Chairperson