

University Park Recreation District

12051 Corporate Boulevard, Orlando, FL 32817 Phone: 407-723-5900

<http://universityparkrd.com/>

The regular meeting of the **Board of Supervisors of University Park Recreation District** will be held on **Friday, September 10, 2021 at 1:00 p.m.** at the **Varsity Club** located 7671 The Park Blvd, University Park, FL 34201 and or virtually.

PLEASE NOTE: Anyone seeking to physically attend the University Park Recreation District Board of Supervisors meeting **MUST** wear a mask and socially distance. In light of social distancing requirements, there will be limited space for members of the public to physically attend the meeting. Once the meeting space has reached capacity with social distancing parameters in place, attendance will be available **ONLY** through virtual means. To attend the meeting virtually, please call:

Meeting ID: 833 0875 1505

Passcode: 442595

Join meeting via Zoom:

<https://us02web.zoom.us/j/83308751505?pwd=Qm9zeVJCdDVPK1JvVUcvakcwK3BkUT09>

NOTE: If you are calling into the meeting by phone or Zoom, please MUTE your line!

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

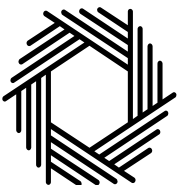
Administrative Matters

1. Consideration of the Minutes of the August 13, 2021 Board of Supervisors Meeting
2. Consideration of the Minutes of the August 31, 2021 Board of Supervisors Workshop Meeting

Staff Report Matters

3. District Counsel
4. District Manager
5. Club Management
 - a. Management Discussion & Analysis Report

Business Matters



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6. Update of the Zoom Meeting Incident
7. Update of the Country Club Management Agreement
 - a. Consideration of Resolution 2021-22, Country Club Management Agreement
8. Review & Consideration of Pickleball RFP Responses
 - a. Consideration of Resolution 2021-23, Pickleball Project
9. Presentation of Dining Renovation Project by Club Design Group
 - a. Consideration of Resolution 2021-24, Dining Renovation Project
10. Monthly Board of Supervisors Reports
 - Jim Case- Topic is UPCA coordination with the Recreation District and Statutory / Charter Amendments.
 - Sally Dickson- Topic is Future Master Planning Priorities.
 - Bill DiPaolo- Topics are Finance and Oversight of Restaurant Renovation.
 - Steve Ludmerer- Topic is Long Term Financial Planning Options.
 - Karen Pagano- Topic is Communications.

District Financial Matters

11. Ratification of Payment Authorization # 55 & #56

District Financial Matters

Date	Meeting Type	Time	Location	Note
September 28, 2021	Workshop Meeting	10:00 AM	University Park Country Club	The Varsity Club
October 8, 2021	BOS Meeting	1:00 PM	University Park Country Club	The Varsity Club

12. Supervisor Requests

Adjournment



University Park Recreation District

Consideration of the Minutes of the August 13,
2021 Board of Supervisors Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS WORKSHOP MEETING**

Friday, August 13, 2021 at 1:00 p.m.

University Park Varsity Room

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call or via zoom:

James Case	Chairperson	
Steve Ludmerer	Vice Chairperson	(via zoom)
Sally Dickson	Assistant Secretary	
Karen Pagano	2nd Vice Chairperson	

Also, Present in person or via zoom:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll (via zoom)	Assistant District Manager-PFM Group Consulting LLC
Mark Barnebey (via zoom)	District Counsel- Blalock Walters Law Firm
Laurie Evans	Former General Manager- Country Club
John Fetsick	General Manager- Country Club
Curtis Nickerson (via zoom)	Director of Properties & Facilities- Country Club
Rico Alcalá	Club Operations Director- Country Club
Various Members of the General Public	(present and via zoom)

FIRST ORDER OF BUSINESS

Organization Matters

Call to Order and Roll Call

The meeting was called to order at 1:00 p.m. by Mr. Case. Ms. Carvalho confirmed quorum at roll call to proceed with the meeting. Those in attendance are outlined above.

Public Comments

Mr. Case proceeded with Pledge of The Allegiance.

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

**Consideration of the Minutes of
the June 9, 2021 Special Board of
Supervisors' Workshop Meeting**

The Board reviewed the Minutes of the June 9, 2021 Special Board of Supervisors' Meeting. Ms. Pagano provided minor changes to the minutes.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the June 9, 2021 Special Board of Supervisors' Workshop Meeting, as amended.

**Consideration of the Minutes of
the June 11, 2021 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the June 11, 2021 Board of Supervisors' Meeting.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the June 11, 2021 Board of Supervisors' Meeting.

**Consideration of the Minutes of
the June 29, 2021 Continued
Board of Supervisors' Meeting**

The Board reviewed the Minutes of the June 29, 2021 Continued Board of Supervisors' Meeting.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the June 29, 2021 Continued Board of Supervisors' Meeting.

**Consideration of the Minutes of
the June 29, 2021 Board of
Supervisors' Workshop Meeting**

The Board reviewed the Minutes of the June 29, 2021 Board of Supervisors' Workshop Meeting.

ON MOTION by Ms. Pagano, seconded by Ms. Dickson, with all in favor, the Board approved the Minutes of the June 29, 2021 Board of Supervisors' Workshop Meeting.

**Consideration of the Minutes of
the July 9, 2021 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the July 9, 2021 Board of Supervisors' Meeting. Mr. Ludmerer asked if the amendments and suggestions he made to the minutes were incorporated. Ms. Ripoll noted she incorporated his comments.

ON MOTION by Ms. Pagano, seconded by Ms. Dickson, with all in favor, the Board approved the Minutes of the July 9, 2021 Board of Supervisors' Meeting.

**Consideration of the Minutes of
the July 20, 2021 Continued
Board of Supervisors Meeting**

The Board reviewed the Minutes of the July 20, 2021 Continued Board of Supervisors' Meeting.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the July 20, 2021 Continued Board of Supervisors' Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel – Mr. Barnebey stated there was a question in regards to the Charter revisions specifically pertaining to the signer process on checks. Mr. Barnebey stated he recalled the Board deciding at least one Supervisor needed to sign the checks. The Board did not recall that. A discussion took place. The decision was made that Management is responsible for signing the checks as well as Board Members and the Assistant Treasurer or designees of the Board.

Mr. Fetsick will provide names of potential signers and update the documents accordingly. Mr. Barnebey suggested a Resolution be drafted naming those that may sign the checks. He requested a list of the 4 positions that have to sign the checks and add anyone else to the list the Board appoints.

Mr. Barnebey updated the Board on setting up a meeting with the Senator. Due to the COVID cases rising there are no meetings scheduled until September 2021.

District Manager – Ms. Carvalho discussed the insurance renewal process. She and Mr. Fetsick will be working with the appropriate agent in finalizing insurance policies prior to the insurance renewal timeframe. This relates to Public Officials, General Liability, Property, Workers' Compensation, and Risk Management policies and portfolios for the District. Mr. Fetsick engaged with Peter Conway a few weeks ago. Mr. Heller, a resident, has risk Management experience. Mr. Fetsick will work with Ms. Carvalho, Mr. Conway, and Mr. Heller to review the insurance policies and make sure the District is in compliance for the renewal.

Club Management –

a) Management Discussion & Analysis Report

Mr. Fetsick provided an overview of the report; the following topics were addressed:

- **Mandatory Mask Mandate** – Masks are now required for all employees, Members, Residents, and guests at indoor facilities. Unfortunately there was a positive case within the restaurant staff. All employees and Members that have been tested subsequently have been negative. The Club is back to normal operations in the restaurant and within the Admin Facility.
- **Golf Course Maintenance** – The Club is moving forward with the midnight renovation. There has been some impact with the labor, material and supply shortages.
- **Human Resources and Staffing** – HR is in the midst of transitioning with the retirement of Ms. Evans. Paul Fay has been promoted from a Sr. Accountant to Controller. Amber Mixon was hired as an Accountant.
- **Food and Beverage** – Staff has done an excellent job with events especially in August.
- **Golf** – Continues to be excellent. The Club continues to be aggressive with pricing and has not had much, if any resistance from the public.
- **Tennis Court & Fitness Center** – Joe Leasy was promoted to the Director of Tennis and Fitness position. The Club is hopeful the Men's and Women's Teams will return and Mr. Leasy is working with all the Captains to get those teams together.
- **Financial Impact**- Through June 30, 2021 Golf Operations were \$713,000.00 over budget. The restaurant is flat, given the circumstances with is a good report.

Expenses are as expected. The revenue Flash report through July 31, 2021 is much of the same. Golf operations are \$758,000.00 over budget. The recovery surcharge is suspended so the last two months the Club has not received the recovery surcharge and will see a negative impact to the budget. Mr. Fetsick is confident the operations will be able to sustain that. He included a forecast for Fiscal Year 2021 which will show where he believes the Club will end up for Fiscal Year 2021. The budget was expecting an operating loss and is now expected an operation. One of the goals of the primary goals of the financial results is to generate enough capital to be self-sustaining and be able to infuse capital in the future capital needs of the Club. Mr. Ludmerer asked Mr. Fetsick. At the next meeting, to report to the Board what he thinks the conversion terms are from Summer Memberships and to clarify what that plan is.

It came to the attention of the Board that the zoom meeting was hacked. Parameters need to be set in place for participants to enter the account. Ms. Ripoll will admit only individuals she recognizes. It is 1:27 p.m. and the meeting is in progress. District staff is addressing the situation with the zoom infiltration intruders. An email was received from Zoom stating the meeting was posted online and does not have security features enabled and advised to adjust the security settings for the meeting in order to protect it. Ms. Carvalho asked Ms. Ripoll to block the meeting from any additional attendance that she is not able to recognize. The Board asked if Ms. Carvalho can make the meeting password protected. She stated she will look into that and noted the Meeting might not be able to be done via zoom because of this and just provide a call in number. The meeting continued with Mr. Fetsick presentation.

- Pickleball- Mr. Fetsick updated the Board about the RFP, it has been completed. It has been sent to a few vendors directly and it has also been published in the newspaper. The resubmittal conference is scheduled for Monday August 23, 2021. Written questions are due by August 27, 2021 and the deadline for the RFP is September 3, 2021. The RFP was advertised at this time to ensure the Board of Supervisors can review proposals and award the RFP to a company during the September 10, 2021.
- Croquet Lawn- Mr. Fetsick updated the Board about the Croquet lawn. This is being done in house by Mr. Nickerson and the Golf Course maintenance Team. There are two obstacles which include the supply and material needed. Mr. Nickerson was successful in locating drainage piping. The utility locators were scheduled twice and rain cancelled each of those sessions. Mr. Nickerson reported they are getting done today. He noted the Board needs to discuss the timing of the croquet pitch and pickleball and ensure the timing works out so neither amenity is shutting down the other for any period of time. It is possible the pickleball should start before the croquet pitch is ready to go. He asked the Board if the Club should commence construction of the pickleball court which will impact the croquet pitch before the new one is ready to go. The croquet lawn will take some time to grow. The Club needs to discover what is currently located in the new croquet lawn and how to relocate it. Then the excavation,

drainage, and construction work can begin. He will keep the Board updated in process and continue with project. It was noted that staff is relying on the depiction by Fawley Bryant who showed it to be much smaller than it was measured out. It will be a tight fit in that area to have the regulation size pitch being requested and the buffer around it.

- Restaurant Renovation- The internal project group consists of Mr. Fetsick, Ms. Evans, and Mr. Nickerson, and Peter Pizzi. They have engaged with Club Design group who was approved as the Designer. Herbert Architects has been involved on the architectural work for the outside dining area. The Club has not done an RFP for the General Contractor, they have a contract with Manatee County and the Club has the potential to piggyback on that contract and not require the need for an RFP. Mr. Barnebey stated the benefit is the District would tie that contract into the fee structure with the County. The District must ensure that it went out through a similar RFP to justify the reason the District doesn't need one. The District will need to provide a cover agreement for the District. Mr. Ludmerer asked if Atlas Construction had previously worked with Club Design Group before. Mr. Fetsick replied they have not and he noted the Designer, Lisa would have the role and responsibility of identifying the vendors she wants for certain interiors. The General Contractor would be on the structural side.
- Mr. Fetsick showed pictures from Club Design Group and the Lifestyle Advisory Group. He reviewed the proposed furniture layout and the canopy and structure for the shaded outside area. Mr. Fetsick discussed ventilation and a covered outdoor canopy area. At the next meeting the Management Team will come to the Board with the three canopy options and the cost and the pros and cons of all three options. The Board will decide what is best for the community. Mr. Fetsick indicated the outdoor bar and canopy structure could be delayed due to material, lumber, and metal delays occurring in the industry. The Board may need to decide to delay the outdoor installation until the off season. That decision could come up in the next few months. He stated part of the delay could be the permitting phase for the outside area. The indoor will most likely be redone on schedule. There will be furniture options and estimated probable cost at the next Board meeting. The Board requested Mr. Fetsick bring back a timeline for each choice in furniture.

Ivan Rubin a homeowner commented he is happy to hear the ventilation system will be considered in light of COVID.

FOURTH ORDER OF BUSINESS

Business Matters

Public Hearing on Adoption of the District's Annual Budget & County Club Budget

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2021-18, Adopting the Fiscal Year 2022 District's Annual Budget and Appropriating Funds**
- d) Consideration of Resolution 2021-19, Adopting the Fiscal Year 2022 County Club Budget and Appropriating Funds**

Mr. Case requested a motion to open the Public Hearing

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board opened the Public Hearing.

Mr. Fetsick reviewed the Fiscal Year 2022 District Annual Budget, Debt Service Budget and the Fiscal Year 2022 County Club Budget. None of these budgets have changed since they were approved in preliminary form by the Board back in May.

Ms. Carvalho stated the exhibit to the Resolution will be the General Fund Budget. Mr. Case opened the floor for public comments on the budgets. Hearing none he requested approval of Resolution 2021-18.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved Resolution 2021-18, Adopting the Fiscal Year 2022 District's Annual Budget and Appropriating Funds in the amount of \$234,000.00.

Mr. Case requested a motion to approve Resolution 2021-19. Ms. Carvalho will update the date to reflect August 13, 2021.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano with all in favor, the Board approved Resolution 2021-19, Adopting the Fiscal Year 2022 Country Club Budget and Appropriating Funds in the amount of \$8,981,703.00.

Mr. Case requested a motion to close the Public Hearing.

ON MOTION by Ms. Pagano, seconded by Ms. Dickson, with all in favor, the Board closed the Public Hearing.

Consideration of Resolution 2021-20, Adopting an Annual Board and Workshop Meeting Schedule for Fiscal Year 2021-2022

Ms. Carvalho explained Statute requires the District to public a notice with the entire slate of meetings and in addition to this notice there is a separate notice that will be sent prior to each Board meeting. She suggested holding the meetings on the 2nd Friday of the Month for the Board meetings and the 1st Tuesday prior to each Board meeting on the current schedule.

A lengthy discussion took place regarding the Annual Board and Workshop Meeting Schedule for Fiscal Year 2021-2022. The Workshops will take place 10 days prior to the Board Meeting on a Tuesday and the Board meetings will take place on the 2nd Friday of each month. There will be 12 Board of Supervisors' Meetings and 12 Board of Supervisors' Workshop Meetings. The location of the meetings will be at the Country Club in either the Lakeside Room or the Card Room.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano with all in favor, the Board approved Resolution 2021-20, Adopting an Annual Board and Workshop Meeting Schedule for Fiscal Year 2021-2022, in substantial form subject to the changes outlined above.

**Update on the Website
Development with the UPCA**

Ms. Evans provided an update of the website. She noted the joint landing page is completed. She is waiting to launch until the UPCA Website is done and in conjunction with the grand opening of the Community Center scheduled for October 2021. This timeframe will give Ms. Evans time to update the photos to the RD website.

**Update on the Design Group
Phase 1 Master Improvement Plan
Project**

This item was discussed during the Club Management Report.

**Consideration of Resolution 2021-
21, Agreement with Gallo Herbert
Architects**

Mr. Barnebey stated the Board does not need to approve a resolution. It should be as a motion to approve the Contract allowing for non-substantial changes. Mr. Fetsick provided an update of the issues that are outstanding with the agreement. Mr. Fetsick stated the Contract is an hourly rate until the scope of work is defined. Once that is identified there will be an addendum to the Contract that identified the not to exceed amount based on the scope. They are not to run up hours without Mr. Fetsick's input. There was initially a markup of expenses of 15% for reimbursable expenses. Mr. Fetsick informed Gallo Herbert that the Board did not accept that and it is not permissible being that the District is a form of a governmental entity. That has been struck and all expenses will be charged at cost. There has been language included related to E-Verify requirements. There is language in the Contract that limits the liability of Gallo Herbert and Mr. Fetsick explained that is not practical. Mr. Case stated he saw language that Gallo is the architect under the Fawley Bryant Master Plan for the Recreation District. Mr. Barnebey stated the District has the ability to terminate the agreement with a 30 days' notice. Mr. Case requested language to include in the contract that the District is permitted to utilize other architects in the best interest of the District to do so.

Mr. Ludmerer brought up some concerns but his connection was unstable. He suggested approval of the contract but wanted to make sure that Gallo Herbert Architects was not the architect of record for the District but have an option for architectural services going forward as projects are identified. Mr. Fetsick stated Gallo Herbert Architects is doing some work on good faith but without a contract right now. He will provide the Board with a final copy of the contract and requested the Board to approve the contract in substantial form.

ON MOTION by Ms. Pagano, seconded by Ms. Dickson, with all in favor, the Board approved the Contract with Gallo Herbert Architects in substantial form subject to final confirmation of the items outlined by Mr. Fetsick.

Monthly Board of Supervisors Reports

1. Jim Case – Topic is UPCA coordination with the Recreation District and Statutory/ Charter Amendments.

Mr. Case addressed the potential of proposed changes with the Board assignment of reports and topics.

He stated that Ms. Pagano will continue to address communications as a topic.

2. Sally Dickson – He stated the existing topic is Marketing. He is proposing that Ms. Dickson look at the Master Plan by Fawley Bryant and its utilization of various areas of the community. He stated some examples are issues with the parking lot, Fitness Center, the location of the Pro Shop, and the utilization of the current Board meeting facility. Mr. Case asked Ms. Dickson to look at those projects and help the Board develop a way to prioritize those issues by working with Management and identify community key homeowners that have insight of those issues.

3. Bill DiPaolo – Topics are Finance and Oversight of Restaurant Renovation

- a. All items have been discussed earlier in the meeting.
- b. Mr. DiPaolo will continue to serve as the Board's point person with the group monitoring construction and renovation activities.

- c. Steve Ludmerer – He stated Mr. Ludmerer's existing topic is District Management Structure. He is proposing that Mr. Ludmerer look at the future financing for the Recreation District and accessing additional Capital Funds for the projects that Ms. Dickson will help prioritize. Mr. Case asked Mr. Ludmerer to work with the, Treasurer, Ms. Evans, and Mr. Fetsick to provide a timeline for accessing additional funds for additional Capital Projects and include the benefits for the Members and residents.

4. Karen Pagano – Topic is Communications

- a. She reported that she is working with members of the community who will be producing a bi-monthly news brief to keep the community updated on the various projects happening in the community. It will include a timeline,

pictures, and information of what is going on in the community and a question/answer section. It will be sent out to the community and posted on the District website. It will include summaries of the work being completed. The News Brief is separate and apart from the monthly Newsletter.

5. Ms. Evans updated the Board on the Landing Page. There is an opportunity to use one of the sections on the Club Landing Page to focus on the renovations and Dawne Waite can make those changes easily. Ms. Pagano and Ms. Evans will have a meeting to discuss what should be on that page.

FIFTH ORDER OF BUSINESS

District Financial Matters

Ratification of Payment Authorizations #53-54

The Board reviewed Payment Authorizations #53-54.

ON MOTION by Mr. Ludmerer, seconded by Ms. Dickson, with all in favor, the Board ratified Payment Authorizations #53-54.

Mr. Ludmerer asked Mr. Fetsick to provide a total of the expenses of the audit for Fiscal Year 2020. Mr. Fetsick will provide that answer if not by today then by early next week.

SIXTH ORDER OF BUSINESS

Supervisor Requests

Mr. Ludmerer provided a comment about UPRD's three years of operation. The Board and staff have demonstrated in extraordinary times, the viability of the Club and the Recreation District which will be self-sufficient. It will need significant funding for the Master Plan but the commitment originally made by the Planning Group through the acquisitions and difficult times have been delivered above forecast. He gave kudos to Ms. Evans, Mr. Fetsick and the entire leadership team including District Management and District Counsel for the continue efforts and success with the operation of the District.

Audience Members Comment - Bruce Mantia stated from the beginning of the District there were many questions whether or not the Club would be a viable operation. Everyone

including the past Board Members need to be recognized for that continue effort and all the accomplishment the District has successfully completed for the past 3 years

SEVENTH ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the meeting of the Board of Supervisors' at 2:49 p.m. at the Varsity Club.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Friday, August 13, 2021 Board of Supervisors' Meeting for University Park Recreation District was adjourned at 2:49 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

Consideration of the Minutes of the August 31,
2021 Board of Supervisors Workshop Meeting
(under separate cover)

University Park Recreation District

District Counsel

University Park Recreation District

District Manager

University Park Recreation District

Club Management

University Park Recreation District

Update of the Zoom Meeting Incident

University Park Recreation District

Update of the Country Club Management
Agreement
(under separate cover)

University Park Recreation District

Review & Consideration of Pickleball RFP
Responses (under separate cover)

University Park Recreation District

Presentation of Dining Renovation Project
by Club Design Group (under separate cover)

University Park Recreation District

Monthly Board of Supervisors Reports

University Park Recreation District

Ratification of Payment Authorization # 55 &
56

University Park Recreation District

8/12/2021

Payment Authorization No. 55

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-000-33	General Representation - July 2021	\$ 6,611.96
Blalock Walters	40896-016-21	V. Patricia Lester	\$ 235.00
Philips Harvey Group	13923	Accounting Matters - July	\$ 475.00
McClatchy Company, LLC	45881	Notice of Public Meeting - July 2021	\$ 133.38

O&M - General Fund Expenses Total	\$ 7,455.34
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Asst. Secretary/Secretary

 8/12/21

Asst. Treasurer

University Park Recreation District

8/25/2021

Payment Authorization No. 56

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	DM-08-2021-50	District Management Fee: August 2021	\$ 5,833.33
PFM	116552	Billable Expenses	\$ 146.24
PFM	OE-EXP-08-41	Fedex: July 2021	\$ 0.88
Vglobal Tech	2994	ADA Website Maintenance	\$ 208.33

O&M - General Fund Expenses Total	\$ 6,188.78
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Asst. Secretary/Secretary



Asst. Treasurer