MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS MEETING
Friday, November 12, 2021
1:00 p.m.
Community Center
8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via phone:

James Case	Chairperson
Bill DiPaolo	Vice Chairperson
Karen Pagano	2nd Vice Chairperson
Steve Ludmerer	Treasurer
Sally Dickson	Assistant Secretary

Also, Present in person or via phone:

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

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order and Roll Call

The meeting was called to order at 1:01 p.m. by Mr. Case. Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Opening Comments

Mr. Case announced the public comment period will be open in the beginning and at the end of the meeting.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS **Administrative Matters**

Consideration of the Minutes of the October 8, 2021 Board of Supervisors Meeting.

Ms. Carvalho noted the version of Minutes presented to the Board contain changes from the first draft of Minutes the Board received previously.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the October 8, 2021 Board of Supervisors Meeting as presented.

Consideration of the Minutes of the October 26, 2021 Board of Supervisors Workshop Meeting.

The Board reviewed the Minutes of the October 26, 2021 Board of Supervisors Workshop Meeting. Ms. Dickson clarified the information in the Minutes were correct regarding a fee structure verification process. It was clarified the Minutes before the Board have been updated and are correct.

ON MOTION by Mr. DiPaolo, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the October 26, 2021 Board of Supervisors Workshop Meeting.

THIRD ORDER OF BUSINESS **Staff Report Matters**

District Counsel - Update of the Charter and Statutory Amendment Changes
Mr. Barnebey announced that himself, along with the Board Chair, met with staff from the offices of Senator Boyd and Representative Gregory. They have not committed to sponsoring a bill in favor of the District however, Counsel is on the agenda to present District Plans on November 23, 2021. Counsel is in the process of scheduling a meeting with County staff regarding the Charter Amendments. That meeting should take place in early December. Mr. Case stated he was pleased with the meeting with Senator Boyd's office. Mr. Case stated the District should be in good shape with the anticipation of getting a bill sponsored. If the District does not receive a sponsor, the plan is to attach Board's request to an already sponsored bill within the same subject matter. Mr. Ludmerer asked Counsel if they have reached out to other Recreation District Counsel to support and assist with securing a bill sponsor.

Mr. Barnebey confirmed his office has reached out for assistance. Mr. DiPaolo questioned the possibility of holding the Landowner Election in November 2022 through the County. Mr.

Barnebey explained the Board would have a better idea once the date becomes closer. A discussion ensued about the timeline of events that need to happen before the General Election.

District Manager – Ms. Carvalho announced the next District Workshop Meeting is scheduled for November 30, 2021 and a Board of Supervisors Meeting on December 10, 2021. Ms. Carvalho will work with John Fetsick in securing the insurance renewal for FY 2022. The insurance contract will be signed by the due date and there are no material changes with the insurance plans expected. There was a discussion about adding another Workshop Meeting in December.

General Manager & Director of Finance - Mr. Fetsick announced there will be updates for the Board pertaining to the Master Plan, Outdoor Dining, Pro Shop Relocation RFP, the Management Report and Financial Report.

Master Plan – Phase #1 Project Updates
Mr. Fetsick stated the croquet pitch renovations started about 5 weeks ago. The Board was presented with pictures displaying the progress of the project. Mr. Nickerson outlined the work and progress of the croquet pitch and the anticipated work that still needs to be done.

Mr. Fetsick presented pictures and outlined the progress of the dining renovations. An opening event is scheduled for January 15, 2022.

Mr. Fetsick presented a picture of the pickleball court progress. All contracts have been agreed upon and the site survey was done yesterday.

Outdoor Dining – Mr. Fetsick presented the blueprint for the outdoor dining renovations and explained the contents of the blueprint. He stated the seating counts for the outdoor dining space was presented to the Board for a total of 153 seats available for use throughout the outdoor space.

Mr. Fetsick presented a rendering of the hard roof structure and included pros and cons associated with choosing a hard roof structure. There was also a rendering of the canopy roof structure that included pros and cons associated with choosing a canopy roof structure. A financial analysis for both roof options was presented. The total dining renovations with the hard roof structure is estimated to be a $2.5M cost.

Mr. Fetsick stated that after dining renovations are completed and with the approval of the hard roof structure, the District will have a balance of $825,000 to use for other projects. Mr. Fetsick presented options where the remaining balance can be allocated, which included parking lot repairs, Pro Shop relocation, and kitchen equipment. A discussion took place about parking lot repairs and lighting in the area.

Mr. Fetsick presented operational considerations for the Pro Shop Relocation. A discussion

about meeting space ensued.

Mr. Fetsick presented a management and financial report. The Fall Festival was a success with 375 members and guests in attendance. The 2022 Dues and Fees schedule has been sent to the membership. There have been two additions to the leadership staff including a Marketing & Communications Director and a Senior Accountant. It has been difficult to hire qualified staff and there is a shortage of food and beverage staff. Hiring efforts will continue. Dining operations that have moved to the Varsity Club and Boardwalk Café have been well received by membership and the food and beverage team have continued to do fantastic work through the transition. There is a high demand for golf play and the total rounds of golf in October exceeded the budget. Mr. Fetsick will investigate getting the numbers of full member golf rounds purchased versus non-member golf rounds purchased. The members have been heavily engaged with fitness overall. Membership sales have continued to increase among both residents and non-residents of the District.

Mr. Fetsick presented a financial analysis chart for Fiscal Year 2021. There is projected to be an operational surplus of funds after collecting all revenues and paying all expenses. A discussion ensued about membership services and greeting members in a friendly manner.

Mr. DiPaolo requested Mr. Fetsick to consider renovating the boardwalk as the team plans for capital projects. Mr. Barnebey suggested the Board make a motion to authorize the Treasurer to amend the Budget to reflect the actual Budget expensed for Fiscal Year 2021.

ON MOTION by Ms. Dickson, seconded by Mr. DiPaolo, with all in favor, the Board approved the Treasurer to amend the Fiscal Year 2021 Budget.

Ms. Carvalho stated the amended Budget FY 2021 will need to be posted on the District website per Statute requirements.

FOURTH ORDER OF BUSINESS **Business Matters**

Consideration of Resolution 2022-01, Roof Structure for Dining

Mr. Case stated the roof structure has been thoroughly discussed as it pertains to choosing the hard roof option and requested any further comments or discussion on the topic.

There was no further discussion about the roof structure.

ON MOTION by Mr. DiPaolo, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2022-01, selection the permanent roof structure option for Dining Renovation part of the project.

Consideration of Resolution 2022-02, Authorizing the Club Manager to Prepare a Long-Term Plan for Use of the Pro Shop and Varsity Club Spaces

Mr. DiPaolo noted the importance of completing the dining and entertainment spaces of the Country Club before moving on to other capital projects. The Board was in agreement.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved Resolution 2022-02, Authorizing the Club Manager to Prepare a Long-Term Plan for Use of the Pro Shop and Varsity Club Spaces.

Monthly Board of Supervisors Reports

- Jim Case – Topic is UPCAI coordination with the Recreation District
    - Mr. Case stated the coordination with UPCAI is continuing and he is making a presentation to the UPCAI next Tuesday.

- Sally Dickson – Topic is Future Master Planning Priorities
    - Ms. Dickson stated she will present the master planning priorities once decisions during this meeting have been finalized. Mr. Fetsick noted that Ms. Dickson has been working diligently on the report for master planning projects that will presented at the end of the calendar year 2021.

- Bill DiPaolo – Topic is Oversight of Restaurant Renovation
    - Mr. Paolo noted Mr. Fetsick have stayed on top of the contractors. The furniture for the restaurant is on the way and should arrive soon. Mr. Nickerson noted the restaurant renovations are still on schedule.

- Karen Pagano – Topic is Communications
    - Ms. Pagano announced the newsletter will emailed to the membership soon.

- Steve Ludmerer – Financial Planning
    - Mr. Ludmerer stated the report for the long-term planning and financial goals will be presented to the Board by the end of the calendar year 2021.

FIFTH ORDER OF BUSINESS **District Financial Matters**

Ratification of Payment Authorizations #58-59

Mr. Fetsick presented Payment Authorizations #58 and #59.

ON MOTION by Mr. Ludmerer, seconded by Ms. Pagano, with all in favor, the Board ratified Payment Authorizations #58-59.

Public Comments

Mr. Case revisited the public comment period and asked if there were any public comments.

Ms. Grudzinskas asked about the categories of club memberships and what number of residents are not paying for any memberships. Mr. Fetsick stated that 175 of 1,200 homes are not members due to them being grandfathered in. Mr. Case stated the number might change with the selling of homes and transfer of ownership.

SIXTH ORDER OF BUSINESS **Adjournment**

Mr. Case requested a motion to adjourn the Board of Supervisors' Meeting.

ON MOTION by Ms. Dickson, seconded by Mr. DiPaolo, with all in favor, the Friday, November 12, 2021 Board of Supervisors' Meeting of University Park Recreation District was adjourned at 2:32 p.m.

Vanessa Ripoll
Secretary / Assistant Secretary

Chairperson / Vice Chairperson