

## **MINUTES OF MEETING**

### **UNIVERSITY PARK RECREATION DISTRICT**

### **BOARD OF SUPERVISORS' MEETING**

**Friday, April 14, 2023**

**1:00 p.m.**

**Community Center**

**8301 The Park Boulevard, University Park, FL 34201**

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

Sally Dickson	Chairperson
Mark Criden	Vice Chairperson
Steve Ludmerer	Treasurer / 2 <sup>nd</sup> Vice Chairperson
David Murphy	Assistant Secretary
Rusty Piersons	Assistant Secretary

Also, Present in person or via Zoom:

Vivian Carvalho	District Manager – PFM Group Consulting LLC
Venessa Ripoll	PFM Group Consulting LLC (via Zoom)
Kwame Jackson	PFM Group Consulting LLC (via Zoom)
John Fetsick	General Manager – Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
Mark Barnebey	District Counsel – Blalock Walters
Various Members of the public in person and via Zoom	

## **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

#### **Call to Order and Roll Call**

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

#### **Public Comments**

Mr. Criden mentioned that it was difficult to participate in the last meeting via Zoom and asked if there was a way to make it easier to communicate as a Board member when online.

## **SECOND ORDER OF BUSINESS**

### **Administrative Matters**

#### **Consideration of the Minutes of the February 28, 2023, Board of Supervisors' Workshop Meeting and the Minutes of the March 10, 2023, Board of Supervisors' Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Murphy, seconded by Mr. Piersons, with all in favor, the Board approved the Minutes of the February 28, 2023, Board of Supervisors' Workshop Meeting and the Minutes of the March 10, 2023, Board of Supervisors' Meeting with suggested edits.

## **THRID ORDER OF BUSINESS**

### **Staff Report Matters**

District Counsel – Mr. Barnebey stated the DRI, and site zoning amendments are still in process with the county and expect them to be ready by the end of the month on the 28<sup>th</sup> of April. They are in the process of trying to get the Charter amendments scheduled for adoption. Mr. Barnebey stated that he had received some letters from residents with questions and asked the Board if he should respond to them. Mr. Ludmerer suggested that all letters be sent to Ms. Carvalho to keep track of letters received and to help ensure that the appropriate persons get the letters for responses to be provided.

Mr. Barnebey stated that he had contacted counsel concerning the UPCA and noted that there had been some added revisions to the proposed CCR in Section 17 which will need to be signed off on. Mr. Criden mentioned that they will once again have the power to assign collection. Mr. Ludmerer had a question regarding whether a member, once their membership is terminated due to a violation, is still required to pay annual fees. It was mentioned that the UPCA is working rapidly on the changes to the CCR, and Mr. Ludmerer stated that any action needing to be taken be done so quickly in order to meet their timetable. Ms. Dickson asked if the mutual agreement impacted the changes to the CCR. Mr. Barnebey also mentioned that he expects the Charter to be passed by late August this year.

District Manager – Ms. Carvalho reminded the Board of the dates for the next upcoming meetings:

- Continued Board of Supervisors' Meeting: April 21, 2023 @ 1:00 p.m.
- Workshop Meeting: May 2, 2023 @ 2:00 p.m. – 4:00 p.m.
- Rescheduled Proposed Budget Board of Supervisors' Meeting: May 16, 2023 @ 1:00 p.m.

Club Management (Management Discussion & Analysis Report) – Mr. Fetsick mentioned the hiring of (the) new staff. He mentioned that they are trying to hire some new front of house staff and is assisting the HOA Board in realigning the HOA management team.

Mr. Fetsick stated that they were able to acquire 400 members by the end of the season, bringing the total membership up to 1,290 total memberships, 124 racquet members, and 766 social members with 134 members that have added the fitness pass and 151 total grandfathered non-members. He mentioned that the price for the summer golf membership was aggressively (progressively) increased and membership now stands at a total of 89 members from 194 last year. Mr. Ludmerer requested that Ann go out to non-renewing members and ask why they did not renew their summer golf membership. There have been 3,330 fewer public rounds and an increase of 1,200 member rounds. He stated that they will now only be accepting the Big Summer Golf Card on Sundays and that will be in place for 1 year. Mr. Ludmerer had some questions regarding tee-time availability and the general usage of the sports facilities and their prime times of usage. He mentioned that the first member pickleball tournament which took place on April 15 was very successful and the team is planning to hold a number of events for all of the sports and activities. He mentioned that the financials for golf and restaurant revenue continue to be over budget.

Mr. Fetsick stated that the furniture for the outdoor dining area is being delivered this week, the roof has been installed, and the bar is almost complete. He mentioned that the floors would be installed the following week and believes they are at the finish line with the project. Ms. Dickson wanted to compliment Rico on a terrific job with creating events for members.

Mr. Baumen provided an overview of the proposed resolutions of the Business Plan presentation given during the April 4, 2023 meeting. He stated that he had sharpened the wording around the intent and value proposition so that there are clear boundaries within the work. He mentioned that they had taken the feedback from the Board and added it to the presentation to show that they were listening to their comments from the last meeting. He also presented the updates made to the initial project management plan. Ms. Dickson asked that precautions be taken when communicating with residents concerning the advisory panel. Ms. Carvalho stated that a list of residents who are interested in

volunteering for the various projects have been compiled and sent to Mr. Fetsick.

#### **FOURTH ORDER OF BUSINESS**

#### **Business Matters**

##### **Capital Improvement Plan Update**

##### **a. Project Update & Estimates**

##### **b. Timeline & Communication Plan**

##### **c. Financing Plan**

Mr. Dickson mentioned that they are still looking for corrections and adjustments to the estimates and will be discussed during the continued meeting on April 21.

Mr. Criden stated that he had gone to the Hampton neighborhood and mentioned he had received some interesting feedback from the residents. He said he had postponed the neighborhood meeting that would have been held next week. Mr. Criden and Mr. Fetsick will be attending the meeting of the Arts Alliance next week. He currently has 23 total neighborhood meetings scheduled.

Mr. Criden mentioned the 4-step process used when attending the meetings:

- Identifying the problem
- Reasonable alternatives to solving the problem
- What is the cost of the alternatives
- How to finance the alternatives

#### **FY 2024 Budget Update and Key Assumptions**

Mr. Fetsick gave a brief overview of the Proposed FY 2024 Budget process. All department heads have submitted their budgets and he has met Mr. Ludmerer to discuss some of the key assumptions. The plan is to finish compiling the budget within the next few weeks and present a preliminary proposed budget on May 2, 2023 and looking to have the budget approved in proposed form at the May 16, 2023 meeting. There was some additional discussion about the key assumptions used to create the budget.

#### **FIFTH ORDER OF BUSINESS**

#### **District Financial Matters**

##### **Ratification of Payment Authorizations #89-90**

Mr. Fetsick reviewed the payment authorizations.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the Board ratified Payment Authorizations #89-90.

**Supervisor Requests &  
Comments**

Ms. Van Brunt wanted to recognize the staff and Board for the hard work done for the district.

**FIFTH ORDER OF BUSINESS**

**Continuation**

There were no additional items to come before the Board.

ON MOTION by Mr. Ludmerer, seconded by Mr. Criden, with all in favor, the April 14, 2023, Board of Supervisors' Meeting of University Park Recreation District was continued to April 21, 2023, at 1:00 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson