

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT

BOARD OF SUPERVISORS' MEETING

Tuesday, May 16, 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
Steve Ludmerer	Treasurer / 2 nd 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	District Manager - PFM Group Consulting LLC (via Zoom)
Kwame Jackson	ADM - PFM Group Consulting LLC (via Zoom)
Mark Barnebey	Blalock Walters - District Counsel
Curtis Nickerson	Director of Properties and Facilities - Country Club
John Fetsick	General Manager - Country Club
Various Audience Members Present 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. Those in attendance are outlined above.

Public Comments

Mr. Kostner had some questions regarding the treatment of invasive tree species in the District and the Board's plan to remove them per the Mutual Cooperation Agreement. He was concerned that there was not an allocation in the FY 2024 Budget for this issue. Ms. Dickson commented saying that any kind of plan to remove the invasive tree species would have to be reasonable as it would be a large amount of money for anyone to spend for

District Manager – Ms. Carvalho had no report for today’s meeting.

Club Management (Management Discussion & Analysis Report) – Mr. Fetsick mentioned the announcement of the four Advisory Groups that will be assisting management over the next 12-month period. The groups include coverage of fitness & wellness, golf, racquets, and social & dining. Mr. Rico Alcala chairs the meetings between these groups along with internal head representatives. He also stated the work that has begun on the business plan and it has been going well, they have been discussing the current business model, financials, and identifying some SWOT analysis. He had met with Mr. King who has agreed to work with Mr. Criden and himself on project management. Mr. Murphy had heard recommendations from residents asking that a Board member sit in at these meetings from time to time so that residents can see that the Board is taking interest in the project. He wants to keep the involvement informal; Mr. Piersons agreed with this sentiment. Mr. Ludmerer suggested that the meeting minutes from these group meeting be published on the District website.

Mr. Fetsick stated that there have been a few membership downgrades and resignations which is pretty standard for this time of the year. There are currently 1,288 full memberships, 399 full Members, almost 770 social memberships and 150 grandfathered non-members which has gone down about 40 in the last two years. There are up to 38 pickleball passes, which when added to the racquets and full memberships, is well over 100 memberships. The total rounds for golf are down to 2,600. Revenue remains over budget but is down from the year prior. He mentioned that they had a very successful tennis tournament last month and a successful pickleball tournament last week.

The Statements of Operations were presented after Mr. Nathan Phillips provided his report on the FY 2022 audit. The Operating Revenue stands at \$347,000 over budget, a total operating revenue at \$6.4 million, expenses at \$252,000 over budget, Food and Beverage at \$296,000 over budget. Mr. Fetsick expressed his concerns with the Food and Beverage budget being incredibly high due to the labor market. Mr. Ludmerer commented that they need to look for ways that would reduce cost and create better results. There was a suggestion of using H2B Visas which would have employees working for 6 months, but the expenses would be costly. Mr. Murphy commented on events such as trivia and bingo nights and the cost associated with those as they are special events. He asked whether there might be some pricing opportunity. He also suggested having two seating for special evenings such as Prime Rib Night on a trial basis. This could enhance member experience by allowing more members the chance to participate in these always sold-out events, while better utilizing the staff already present. The Asset Reserve Fund year to date is at \$760,000.

FOURTH ORDER OF BUSINESS

Business Matters

Review and Acceptance of Fiscal Year 2022 Audit Report

Mr. Fetsick introduced Mr. Nathan Phillips from the Phillips Feldman Group who was in charge of the FY 2022 audit. Mr. Phillips presented a thorough review of the Audit Report to the Board.

ON MOTION by Mr. Ludmerer, seconded by Mr. Murphy, with all in favor, the Board accepted the Fiscal Year 2022 Audit Report.

**Consideration of Resolution
2023-06, Approving a
Preliminary Enterprise Fund
(Country Club) Budget for
Fiscal Year 2024 and Setting a
Public Hearing Date
[Suggested Date, September 8,
2023]**

Mr. Fetsick reviewed the County Club Budget for FY 2024. Membership dues will increase about 5%-6%, initiation fees will increase significantly, and the newer dining space for food and beverage will increase in revenue and expenses. He mentioned that they are keeping close eye on workers compensation and insurance. Ms. Carvalho stated that the total **net** revenue will be \$12,192,175.

ON MOTION by Mr. Ludmerer, seconded by Mr. Piersons, with all in favor, the Board approved Resolution 2023-06, Approving a Preliminary Enterprise Fund (Country Club) Budget for Fiscal Year 2024 and Setting a Public Hearing Date for September 8, 2023 at 1:00 p.m. at this location.

**Consideration of Resolution
2023-07, Approving a
Preliminary General Fund
Budget for Fiscal Year 2024
and Setting a Public Hearing
Date [Suggested Date,
September 8, 2023]**

Mr. Fetsick reviewed the General Fund Budget for FY 2024. Ms. Carvalho stated that the total net revenue will be \$250,000.

ON MOTION by Mr. Murphy, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2023-07, Approving a Preliminary General Fund Budget for Fiscal Year 2024 and Setting a Public Hearing Date for September 8, 2023 at 1:00 p.m. at this location.

Update of Capital Improvement Plan and Cost

Mr. Fetsick provided an update concerning working with an estimator and Mr. Baumier on the cost. He mentioned that they have a site visit scheduled last week and will be prepared to provide costs during the June Board meeting. Mr. Nickerson mentioned that he had spoken with the contractor and vendors today concerning irrigation and committing at the end of July for 2024. Mr. Fetsick asked about the financial commitment, and it was mentioned that the work will be started once the funds are available.

FIFTH ORDER OF BUSINESS

District Financial Matters

Ratification of Payment Authorization Nos. # 91-92

ON MOTION by Mr. Ludmerer, seconded by Mr. Piersons, with all in favor, the Board ratified Payment Authorization Nos. # 91-92.

Ms. Dickson stated that the next Board meeting is scheduled for June 9, 2023, at 1:00 p.m. at the same location and the next Workshop meeting is scheduled for June 27, 2023, from 2:00 p.m. – 4:00 p.m. at the same location, but she will look into adding an additional Workshop meeting closer to the beginning of June.

Mr. Charlesworth stated his concerns with waiting until 2024 to proceed with the irrigation system. Mr. Nickerson provided some input saying they will do everything they can to bring it together and explain the issue with the parts that are needed.

Mr. Ludmerer asked for an update concerning the air conditioning in the Fitness Center. Mr. Nickerson stated that there has been a temporary fix by way of a rented air conditioning unit and a permanent fix will have a wait time of about 4-6 weeks due to the part needed. Mr. Fetsick mentioned that the rental cost of the air conditioning unit is about \$5,000 per month.

such a project. Mr. Nickerson added that there is no requirement by Manatee County to remove Brazilian pepper trees, only a recommendation. He also stated that if there was to be a mass removal of these trees, there would be an outcry from the community to replant trees in those areas. Mr. Fetsick mentioned that what is owned by the District and what is owned by the HOA would be a gray area in this aspect and would need a plan between the two entities to tackle this issue.

SECOND ORDER OF BUSINESS

Administrative Matters

**Consideration of the
Minutes of the April 4, 2023,
Board of Supervisors'
Workshop Meeting, the
Minutes of the April 14, 2023
Board of Supervisors'
Meeting, and the Minutes of
the April 21, 2023 Continued
Board of Supervisors'
Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Murphy, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the April 4, 2023, Board of Supervisors' Workshop Meeting, the Minutes of the April 14, 2023 Board of Supervisors' Meeting, and the Minutes of the April 21, 2023 Continued Board of Supervisors' Meeting with the suggested changes.

THIRD ORDER OF BUSINESS

Staff Report Matters

**Update from Mark Criden
a. Neighborhood Meeting
b. Capital Improvement Plan**

District Counsel – Mr. Barnebey mentioned that during the next Workshop meeting, they will need to discuss the CCR issue that has been persistent. He also stated that there were some questions raised by the County concerning the DRI amendments and their requirement of unlimited square footage for recreation and the possibility of providing a new traffic study. They will be meeting with the County soon to discuss these concerns.


SIXTH ORDER OF BUSINESS

Adjournment

There were no further comments.

ON MOTION by Mr. Murphy, seconded by Mr. Ludmerer, with all in favor, the May 16, 2023, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 2:33 p.m.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson