

## **MINUTES OF MEETING**

### **UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING**

**Friday, October 13, 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	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via Zoom)
Scott Rudacille	Blalock Walters	
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 call to order at 1:00 p.m. by Ms. Dickson and Ms. Carvalho confirmed quorum to proceed. Those in attendance are outlined above.

The Board proceeded with the pledge of allegiance.

#### **Public Comments**

There were no public comments at this time.

## **SECOND ORDER OF BUSINESS**

### **Administrative Matters**

**Consideration of the Minutes of the September 5, 2023, Strategy Workshop Meeting, the Minutes of the September 5, 2023, Workshop Meeting, the Minutes of the September 8, 2023, Board of Supervisors Meeting, the Minutes of the September 14, 2023, Strategy Workshop Meeting, the Minutes of the September 19, 2023, Continued Strategy Workshop Meeting, the Minutes of the September 22, 2023, Strategy Workshop Meeting, and the Minutes of the September 26, 2023, Strategy Workshop Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the Board approved the Minutes of the September 5, 2023, Strategy Workshop Meeting, the Minutes of the September 5, 2023, Workshop Meeting, the Minutes of the September 8, 2023, Board of Supervisors Meeting, the Minutes of the September 14, 2023, Strategy Workshop Meeting, the Minutes of the September 19, 2023, Continued Strategy Workshop Meeting, the Minutes of the September 22, 2023, Strategy Workshop Meeting, and the Minutes of the September 26, 2023, Strategy Workshop Meeting.

### **THIRD ORDER OF BUSINESS**

#### **Staff Report Matters**

District Counsel – No report.

District Manager – Ms. Carvalho stated that the next Workshop Meeting is scheduled for October 27, 2023 at 1:00 p.m. which includes a presentation of the Executive Summary of the Five-Year Business Plan. The following Workshop Meeting is scheduled for October 31, 2023 from 2:00 p.m. – 4:00 p.m. which includes a presentation of the Capital Improvement Plan. A Special Board Meeting is scheduled for November 3, 2023 at 1:00 p.m.

Club Management (Management Discussion & Analysis Report/Update on the Business Plan

Progress) – Mr. Fetsick stated that they had announced their “Season at a Glance” this week, the calendar has more events than ever. There will be three nights of traditional dinner services for the first time and a café menu on a daily basis. Fall Fest is on Saturday, October 28 which will be headlined by Soul Sensations and have the return of a night-ending firework show.

Golf had finished last year with over 84,000 rounds, 50,000 from members and 34,000 from the public. The rates will increase on November 1, 2023, with morning rates starting at \$119 per round, where last year was \$99.

The installation of black fencing on the Tennis Court has started. They are doing two courts at a time and Ms. Salvino-Nakamura is managing court availability effectively. The fencing so far looks great and will clean up the entire area. They have hired Ms. Suzanne Sinclair Thomson as the new Fitness Director. She has extensive fitness and wellness experience, most recently coming to University Park as the Wellness Director at the YMCA of Southwest Florida. Ms. Sue Marillier will remain in her current position.

They’ve recently purchased a four-pie pizza oven and began offering pizza last Friday. This was an overwhelming success with over 80 pizzas being sold during the week. Mr. Fetsick gave his regards to Chef Roger for his work. The dining area can hold around 200 to 220 people at a time. The Food and Beverage team started their liquor training today. This training is being provided by the insurance carrier and focuses on the safe service of alcohol.

As of the end of August, there are 399 full members. As of today, there are 421 full members. Racquets is maintaining at 124 memberships and social memberships are pushing 800, with a grand total of 1319 memberships. They are projected to have about \$800,000 in operating income.

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

#### **Business Matters**

#### **Discussion of Capital Improvement Plan and Associated Bond Referendum**

Ms. Dickson stated that the unveiling of the Improvement Plan is scheduled for October 31 during the Workshop Meeting. A letter has been sent out to the residents in the hope that the residents will engage with the topics in the upcoming meetings. A cumulation of a referendum will take place on January 16, 2024.

**Consideration of Engagement  
Letter for District Engineering  
Services (under separate cover)**

Mr. Fetsick provided a background of Kimley-Horn & Associates and their work with University Park. Their role would be to take the current estimates that were received from the chief estimator and would verify that the estimates are reasonable. That would then be signed off to be used for the referendum. Their proposal is not to exceed \$20,000 for up to 80 hours of work.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board accepted the Engagement Letter for District Engineering Services from Kimley-Horn & Associates.

**Appointment of Election Chair**

Mr. Ludmerer suggested that the Election Chair for the bond referendum not be a member of the Board and asked that they solicit volunteers from the community who would like to serve during the November 3 meeting. There was a suggestion to reach out to the committee who assisted during the Board elections to see if they would be interested in the position.

**Appointment of CPA Firm  
Canvassing Ballots**

The Board agreed to hire an outside firm to deter any bias with the process. Ms. Carvalho stated that they will get a proposal for discussion at the special meeting on November 3.

**Supervisor      Requests      &  
Comments**

Mr. Ludmerer mentioned that during the September meeting, they had asked for a timeline for the charter amendments which need to go on the ballot for March 19, 2024, and asked that they are deliverable by the November meeting. He also asked about the progress with the DRI changes. He suggested incorporating the changes made to the FY 2024 budget into the five-year forecast plan in order for it to be available in the voter information package.

Ms. Dickson mentioned that she had a meeting with the Project Development Plan Committee, and they have done a great job putting together a list of items that need to be followed by protocol for future projects. Mr. Criden provided an overview of the meetings between himself, Mr. Baumier, and Mr. King concerning the Executive Summary Business Plan.

**FIFTH ORDER OF BUSINESS**

District Financial Matters

**Ratification of Payment  
Authorization Nos. # 101-102**

Mr. Fetsick reviewed the payment authorizations.

ON MOTION by Mr. Cnden, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorization Nos. # 101 – 102.

**SIXTH ORDER OF BUSINESS**

Adjournment

Ms. Pizzi had a question about the Election Chair for the bond referendum.

ON MOTION by Mr. Cnden, seconded by Mr. Murphy, with all in favor, the October 13, 2023, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 1:52 p.m.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson