

## **MINUTES OF MEETING**

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

**Friday, November 3, 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

Also, Present in person or via Zoom:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via phone)
Kevin Plenzler	PFM Financial Advisors	
Jon Fetsick	General Manager - County Club	
Mark Barnebey	District Counsel- Blalock Walters	
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**

Mr. Case asked that the bonds be structured so that the residents of University Park can choose which elements of the proposal they support.

A homeowner congratulated the Board on a great presentation from last week's Workshop Meeting held on 10/31/2023.

## **SECOND ORDER OF BUSINESS**

### **Staff Report Matters**

District Counsel – Mr. Barnebey stated that he has been working through the land-use issues and is currently working with the county and making progress. He also reminded the Board about the upcoming public hearing and asked if they will need to find another location to hold the meeting.

District Manager – Ms. Carvalho stated that the next Board meeting is scheduled for November 10, 2023 at 1:00 p.m. The next Workshop meeting is scheduled for November 28, 2023 from 2:00 p.m. – 4:00 p.m. She noted that the assessment notices will be mailed in accordance with the public hearing.

Club Management – Mr. Fetsick stated that there will be a few matters that will be discussed today and wanted to be clear that nothing will be moving forward without a referendum or vote.

## **THIRD ORDER OF BUSINESS**

### **Business Matters**

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

Ms. Dickson provided an overview of the Capital Improvement Plan.

Mr. Murphy, Mr. Criden, and Mr. Ludmerer indicated their full support of Sally's comments concerning the Capital Improvement Plan.

Mr. Ludmerer believes that this plan fully supports the needs and desires of the community, now and for the future.

### **Appointment of Election Chair**

Mr. Fetsick stated that he was asked to contact the volunteers from the last election, and he received responses from three volunteers who would like to participate in the bond referendum election vote process.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board appointed Dr. Mark Loundy as the Chair of the Election Committee.

### **Consideration of CPA Firm for Bond Referendum**

Ms. Dickson stated that having a CPA firm is not required but the Board has agreed to hiring one for the bond referendum counting process. The firm chosen is Suplee Shae Cramer & Miller, P.A. The fee range is calculated hourly and estimated at \$1,700 - \$2,400 for the total hours to be worked. This is also the same CPA Firm that was retained previously for the Election Process.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board appointed Suplee Shae Cramer & Miller, P.A. for the Bond Referendum counting process

### **Review and Consideration of the Capital Improvement Plan Summary**

The Board reviewed the exhibit of the Capital Improvement Plan Summary.

### **Review and Consideration of the Assessment Methodology Report**

Mr. Plenzler reviewed the Assessment Methodology Report for the Board. Table 1 shows the Capital Improvement Plan total of \$18,500,000.00. Table 2 shows the estimated Bond financing details for the Series 2024 Bonds with a maximum bond principal of \$20,600,000.00, and an interest rate of 5.5% that will generate a maximum gross annual debt service amount of \$1,530,632.00. The allocation of the assessment is consistent with the existing allocation of the Series 2019 Bond, which is a function of a base rate across the board on a capital basis. There is a scrivener's error that will be fixed that should say \$636.70 on Section 3.2 paragraph (1), page 7 of the report.

Ms. Carvalho noted that every homeowner will receive the entire report via mail.

### **Consideration of Resolution 2024-01, Related to Bond Referendum Process**

There will be one vote per property. The vote will take place on January 16, 2024 at the Varsity Club where the polls will be opened from 9:00AM to 12:00PM.

Mr. Ludmerer asked for clarification for each vote relating to residential use.

ON MOTION by Mr. Ludmerer, seconded by Mr. Criden, with all in favor, the Board approved Resolution 2024-01, Related to Bond Referendum Process to take place on January 16, 2024 at the Varsity Club.

**Consideration of Resolution  
2024-02, Adopting the  
Preliminary Assessment Roll  
and Setting the Equalization  
Public Hearing**

This public hearing will be for the Bond Referendum as well as the Equalization Hearing.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the Board approved Resolution 2024-02, Adopting the Preliminary Assessment Roll and Setting the Equalization Public Hearing for December 8, 2023 at 1:00 p.m. at the Business Center also known as the Community Center.

**Supervisor      Requests      &  
Comments**

The next Board meeting is scheduled for November 10, 2023 and a Workshop meeting scheduled for November 28, 2023, both at the Business Center. A Town Hall meeting is scheduled for November 14, 2023 in the Lakeside Room.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

There were no further comments at this time.

ON MOTION by Ms. Dickson, with all in favor, the November 3, 2023, Special Board of Supervisors' Meeting of University Park Recreation District was adjourned at 1:39 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson