

**MINUTES OF MEETING**

**UNIVERSITY PARK RECREATION DISTRICT  
BOARD OF SUPERVISORS WORKSHOP MEETING**

**Friday, July 9, 2021 at 1:00 p.m.**

**University Park Varsity Room  
7671 The Park Blvd, University Park, FL 32401**

Board Members present at roll call:

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

Also, Present:

Vivian Carvalho	District Manager - PFM Group Consulting, LLC
Venessa Ripoll (via phone)	Assistant District Manager-PFM Group Consulting, LLC
Mark Barnebey (via phone)	District Counsel- Blalock Walters Law Firm
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
Rico Alacala	Club Operations Director
Various Members of the General Public	(present and via Zoom)

**FIRST ORDER OF BUSINESS**

**Organization Matters**

**Call to Order and Roll Call**

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

Mr. Case started the meeting off by congratulating Mr. Fetsick on being promoted to General Manager.

**Public Comments**

Mr. Case proceeds to lead the Pledge of Allegiance.

There were no public comments at this time.

## **SECOND ORDER OF BUSINESS**

## **Staff Report Matters**

### **District Counsel – No report**

**District Manager** – Next meeting is scheduled for July 20, 2021, at 1:00 p.m. at this location, 7671 The Park Blvd, University Park, FL 32401.

### **General Manager & Director of Finance –**

#### **a) Management Discussion & Analysis Report**

Mr. Fetsick provided an overview of the report; the following topics were addressed:

- **Mandatory Mask Mandate** – Effective July 1, 2021, all vaccinated employees are no longer required to wear a mask, indoors or outdoors, with proof of full vaccination. All non-vaccinated employees will be required to wear a mask at all times, regardless of location. The health, safety and well-being of our residents, members, guests, and staff continues to be our highest priority.
- **Golf Course Maintenance** – Mr. Fetsick complimented Mr. Nickerson and his team on an excellent job of the progress of the golf course maintenance. The project, which is scheduled to take approximately 8 – 10 weeks, remains on schedule despite ongoing issues with staffing levels and securing the proper materials, including sod, to complete the project. The holes will remain closed until complete, which Management is estimating to be mid-August.
- **Human Resources and Staffing** – Staffing has become an ongoing problem with the golf course and restaurant renovations. With the recent decrease in unemployment, Management continues to work diligently to fill the necessary positions.
- **Food and Beverage** – Pre-Covid carry-out has been reinstated. Ms. Evans commented that food and beverage sales continue to surpass sales prior to Covid sales. In addition, food service operations continue to see tremendous participation in á la carte dining and special events. Mr. Fetsick added that he is eager to provide continuous service during restaurant renovations to avoid a full shutdown. This month's special events and gatherings included the Father's Day Brunch, Seafood Boil, Three for All nights, Prime Rib nights, Trivia and Bingo! The Father's Day Brunch included 334 attendees, a record turnout. Social events and banquets are back on the rise – the restaurant's renovation has sparked interest in using the restaurant as a venue to host events in the upcoming year.

- Golf – Golf has shown little sign of slowing down. June golf revenue has exceeded budget projections and prior years by a wide margin. Management is excited to announce May has already exceeded the 2020 budget with four months to go. Raving social media reviews across multiple platforms have confirmed that University Park has the best golf course conditions in the area, and the service is second to none. The Pro Shop is experiencing increased merchandise revenue, with June revenue doubling and exceeding prior year revenue handily.
- Tennis Court & Fitness Center – Memberships in the summer are slow but expected. 229 summer golf memberships (2<sup>nd</sup> highest) have been reported compared to 235 summer golf memberships. Despite an increase in memberships, sales continue to stay strong. The following courts will be rebuilt in the Fall: courts 1,8 and 9 – for extensive work and courts 3 and 4 – for less intensive work. With the help of the tennis professionals, the tennis maintenance team will take on the work in-house. This saves the District a considerable amount of money and ensures the job is done correctly. Fitness classes have moved back indoors, and personal training gained traction, with more members returning weekly for sessions with Sue Mariller.
- Finances – Mr. Fetsick reviewed finances and memberships through May 31, 2021; for the statement of operations, revenue flash report through June 30, 2021, restaurant operations are over budget by \$123.

A lengthy discussion ensued on the dining-in pick-up and relying on the to-go during the renovation.

Ms. Pagano asked about the capacity in the dining area at 100%.

Pickleball UPPC PowerPoint presented by Mr. John Fetsick

Mr. Fetsick provided an overview of the presentation, which consisted of management recommendations, location options, quotes and other considerations.

Two locations are being considered for the pickleball courts:

- Site B: Existing Croquet Lawn
- Site X: Tennis Courts #5/6

The total projected costs provided are general estimates for the Board's review:

- Site B: \$325,000
- Site X: \$450,000

Other considerations for the Board's review:

- Mission, Vision & Core Values
- Cost for additional four (4) courts
- Emergency access to Site X, not yet addressed
- Site X expansion for additional courts would be more disruptive

In conclusion, for the reasons outlined above, Management recommends that the Board approve four pickleball courts on Site B, the existing Croquet Lawn, which will be regulation size and located between tennis courts #4/10. In addition, the entryway and pickleball landscaping are recommended for the Board's approval.

The presentation was concluded, and the Board proceeded to ask questions.

Mr. Case questioned about the timing of the completion of the pickleball courts. He expressed his excitement about the pickleball courts and his eagerness to play. As previously stated, he wants to take advantage of the season and act quickly; furthermore, Mr. Case noted this is a positive step forward for new and existing pickleball players.

The concern for emergency access to Court 5 needs to be addressed. This concern is independent from pickleball.

Mr. Ludmerer seconded Mr. Case's comments on the excellent job on the presentation. He is supportive of the decision to house the pickleball court on Site B. Mr. Ludmerer asked to move forward with the project.

Ms. Dickson raised a question about the loss of trees. Mr. Fetsick responded, stating the trees near the pickleball court are protected. In addition, trees will preserve the entryway, and more green space will be visible between the pickleball courts and roadway.

Mr. DiPaolo pointed out the funds allocated towards the landscaping project. Many individuals had a great concern for the entryway; the goal is to improve the entrance, not just pertaining to pickleball but fencing as well as unifying landscaping.

Ms. Pagano questioned the timing of the project. Mr. Fetsick and Mr. McDevitt responded, stating the timing discussion has not occurred yet.

Mr. Case thanked Mr. McDevitt and his colleagues for the hard work.

Mr. Ludmerer questioned if the acoustic sound abatement system was 360 degrees. Mr. McDevitt responded, stating it will go across the entire northside, across the entire eastside, down about 15 feet on the left side, and none on the southside.

Capital Investment Plan, Priorities, Timing and Cost presented by John Fetsick

Mr. Fetsick reviewed the following topics in particular for the Board's discussion:

- The purpose of this presentation is to try to communicate our current understanding of the available funds:
  - Phase one projects are to be considered and their proposed timeline within the next 12 months time frame.
  - What decisions we may need to make as a management team and a Board.
  - What are the financial constraints that we have?

As of today's meeting, there is \$2.7 million available in the construction fund; those funds need to be spent or committed by the end of next year. As discussed in recent meetings, the current operating surplus is \$500,000. Mr. Fetsick and Mr. DiPaolo are confident that the District will have additional financial resources. This will become more clear once the District gets through this fiscal year to do some cash forecasting. Mr. Fetsick stated that there will be additional funds available in the future but noted it would be difficult for us to put a dollar value on that at today's meeting. So as of today, the District has \$3.2 million available. Mr. Fetsick continued to outline recommended projects reviews and timelines.

Mr. Ludmerer asked Management to work with the Fitness Center Director and leaders regarding enhancements and suggestions to increase the fitness experience.

Mr. Case raised a question regarding the gaming people.

Ms. Dickson noted some resident confusion is surrounding the use of the UPCA building pertaining to renovations. The Board agreed UPCA will need to create parameters for the building, this topic will be added to next meeting.

The General Manager concluded the presentation and report.

## **SECOND ORDER OF BUSINESS**

### **Administrative Matters**

#### **Consideration of the Minutes of the June 9, 2021 Special Board of Supervisors Workshop**

The Board deferred approval until next month's meeting on August 13, 2021.

#### **Consideration of the Minutes of the June 11, 2021 Board of Supervisors Meeting**

The Board deferred approval until next month's meeting on August 13, 2021.

## **THIRD ORDER OF BUSINESS**

### **Business Matters**

**Consideration of Proposed  
Resolution 2021-15, Regarding  
the Location of Pickleball Courts**

The Board reviewed Resolution 2021-15, as presented.

Mr. Barnebey suggested the language of Resolution 2021-15 should include and identify the pickleball courts and relocating croquet lawns.

Mr. Ludmerer suggested the following verbiage to be reflect Resolution 2021-15.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2021-15, Regarding the Location of Pickleball Courts.

**Update on the Website  
Development with the UPCA**

Ms. Evans provided an update of the website and apologized for the delay. It seems the website is more complicated than it appears from the surface. Although there is a delay, Ms. Evans and those responsible for the website are making significant progress. Ms. Evans will present a website development with UPCA in the meeting next week. She stated she would like to get feedback on the website from the Board. She added some additional photographs, and a video tour of the community will be added to the website. A link will be available when the website development has more progress.

**Update on the Design Group  
Phase 1 Master Improvement Plan  
Project**

Mr. Fetsick reviewed this item for the Board. The Board approved the Club Design Group as the designer for the Phase 1, Master Improvement Plan Project. The Lifestyle Advisory Group was approved and identified, consisting of various leaders and volunteers in the community. The Group's first meeting was held on June 29<sup>th</sup>, which was very collaborative with great ideas shared by all attendees. The meeting was diverse and enthusiastic. The Group reviewed the results of a survey; using the results and feedback, Ms. Briggs built a consensus based on the information provided during the meeting.

The Lifestyle Advisory Group will be meeting every two weeks; the next two meetings are scheduled for July 13<sup>th</sup> and July 27<sup>th</sup>.

Ms. Evans reiterated that the Group will not make design decisions, but will provide input to give the designers information to represent the community and residents.

**Consideration of Proposed  
Resolution 2021-16, Statutory and  
Charter Amendments**

Mr. Barnebey stated the statutory changes the following sections will be made pertaining to:

Chapter 418.21 – Governing body

This section is being amended to make the language consistent with the current statute—a resident lot revision – one resident per lot.

Chapter 418.22 – Powers of Recreation District

This section is being amended to reflect language stating the law will allow private sale without having to go to public sale as long as the District complies with laws recommended by Bond Counsel.

Changes to Charter Amendments include the following:

Section 2-8-153 Elections; Board of Supervisors.

This section is being amended to eliminate additional language not needed for elections and address language that makes more sense as it pertains to the Election consistent with Statutes as allowed by the law.

Mr. Ludmerer questioned, will the District have to advertise a notice of registration for the Election. Mr. Barnebey responded, stating the District will advertise a notice but is not required by Charter Amendments.

The Board agreed that a draft is needed for the next meeting, which is continued to July 20, 2021.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board deferred Resolution 2021-16, Statutory and Charter Changes until the next meeting.

**Consideration of Proposed  
Resolution 2021-17, Authorize  
General Manager to Prepare and  
Publicize a Request for Proposal  
(RFP) of the Construction of  
Pickleball Courts**

The Board reviewed Resolution 2021-17, as presented.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board approved Resolution 2021-17, Authorize General Manager to Prepare and Publicize a Request for Proposal (RFP) for the Construction of Pickleball Courts.

**Updated of Summer Golf Course  
Renovation Holes #10-18**

Mr. Nickerson provided an update on the Golf Course Maintenance Renovation Project.

This project includes leveling and expanding select tees, rebuilding greenside bunkers, and repairing/removing many cart paths. Challenges and struggles have been faced regarding delays and deliveries from suppliers; however, work continues to progress.

Additional updates regarding the golf course maintenance:

- All tee tops have been received.
- Concrete work has started.
- Reshaping the bunkers as saves money and time.

The projected completion of the golf course maintenance as pertaining to construction is scheduled for the end of July, which is subject to change.

Pictures of the current state of the golf course were presented before the Board and audience.



## Monthly Board of Supervisors Reports

Mr. Case stated Ms. Evans recommended, in the future, for the Board to submit a written analysis a few days prior to the meeting for the Board's discussion.

1. Jim Case – Topic is UPCA coordination with the Recreation District  
The signage located on University Parkway will change from UPCC to University Park.. Coordination with UPCA will need to occur.

Mr. Whyte has handled various projects such as the Landscaping Project and The Holistic Master Plan. Mr. Nickerson will be a focal point for the Landscaping Project for operational and practical matters.

Ms. Dickson raised a question about the loss of trees. Mr. Fetsick responded, stating the trees near the pickleball court are protected. In addition, trees will preserve the entryway, and more green space will be visible between the pickleball courts and roadway.

A discussion took place regarding the trees.

The Recreation District and the HOA combined have approximately 35,000 trees; there is no current policy regarding trees. The District agreed to focus more on the trees moving forward.

A discussion took place regarding the sewer and repairing of manholes within the Recreation District. As detailed in the currently established Mutual Cooperation Agreement, the sewer is within the responsibility of UPCA. There are 15 manholes in the RD with the addition to one RD property.

2. Sally Dickson – Topic is Marketing
  - a. The Marketing Plan is being constructed.
3. Bill DiPaolo – Topics are Finance and Charter Amendments relating to the Election and other items with the Charter to be amended

All items have been discussed earlier in the meeting.

4. Steve Ludmerer – Topic is District Management Structure

5. Karen Pagano – Topic is Communications

Ms. Evans covered Communications earlier in the meeting.

**THIRD ORDER OF BUSINESS**

**District Financial Matters**

**Ratification of Payment  
Authorizations #51-52**

The Board reviewed Payment Authorizations #51-52.

ON MOTION by Mr. DiPaolo, seconded by Ms. Pagano, with all in favor, the Board ratified Payment Authorizations #51-52.

**THIRD ORDER OF BUSINESS**

**Supervisor Requests**

No request

**THIRD ORDER OF BUSINESS**

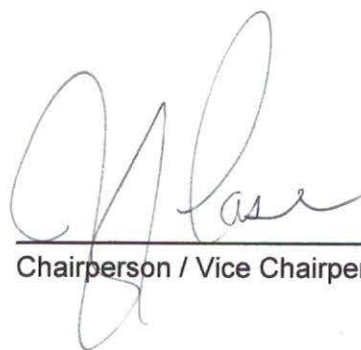
**Continuation**

Mr. Case requested a motion to continue the meeting for the Board of Supervisors' from July 9, 2021 to July 20, 2021 at 1:00 at the Varsity Club.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Wednesday, June 9, 2021 Board of Supervisors' Meeting for University Park Recreation District was continued at 3:41 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson