

MINUTES OF MEETING

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

Wednesday, June 9, 2021 at 10:00 a.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 (via phone)	District Manager - PFM Group Consulting, LLC
Venessa Ripoll (via phone)	Assistant District Manager-PFM Group Consulting, LLC
Mark Barnebey	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
William Gallo	Gallo Herbert Architects (via phone)
John Gallo	Gallo Herbert Architects (via phone)
Brian Herbert	Gallo Herbert Architects (via phone)
Lisa Briggs	Club Design Group, Inc.

FIRST ORDER OF BUSINESS

Organization Matters

Call to Order and Roll Call

The Meeting was called to order at 10:00 a.m. by Mr. Case. Ms. Ripoll called the roll. Those in attendance are outlined above.

Public Comments

Mr. Case asked everyone on the phone line to wait patiently as they straighten up the log-in code. The Meeting recessed at 10:01 a.m. until the log in code is fixed. The Meeting was resumed at 10:15 a.m.

Mr. Case will open an additional public comment period after the Discussion of the agenda items. He asked any members of the public to raise their hand if they had commentary about any agenda item. There were no public comments at this time. Mr. Case closed the public comment period.

SECOND ORDER OF BUSINESS

Administrative Matters

Presentation for the Restaurant Renovation

Two firms gave presentations in response to the RFP for the dining room renovation; Club Design Group, Inc. and Gallo Herbert Architects.

Lisa Briggs from Club Design Group, Inc. gave the first presentation with Mr. Fetsick sharing his computer screen showing the presentation slides for the Zoom audience. Ms. Briggs provided information about her firm and shared examples of projects the firm has completed similar to the work to be done at UPCC. She pointed out some aspects of completed projects that might be of interest to the Board, including projects the firm is currently working on, including 3-D renderings. Her presentation was followed up by Members of the Board.

Mr. Case brought up concerns regarding moving forward in a timely fashion. Ms. Briggs stated it is a valid concern and depends on how much construction and materials the District uses. The timeline is currently unknown.

Mr. Ludmerer commented the examples given seem to have more open interior space than the District's grill at Lakeside. Ms. Briggs commented that their client had more open space after the renovation. Mr. Ludmerer asked about the cost per square foot. Ms. Briggs stated it wouldn't be meaningful to this Board because it was a percentage of the construction cost. She tries to price it by looking at square footage, how many hours the renovation takes, and how the job is different or similar to the other jobs she has worked on. Mr. Ludmerer stated if Club Design Group purchases the materials, it will not be tax-exempt. If the District provides the tax-exempt certificate Club Design Group can work out the details on how that would work. The District might have to pay directly.

Ms. Pagano asked if there was an average square foot cost for these types of renovations. Ms. Briggs replied she has seen it range from \$3.00 per square foot to \$10.00 per square foot and up to \$20.00 per square foot depending on what is being undertaken.

Ms. Pagano then asked how big the CDG team is; Ms. Briggs stated it is a team of 6, and her role is to manage the vision, budget, and direction of the collaboration.

Mr. Case asked Ms. Briggs to describe how she would work out her relationship with other entities and construction companies. Ms. Briggs stated Club Design Group would have a small committee of people, including a representative of the community. She would assign one of those as the Chair of the Committee, who would be a liaison to the Board. She would have regular meetings with the team including the architects on board to take all of that on as a collaboration. She stated there would be regular construction/ team meetings. Mr. Case asked Ms. Briggs if the Board asks her to submit a proposal with costs and details what that would look like. Ms. Briggs stated she would send a contract with terms and conditions for review. The District would have to define the scope of work, and then Club Design Group can analyze what they can manage in-house vs. if there are engineers involved and if there are any architectural changes. Ms. Briggs will start with an opinion of probable cost and take that into a more defined budget which will turn into a “not to exceed” budget after the Board defines the quantities, scope, and description of the project. The Board will sign off on that and the Contractor will use that to go into construction and purchasing. The whole meeting process to define the scope is approximately 6-10 meetings. The Construction Committee will meet every two weeks and have an opinion of probable cost with approximately 4-6 meetings. This process will be approximately 8-10 weeks.

The Club Design Group proposal includes \$50,000.00 for interior design and \$100,000.00 to act as the client representative for project management. The Board member asked if the Board chose to go a different route with the project Management piece would that be acceptable. Ms. Briggs didn't think it would be an issue as long as they are integrated in the process. It would not be a problem if the District brought in an Architect and General Contractor to manage the project and act as the owner's representative. The District can move forward with the design work to define the scope and then make the decision to add a Project Manager and contractors for various components of the project. A discussion took place that the Project Manager could be a member of the Board or whoever they wanted to assign to the position.

Mr. Fetsick stated the District has timing issues it cannot control. He asked Ms. Briggs timing and when she can commit to getting started. Ms. Briggs stated her company has a lot of prospects they are working on and 2 out of the 6 prospects have been confirmed. As of today, she can get started quickly. She stated if the Board came back in two weeks, she would be able to get started if they waited a month, she might not be available

Ms. Evans asked what the most defining aspect of University Park that Ms. Briggs noticed is. Ms. Briggs stated her first reaction is the established lush mature landscape within the

community. University Park has a quaintness of the different vignettes in the buildings. She noted it reads like natural Florida in that it is welcoming and cozy. The design would be light, bright, and airy. She suggested tapping into the natural element of the lake and views.

The Meeting recessed for a 5 minute break and resumed at 11:31 a.m. for the second presentation.

Mr. Bill Gallo provided background regarding his firm, Gallo Herbert Architects, and he noted the architecture and social interaction are important. He discussed their excellence in design. Mr. Gallo stated his firm could help University Park organize the strategy of the project and the priorities of the project as it relates to the dollars appropriated and how the District can most efficiently achieve the results they want. He then introduced the proposed Gallo team: Mr. Herbert would be the Architect for the project. Mr. Tice will be the Project Manager. Ms. Castro will be the interior designer. Mr. Dezi would be the designer of the architecture. Mr. Yuria would be the Construction Administration. Gallo Herbert Architects will bring on the best consultants for the project.

Mr. Gallo discussed how Gallo Herbert Architects approaches a project.

Mr. Tice discussed the project charter broken into phases. He explained that projects that remodel existing buildings are more difficult to achieve than brand new buildings. He also noted the parking areas and hardscape would need reconfiguration.

Mr. Gallo stated it is critical to establish priorities and understand how the priorities interconnect with the maintenance of traffic and maintenance of operation perspective of the campus.

Mr. Tice stated the architects must understand the UPRD business plan, financial plan, and aesthetic goals. Gallo Herbert Architects needs to understand how the fire marshal building departments and utilities impact the project. A discussion took place about 3D renderings and design work.

Mr. Herbert discussed the design process, including creating a methodology for the project. It will be presented to the Board. Then the architects will come up with conceptual interior and exterior designs for the building and present them to the Board.

Mr. Ludmerer asked about the timeframe. A discussion was had regarding the scheduling of design, budget updating, architectural drawing, and the application and approval process.

Mr. Herbert discussed in detail the architectural portion of the projects included in the UP Master Plan.

Mr. Case asked on what date he projects closeout. Mr. Gallo stated it depends on the process and what the District is starting with and which phase they are doing. Assuming the best-case scenario, closeout is likely to be in a year and a half but there are so many variables the Architects need direction on from the Board.

Mr. Case asked how they expect to keep the Club functioning during construction. Mr. Gallo suggested creating the outdoor spaces and exterior addition first. Then members can use those spaces while construction is taking place in the interior. Mr. Case asked about cost estimates. Mr. Gallo replied they are done at every phase. They would compare the budget with the appropriations set aside.

Ms. Dickson asked if the District would put together a committee that would communicate with the Architects. She asked how they recommend the District do that efficiently and effectively. Mr. Gallo responded that his firm likes when they put together a Development Team. It would consist of stakeholders from various components of the facilities. It would consist of Management, Director of Food Service, Activities and Residents. In addition, members of the jurisdiction may be invited. Development Team Meetings would happen every two weeks to every month.

There were no other questions from the Board. Gallo Herbert Architects left the Meeting in progress.

Review & Discussion of Phase 1 RFP Master Improvement Plan Project Proposals

The Board Discussed the Phase 1 RFP Master Improvement Plan Project Proposals.

Mr. Case stated the Gallo proposal seemed generic and he was not sure they read the RFP. Mr. Case suggested Club Design Group as they are local, and it is primarily an interior design job however, the District needs an architect for portions of this job and future jobs the District has in mind. He suggested the District obtain Club Design Group separately and Gallo Herbert Architects separately and have the two entities work together and collaborate on the project. Mr. Ludmerer felt a lack of engagement from Gallo Herbert Architects. He suggested the Board ask Ms. Briggs about the architects she works with closely and ask her if she has ever worked with Gallo.

Ms. Evans stated Mr. Gallo is interesting, insightful, and engaging in-person and personally met with her 2-3 times. She does not know if Mr. Gallo would entertain the idea of working with Ms. Briggs as he works with his own interior designer and this may be an obstacle. Ms. Briggs stated in her presentation she was open to working with any architect the Board chose. Mr. Case suggested the Board ask Mr. Gallo if he is interested in only

doing the architectural work. Ms. Evans asked Mr. Barnebey if the District hired both Club Design Group and Gallo Herbert Architects could they structure the contracts at this point as continuing services contracts. Mr. Barnebey stated the District is hiring them for a project and whatever is in the scope of work for that project.

It was noted Gallo wanted to be considered for the Master Planning Project. A discussion took place on why the District did not select them at the time. Mr. Ludmerer stated he didn't present a plan which focused on Country Club and the UPRD property.

Mr. Barnebey stated the next step in this process is for the Board to select the first proposal and the second proposal and authorize the General Manager to proceed with contract negotiations. He further explained this item is on the Agenda for the Board of Supervisors Meeting scheduled for Friday, June 11, 2021. Ms. Evans and Mr. Fetsick will work on getting an answer by Friday whether Gallo is interested in collaborating with Ms. Briggs as the Architect for the project.

A lengthy discussion took place about the renovation committee. Mr. Barnebey stated the committee should not have more than one Board member and advised the Board not to include District staff. It should be a volunteer committee headed by Ms. Evans as Chair. Mr. Ludmerer asked about noticing a public meeting for the volunteer committee. Mr. Barnebey stated they could do that, but they won't be able to speak to each other about the matters coming before them outside of that publicly noticed Meeting. Ms. Evans will ask Ms. Briggs which architects and engineers she works with and if she has worked with Mr. Gallo in the past. Ms. Evans will reach out to Mr. Gallo and find out if he is willing to do the architectural and engineering portions of the project and working with Ms. Briggs as the designer. Neither one needs to lead each other in their portions of the project.

Ms. Evans stated since she is retiring, the General Manager (or their designee) should lead that portion of the project. Mr. Fetsick will handle the financial piece and handle the construction project and the budget. Ms. Evans stated she would compile the volunteer group.

The Board recessed at 1:00 p.m. and reconvened at 1:13 p.m.

Review & Discussion of Charter Amendments

The Board discussed the Charter Amendments and possible Statutory changes. Mr. Barnebey provided a draft of changes to the UPRD Charter and Chapter 418 Florida Statutes. Mr. Case discussed the issues the Board had regarding who was eligible to vote for the Board Supervisors. It was decided all residents would be eligible to vote and the District will assemble that voting list by an online registration process. That was

agreed upon for the development of the Charter. Ms. Pagano thought the Board agreed to leave the definition of the voter the same meaning owners or residents as not to disenfranchise anybody, but the registration is 7 days before the election and she does not think it is enough time to conduct an election 7 days after that timeframe. Mr. DiPaolo stated the revisions did not reflect that and the Board previously discussed online voting. The District must look at the Statutory changes that would be required to allow that and if it is worth it. Mr. Barnebey stated there was an incorrect version of the Charter Amendments that was sent out, but the most up-to-date version is within the agenda package.

Mr. Barnebey stated some of the changes are both Statutory and Non-statutory Charter Amendments that tie together, and some are Charter changes to clarify language. He stated the electronic voting is a good issue to discuss. The HOA has specific language in its statutory language for electronic voting. The national politics and state politics regarding voting issues will affect this issue because the UPRD is a governmental entity, and there will be potential concern as to whether or not there is any possibility of this moving forward to shift how the District can vote in the legislative session. What will concern them is the potential broadening to other governmental agencies and bodies. There may be an issue with electronic voting.

Mr. Barnebey discussed the Board wants to include language which is a Statutory and Charter change to allow the District not to have to go out to a public sale for future bond issuances. Those issues are in section 418.22. and Charter Section 2-8-157. This will allow the District to do a private sale of the bonds. Dr. Fishkind wanted to do that last time for timing sake and rates. As of now, the District cannot do that because the Statute requires Districts to go out to public sale.

Mr. Barnebey stated the second change is on short-term borrowing to allow a longer period of time for short-term borrowing. This would be a Charter change.

Mr. Barnebey discussed the election issue. He put in a requirement for residents to register with the District 7 days prior to the election. A lengthy discussion took place to clarify who can vote in the election. Mr. Mantia stated if the Board says there should be one vote per lot/household the UPRD could start a registration process using the information from the County and have 2,200 names and addresses as the database and send information to the lot owners and ask who they will designate to vote, but they would have to start the process early. A discussion took place about UPCA opt-in requirements. The HOA is not permitted to share its list. Mr. Barnebey stated UPRD is not the only Recreation District in the state, and whatever UPRD does to change the statute or Charter will affect other Recreation Districts. The Board discussed and agreed to one vote per lot by the owner. Mr. Barnebey will incorporate the change to the DRAFT.

Mr. Barnebey stated if the District does not use electors, they cannot have it run by the Supervisor of Elections on the same day of the General Elections. The Board had agreed to hold its election on the Tuesday after the first Monday in December. A discussion took place about the voter registration 7 days prior to the election and the date of the election. Mr. Ludmerer stated the Board of Supervisors shall appoint a Non-Board Member to coordinate the election. A discussion took place about using the opt-in feature on the District website to inform the homeowners of the election however, there will be substantial editing involved to ensure those on the list are owners and not residents. A question was raised if there needs to be a name attached to the electronic voting process or if it is first come, first serve per lot for voting. Mr. Barnebey stated it would be better to have a name but whoever voted first gets the vote. One vote per owner per lot through a process that designates one individual to vote. The Board discussed voter registration 30-45 days in advance of the election. A request was made to eliminate an election day meeting. The dates will be changed to the 2023 election.

The Board discussed the financing provisions.

A question was raised if the District can have a Charter that allows for electronic voting should it become legal. Mr. Barnebey stated the District could change the Charter. The language says individuals can vote in person by proxy or by such other means as allowed by law. The question is if the District needs to address that as a Statutory change. His opinion is it is highly unlikely the District will get electronic voting. Mr. Barnebey was asked if other Districts would want the statute to change to allow electronic voting. He replied he suspected they would, and he would be happy to talk to them about it, but right now, it will be really difficult to obtain that approval in the legislative session.

A comment was made that legislation and regulations are made so that it was not definitive due to societal changes. A suggestion was made to add language to state electronic voting will be allowed but must meet the same requirements for security access as voting by other means spelled out by law. Mr. Barnebey stated this language is almost identical to the language right now. He was asked if he changed the word "Member" in the Charter. He thinks he did. Mr. DiPaolo suggested he put that aside and assess the climate later because if the attorney feels there is not much of a change for electronic voting, there is no point in paying attorney fees for an impossible mission. Mr. Barnebey stated it would threaten other changes made to the Charter. It does not make sense for the District to incur attorney fees.

A suggestion was made to email ballots and have them be returned via email. Mr. Case stated that would be considered electronic voting, and there would be issues arising with voting by email. Mr. Barnebey will not pursue statutory changes regarding electronic voting but pursue a change to allow for one vote per lot.

THIRD ORDER OF BUSINESS

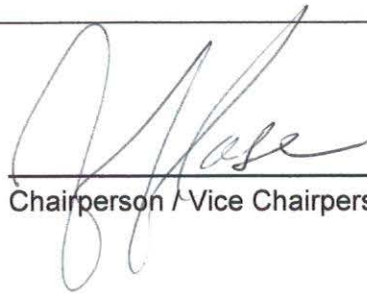
Adjournment

Mr. Case requested a motion to adjourn the meeting at 1:05 p.m.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Tuesday, June 29, 2021 Board of Supervisors' Workshop Meeting for University Park Recreation District was adjourned at 1:05 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson