

**MINUTES OF MEETING**

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

**Friday, September 9, 2022**

**1:00 p.m.**

**Community Center**

**8301 The Park Boulevard, University Park, FL 34201**

Board Members present at roll call in person or via phone:

Mark Criden	2nd Vice Chairperson
Bill DiPaolo	Vice Chairperson
Steve Ludmerer	Treasurer
Sally Dickson	Chairperson

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll	District Manager - PFM Group Consulting LLC (via phone)
Mark Barnebey	District Counsel- Blalock Walters
John Fetsick	General Manager – Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
Various Members of the General Public	

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

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

**Public Comments**

Mr. DiPaolo led the Pledge of Alliance and afterwards read the resignation letter of Board of Supervisors Karen Pagano for the record. He has some open remarks in regard to the public comments to be move to the end of the meeting.

**SECOND ORDER OF BUSINESS**

**Administrative Matters**

The Board reviewed the minutes initially and then address the Election of Officers Resolution.

1. **Consideration of the Minutes of the June 28, 2022, Board of Supervisors Workshop Meeting**
2. **Consideration of the Minutes of the June 28, 2022, Auditor Selection Committee Meeting**
3. **Consideration of the Minutes of the July 8, 2022, Board of Supervisors Meeting**
4. **Consideration of the Minutes of the August 8, 2022, Auditor Selection Committee Meeting**

Mr. DiPaolo requested that the minutes be combined and approved under one motion.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved of the Minutes of the June 28, 2022, Board of Supervisors Workshop Meeting, the Minutes of the June 28, 2022, Auditor Selection Committee Meeting, the Minutes of the July 8, 2022, Board of Supervisors Meeting, and the Minutes of the August 8, 2022, Auditor Selection Committee Meeting.

5. **Consideration of Resolution 2022-12, Electing Officers**

Mr. DiPaolo asked for a nomination for the position of Chairperson, Mr. Ludmerer nominated Ms. Dickson for the position.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board appointed Ms. Sally Dickson as the new Chairperson of the Board of Supervisors of UPRD.

Ms. Carvalho recommended re-establishing Board positions for the remaining Board of Supervisors as part of Resolution 2022-12. It was discussed among the Board of Supervisors that Mr. DiPaolo remains as Vice Chairperson, Mr. Criden will be the 2<sup>nd</sup> Vice Chairperson, all other Board members will be Assistant Secretaries along with Ms. Ripoll as an Additional Assistant Secretary, Ms. Carvalho remains as Secretary, Mr. Ludmerer remains as Treasurer, and Mr. Fay will now be Assistant Treasurer.

ON MOTION by Mr. DiPaolo, seconded by Mr. Ludmerer, with all in favor, the Board approved the remaining positions of the Board of Supervisors as outlined above.

### **THIRD ORDER OF BUSINESS**

#### **Staff Report Matters**

**District Counsel** – Mr. Barnebey stated that they have moved forward with changes to the development order, the application is complete and circulated to County Staff.

**District Manager** – No report other than items that will be discussed on the agenda.

**Club Management (Management Discussion & Analysis Report)** – Mr. Fetsick provided an update on the operation of University Park. The pickleball project is coming along as the court coating is starting which will be about a 2-weeks process. There are 2 canopies being installed next week. The landscaping that will include irrigation is also moving along. The project should be completed in about 3-4 weeks' timeframe.

The plumbing and electrical has been completed and has passed inspection for the outdoor dining. Concrete work has also begun, it is suspected to take most of September to complete. The project is contemplated to be complete in late December 2022 or early January 2023.

The back 9 of the golf course has opened back up today. They are awaiting a quote for new fencing for the tennis courts. They are looking at replacing the boardwalk soon as there are many tripping hazards currently. There was some discussion regarding the parking spaces and the bad condition of the pad area by the tennis courts. More staffing is being added for food and beverage. There will be events announced between December 2022 thru April 2023. There will be more of a focus on summer membership conversion for the club.

Mr. DiPaolo wanted to congratulate Mr. Fetsick and his staff for their continued work on the projects for the community.

### **FOURTH ORDER OF BUSINESS**

#### **Business Matters**

#### **9. Review of Auditor Selection Committee Rankings & Selection of Auditor**

Ms. Dickson stated that Phillips Harvey was the only responder to the ad that was placed, and the committee was pleased with the proposal that they presented. There was some discussion about working with the auditor.

ON MOTION by Mr. DiPaolo, seconded by Mr. Ludmerer, with all in favor, the Board approved entering into an engagement letter with Phillips Harvey for FY 2022 Audit Report and the options of renewing for service for FY 2023 and FY 2024.

- 10. Public Hearing on the Adoption of the District’s Annual Budget & Country Club Budget**
  - a. Public Comments and Testimony**
  - b. Board Comments**
  - c. Consideration of Resolution 2022-14, Adopting the Fiscal Year 2023 District’s Annual Budget and Appropriating Funds**
    - i. General Fund Budget**
    - ii. Debt Service Budget**
  - d. Consideration of Resolution 2022-15, Adopting the Fiscal Year 2023 Country Club Budget and Appropriating Funds**
    - i. Enterprise Fund Budget**

The Board proceeded by opening the public hearing. Mr. Fetsick provided an overview of the General Fund, the Debt & Service Budget, and the Enterprise Budget. The total revenue will be \$238,500.00. Initiation fees and non-resident fees were also reviewed. The October agenda for membership was discussed. A resolution should be sent to Mr. Fetsick in comparing the recommended membership fees. Ms. Dickson closed the public hearing.

ON MOTION by Mr. Ludmerer, seconded by Mr. DiPaolo, with all in favor, the Board approved Resolution 2022-14, Adopting the Fiscal Year 2023 District’s Annual Budget and Appropriating Funds and Consideration of Resolution 2022-15, Adopting the Fiscal Year 2023 Country Club Budget and Appropriating Funds.

**11. Consideration of Resolution 2022-16, Adopting the Annual Board and Workshop Meeting Schedule for Fiscal Year 2022-2023.**  
**a. Exhibit A- Annual Board of Supervisors Meeting Schedule**  
**b. Exhibit B- Annual Board of Supervisors Workshop Meeting Schedule**

The following dates were discussed for the FY 2023 schedule.

Tuesday, November 1, 2022 – Workshop Meeting  
Friday, November 11, 2022 – Board Meeting  
Tuesday, November 29, 2022 – Workshop Meeting  
Tuesday, January 3, 2023 – Workshop Meeting  
Friday, August 11, 2023 – Board Meeting

It was discussed the possibility of having some of the Workshop Meetings in the afternoon. It was determined by the Board to have November 1, 2022, and November 29, 2022, Workshop meetings from 4PM to 6:00PM.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2022-16, Adopting the Annual Board of Supervisors and Workshop Meeting Schedule for Fiscal Year 2022-2023 with the suggested changes.

**12. Update of the Strategic Planning of Phase II of the Master Plan Concept**

Ms. Dickson provided an update concerning the pause, there will be more to come in October. There was discussion of 3 small advisory committees concerning staff accommodation, meeting space, and fitness wellness. Mr. Fetsick will create and coordinate the discussion as these committees/ groups are not recognized by the Board.

**13. Consideration of Resolution 2022-17, Setting of the Procedures for the Election of Supervisors**

The election will take place on December 6, 2022. The election Chair will be Mr. John Bondur. There was discussion on how to proceed with the election. There was discussion of modification to make to the Election Process timeframe.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2022-17, Setting of the Procedures for the Election of the Board Supervisors in substantial form subject to incorporating the final changes discussed to the Exhibit to the Resolution.

**14. Ratification of Payment Authorizations # 75-77**

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorizations # 75-77.

**Public Comments**

Ms. Dickson suggested since the RD is in the process of holding the Election for Karen Pagano's seat to hold off until the election instead of appointing someone to fulfill the remaining term of the seat.

Mr. Jim Case congratulated Ms. Dickson on becoming the Chair of the RD Board of Supervisors.

There was no additional comments by the public and or the Board.

**FIFTH ORDER OF BUSINESS**

**Adjournment**

There were no additional items to come before the Board.

ON MOTION by Mr. DiPaolo, seconded by Mr. Criden, with all in favor, the September 9, 2022, Board of Supervisors Meeting of University Park Recreation District was adjourned at 3:13 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson