MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS WORKSHOP MEETING
Tuesday, April 1, 2025
2:00 p.m.
Business Offices
8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Rusty Piersons	2nd Vice Chairperson
Scott Huebner	Assistant Secretary
David Murphy	Treasurer
Steve Heitzner	Vice Chairperson

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kristin Lasky	PFM Group Consulting LLC	(via Zoom)
Mark Barnebey	Blalock Walters	
John Fetsick	General Manager – Country Club	
Curtis Nickerson	Director of Properties and Facilities – Country Club	

Various Audience Members and via Zoom

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order and Roll Call

The meeting was called to order at 2:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

Mr. Dean Matt commented on the Capital Improvement Plan and the Supreme Court case. He mentioned a county meeting to discuss re-zoning and expansion of the District and a related sign which he said is outside the back gate, which he suggested the District had spent money on. He commented on voided election ballots that he believes should not have been voided and requested a discussion of this at the next workshop meeting. He requested a report of public records requests at each meeting from the District Records Custodian.

Ms. Dickson clarified that the District had not spent money on the sign referenced by Mr. Matt.

Mr. Piersons noted Mr. Matt's comments about the voided election ballots.

Ms. Dickson noted that the election process is being analyzed and will be reported on after the data is collected to prepare for the next election.

Mr. Fetsick clarified that many of the ballots that were voided were not received in envelopes, which is not evident in the files that were provided to Mr. Matt, but he was notified of this fact prior to receiving the files.

Mr. Piersons asked who is reviewing the election process.

Ms. Dickson stated that Election Chair, Lyle Makosky and District Counsel are compiling the report of the election procedure.

Ms. Carvalho stated that all public records requests have been satisfied, with the exception of one received the day prior. She will provide updates on this at every meeting.

Mr. Barnebey stated that there was something pending with the Supreme Court and that they had not heard back on the matter of the appeal. He stated that they are requesting an amendment to the District's borders to ensure there is ample room for future plans. He stated that this process began two years ago.

Mr. Heitzner clarified that nobody was disputing the results of the election and that no more time should be devoted to that matter.

SECOND ORDER OF BUSINESS **Discussion**

Update on the Capital Improvement Plan

Ms. Dickson noted that this is still an open matter with the court regarding the appeal and not yet scheduled on the court's calendar.

Review of Proposed Committees

a) Committee Charter Draft

b) Committee Member Appointment Process Draft

Ms. Dickson reviewed the existing committees and groups that are already in place and noted the participation of members through suggestions. She clarified that these would be advisory groups and not decision-making committees.

There was discussion surrounding the use of outside experts in conjunction with the committees.

There was lengthy discussion surrounding committee member selection and best practices.

Ms. Dickson presented the charters and candidate ranking for the Finance Committee and the Strategic Planning Committee, stating that these would report to the Board.

Mr. Murphy clarified that these would operate according to the Sunshine laws.

There was discussion surrounding various items in the charters including quorum, staggering terms, and appointment of the Chair.

The Board Members will provide their edits of the charters and processes to the District Manager for compilation.

Mr. Piersons provided the example of developing a procedure for the election process as an example of a role of the Policies, Procedures, and Governance Committee and discussion ensued surrounding other possible functions.

There was discussion surrounding the Conduct, Grievance, and Problem-Solving Committee, resulting in support of an advisory group under Mr. Fetsick.

Mr. Piersons suggested a monthly report from the Golf and Greens Committee at Board Meetings and discussion ensued.

There was discussion surrounding the abilities and functions of the advisory groups.

There was lengthy discussion surrounding reporting to the board and communication from the advisory boards.

It was decided that the Card, Games, Club Events Committee is part of the Social Advisory Group.

There was discussion on the Communications Committee, and Mr. Fetsick stated that the HOA had recently created a group for this purpose.

It was decided that the House Committee would fall under the Social category.

Mr. Murphy stated that the topic of weddings and outside events may be brought up by the Strategic Planning and Finance Committees, regarding financial objectives and revenue.

The Board will review the proposed committees and charter documents and provide their feedback and suggested changes to the District Manager by April 11, 2025.

Review of Proposed Board of Supervisors' Action Plan

The Board reviewed the steps in the plan of action.

There was discussion around the post-mortem analyses for every project.

There was lengthy discussion surrounding the reporting structure and relationship between PBM and the District.

Mr. Charlesworth inquired on the liability and insurance coverage of the committee members.

THIRD ORDER OF BUSINESS **Adjournment**

There were no further comments, so Ms. Dickson adjourned the meeting at 4:09 p.m.

Secretary / Assistant Secretary	Sally Dickson Chairperson / Vice Chairperson