MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS MEETING
Thursday, May 22, 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
Steve Heitzner	Vice Chairperson
Rusty Piersons	2nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via phone)
Mark Barnebey	District Counsel - Blalock Walters	
John Fetsick	General Manager - Country Club	
Curtis Nickerson	Director – Country Club	

Various Audience Members in-person and via Zoom

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order and Roll Call

The meeting was called to order at 2:01 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

Mr. Matt, a resident, commented regarding slander, defamation, and misconduct. He noted his opinion that UPRD has been fiscally reckless and gave reasonings for that opinion.

Mr. Thompson, a resident, had a comment regarding the Business Plan that was presented to the Board and mentioned the requirements of the Mutual Cooperation Agreement.

Ms. Dickson noted that there will be discussion with the UPCAI Board regarding the Mutual Cooperation Agreement as it relates to the Business Plan Advisory Group. She gave an overview of the process and recommended having this discussion at the next workshop meeting.

There were no further comments.

SECOND ORDER OF BUSINESS **Administrative Matters**

Consideration of the Minutes of the:

a. **April 1, 2025, Board of Supervisor's Workshop Meeting**
b. **April 8, 2025, Nine-Hole Golf Course Renovation RFP Response Opening Meeting**
c. **April 8, 2025, Bridge Inspection and Rebuilding RFP Response Opening Meeting**
d. **April 11, 2025, Board of Supervisors' Meeting**

The Board reviewed the minutes. It was noted any requested changes will be done by Ms. Carvalho prior to posting on the website.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Minutes of the April 1, 2025, Board of Supervisor's Workshop Meeting, the April 8, 2025, Nine-Hole Golf Course Renovation RFP Response Opening Meeting, the April 8, 2025, Bridge Inspection and Rebuilding RFP Response Opening Meeting, and the April 11, 2025, Board of Supervisors' Meeting.

THIRD ORDER OF BUSINESS **Staff Report Matters**

District Counsel – Mr. Barnebey responded to Mr. Matt's comments. He noted the case is moving forward in the Supreme Court and a response should be given shortly. This case will be decided if oral argument will be granted.

Ms. Dickson noted the legal fees are being tallied.

Mr. Barnebey stated that the County Commission has approved the amendments to the DRI and the zoning ordinance to allow for additional square footage for District facilities.

Mr. Barnebey reminded the Board of their Form 1 deadline of July 1, 2025. This is an annual requirement. Any issues can be directed to Ms. Carvalho.

There has been a request for a Special Meeting, with a SHADE portion to the meeting. This has been scheduled for May 28, 2025, at 11:00 a.m., in the Evans Conference Room. This meeting will not be available via Zoom. The attendees are limited to the Board, the District Manager, District Counsel, and a court reporter. However, the minutes will become public record once litigation is completed.

District Manager – No report.

Club Management – Mr. Fetsick gave an overview of the Monthly Discussion and Analysis Report for the Club. He noted the focus points for summer are engagement and how to expand the offerings of the Club to more members.

There was brief discussion regarding member access vs. public access in regard to events that sell out. Mr. Fetsick noted those events have a waitlist and are not open to the public until a week before the actual event. Mr. Fetsick also gave an overview of the costs related to the events. He noted that he will follow up with the costs incurred just for opening up the restaurant each day.

Mr. Fetsick noted there will be adjusted summer hours starting in June. Activity is starting to slow down. There will be continued monthly trivia, monthly bingo, and monthly wine events. The truck event also went well. He noted The Meadows Club has closed and ICON has purchased it. This is something to be aware of. There was discussion regarding the performance of clubs in the area.

Mr. Fetsick gave an update on the upgrades and renovations of the golf course. He also gave an update on memberships and revenues. There was brief discussion regarding those that are on the membership waitlist.

Ms. Dickson recommended putting any unnecessary spending on hold due to seasonal timing.

FOURTH ORDER OF BUSINESS **Business Matters**

Presentation from Phillips Feldman Group and Acceptance of FY 2024 Audit Report

Mr. Phillips gave an overview of the Fiscal Year 2024 Audit Report, which included the breakdown of each fund. He noted there will be a revision on page 41 regarding the budget. He reviewed compliance with laws and regulations. Within the overview, Mr. Phillips reviewed assets and liabilities, the statement of activities, the balance sheet, revenues and expenses, reconciliation, investment and growth, membership dues, club costs, capital, the budget to actual, etc. This was a clean and standard audit.

The Board reviewed and discussed the drafted report. Ms. Dickson recommended reviewing the Beekman Club report as a comparison. Mr. Fetsick will send that out to the Board.

Mr. Phillips noted there are three issues facing the industry right now: capital, staffing, and programs.

Mr. Fetsick noted there needs to be a $6,000.00 adjustment on the budget to actual variance.

There was discussion regarding budget reconciliation for the internal budget to the audit financial statements. It was noted a bridge form would be done to make sure they reconcile accordingly.

> ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District accepted the FY 2024 Audit Report subject to amended change as noted.

Discussion Pertaining to the Series 2024 Note Repayment / Extension

Mr. Dennis gave an overview of the Series 2024 note repayment and extension. He noted he has been in communication with Regions to obtain the flexibility of extending the note and the costs related to that extension. Regions has asked for the status of the litigation, which was provided. Mr. Dennis is awaiting a response from Regions, along with the term sheet. This should be received by the end of the week or next week at the latest. This will then be shared with the Board.

Ms. Dickson noted this is related to a payment that is coming due on the bond anticipation note that was taken out to repair the irrigation system. This request is to get an extension on that payment, but there will be costs associated with that extension. It was noted this originally was a 2-year loan. Mr. Dennis noted the request is for a 1-year extension.

Mr. Fetsick gave an overview of the process and reasoning for the timing. Ms. Dickson noted that the possible assessment cost was previously distributed to homeowners.

The Board discussed the financials, the timing, and the bond funds. It was noted the matured principal is $5,000,000.00.

Ms. Carvalho gave an overview of the range and breakdown of assessments. It was noted the range of assessments related to this is approximately from $3,500.00 - $10,000.00, if the bond funds do not come through.

There was discussion regarding the process of assessments and the timing. It was noted the deadline to make a final decision is July 15, 2025.

Ms. Dickson requested a detailed synopsis to be sent out to residents to answer questions and give all necessary information. Mr. Fetsick confirmed.

It was noted that the assessments are half fixed and half portioned to the home value.

Consideration of Resolution 2025-11, Approving a Preliminary Enterprise Fund (Country Club) Budget for Fiscal Year 2026 and Setting a Public Hearing Date

Mr. Fetsick gave an overview of the preliminary Enterprise Fund budget and the process of creating the budget. It was noted the rolling 12-month numbers are consistently updated each month. Mr. Fetsick provided an Executive Summary of the budget that included the Fiscal Year 2025 Budget, the Fiscal Year 2025 forecast, and the Fiscal Year 2026 Proposed Budget. The current budget does not reflect the presented Business Plan. Mr. Fetsick also gave an overview of the total revenue breakdown. It was noted that the Golf Operations revenue included: public green fees, member cart fees, and trail fees.

Mr. Fetsick gave a total expense breakdown and reviewed the key assumptions for membership dues. There was discussion regarding the membership dues increase and capital dues. Mr. Fetsick noted the increase is conservative compared to other clubs and the social membership is underpriced. It was recommended to increase capital dues more.

Mr. Fetsick gave an overview of the cost of running the Country Club and noted that in the last 5 years the cost of running a country club has gone up more than the cost of the social memberships have. Ms. Dickson requested the numbers for this cost comparison and discussion at the upcoming workshop. Mr. Fetsick will follow up. The final dues increase will be decided for the final budget.

Mr. Fetsick reviewed the initiation fees, capital funding, and capital dues. It was noted the initiation fees go into capital. Mr. Fetsick also reviewed the key assumptions for golf operations, dining operations, and labor.

The Board discussed the preliminary Enterprise Fund Budget.

Ms. Carvalho gave an overview of the process for approving the budget.

The Board agreed to hold the Public Hearing on August 12, 2025, at 1:00 p.m., at the same location.

Consideration of Resolution 2025-12, Approving Preliminary General Fund & Debt Service Budgets for Fiscal Year 2026 and Setting a Public Hearing Date

Mr. Fetsick gave an overview of the preliminary General Fund and Debt Service Budgets. This also included an overview of the proposed Capital Irrigation Budget for Fiscal Year 2026 based on the Series 2024 Note Special Assessments.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2025-11, Approving a Preliminary Enterprise Fund (Country Club) Budget for Fiscal Year 2026 and Resolution 2025-12, Approving the Preliminary General Fund and Debt Service Budgets for Fiscal Year 2026, and Setting the Public Hearing Date for both for August 12, 2025, at 1:00 p.m.

Mr. Huebner requested financials and budget to be sent out 30 days in advance in order for the Board to have appropriate time to review before approval.

Consideration of Willis Smith Contract for Construction Management Services

Ms. Dickson gave an overview of the construction management services that will be needed.

Mr. Heitzner requested a meeting with Willis Smith prior to approving the contract. Mr. Fetsick will work on getting the meeting scheduled.

There was brief discussion regarding the Board's choice of Willis Smith.

It was noted that June 13, 2025, is the next Board Meeting.

Consideration of Resolution 2025-13, Finance Committee

Ms. Dickson gave an overview of the Finance Committee resolution and gave an overview of the documents relating to the committee. She noted the committee documents have been reviewed by Mr. Barnebey.

There was discussion regarding the term length and policies for those serving on the committees. It was noted a committee member must be a resident owner and a member in good standing. It was decided there would need to be a simple majority for voting purposes within the committees. Mr. Huebner recommended noting the split between the RD and the UPCAI for the Finance Committee members.

It was noted the documents can be updated as needed per committee feedback.

Consideration of Resolution 2025-14, Strategic Planning Committee

ON MOTION by Mr. Heitzner, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2025-13, Finance Committee, and Resolution 2025-14, Strategic Planning Committee.

Update Regarding Appointment of Members to the Finance & Strategic Planning Committees

It was noted the call went out for volunteers and several submissions have been received. Ms. Carvalho is reviewing the submissions as they come in.

The Board discussed the deadline for submission. The Board decided the deadline for submission would be May 30, 2025. All submissions will be sent to the Board for review by June 3, 2025. The Board will select the committee members on June 13, 2025.

Review of Letter from Supervisor of Elections, Manatee County

Ms. Carvalho noted this letter states the number of registered voters in the District.

There was discussion regarding renter voting rights and proxies. Mr. Barnebey gave an overview of the requirements and the various elections. It was noted that proxies are allowed at this time.

Ms. Dickson requested a page of various elections and how many votes are per household for those elections. Mr. Barnebey will follow up. It was noted it is a lengthy process to change anything within the Charter.

> ON MOTION by Mr. Heitzner, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District accepted the Letter from Supervisor of Elections, Manatee County.

Review of 2026 Election Procedures

Mr. Barnebey gave an overview of the 2026 Election Procedures. This was based on recommendations and feedback from Mr. Makosky and his committee. There will be updates to the role of Election Chair and the implementation of a registration system. Correspondence will be sent out to confirm residence by October 1 and registration will be due December 31. There will be two candidate forms and an official ballot form.

The Board reviewed the ballot policies and procedures. This information will be on the website by December 31.

Mr. Barnebey noted the voting and ballot management system will be implemented. He continued to review the procedures.

There was discussion regarding ballots and the ballot box. It was noted the box will not be available on the day of voting. This also included discussion on absentee ballots.

The Board also discussed the timing of ballots and candidate forms. Mr. Murphy recommended shifting everything back one week.

This will be brough back before the Board in a resolution once everything is finalized.

Mr. Makosky recommended keeping the mail-in voting process. He also gave an overview of the process to create an eligible voter database. He also discussed membership as it related to the committees. He noted that a resident, according to the Charter, is someone who has lived at the address for at least 183 days in the last 12 months. However, this eliminates 170 Canadians that are in the community.

Ms. Dickson thanked Mr. Makosky for his hard work. The Board discussed the differences between residents and Residents. It was noted "R" Resident relates to anyone living in their home for at least 183 days, where "r" resident is anyone living in the community regardless of the 183 day requirement. It was notated the difference in the resident definition as it relates to the upper "R" for Resident and lower case "r" for resident.

FIFTH ORDER OF BUSINESS **District Financial Matters**

Ratification of Payment Authorization Nos. 137 -138

Mr. Fetsick gave an overview of the payment authorizations.

ON MOTION by Mr. Piersons, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District ratified Payment Authorizations Nos. 137-138.

Supervisor Requests and Public Comments

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location	Note
June 3, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices
June 13, 2025	BOS	1:00 PM	University Park	Business Offices

It was noted there is also a Special Board Meeting and Shade Meeting on May 28, 2025.

Mr. Piersons requested an update on the Ethics Committee communication. Ms. Dickson noted she just heard back and will send that out.

Mr. Hausman sent in an email comment. The email had already been reviewed by the Board and included as part of the record keeping.

Mr. Matt commented regarding election procedures. He recommended sending out the volunteer-call to the community, instead of having the Election Chair choose. He had a comment regarding the ballot procedures and recommended counting ballots that have writing beyond the vote. He also discussed ballot reconciliation and the database. He agreed that all voters should be tagged to a property address. He further discussed the litigation.

There were no further Supervisor requests or public comments.

SIXTH ORDER OF BUSINESS **Adjournment**

Ms. Dickson requested a motion to adjourn.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the May 22, 2025, University Park Recreation District Board of Supervisors Meeting was adjourned at 5:29 p.m.

Sally Dickson

Secretary / Assistant Secretary

Chairperson / Vice Chairperson