

# University Park Recreation District

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<http://universityparkrd.com/>

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The Meeting of the **Board of Supervisors of the University Park Recreation District** will be held on **Friday, November 14, 2025, at 1:00 PM** at the Business Offices located at 8301 The Park Boulevard, University Park, FL 34201 and or virtually.

**Meeting ID:** 845 8893 8513

**Passcode:** 755354

**Join meeting via Zoom:**

<https://us02web.zoom.us/j/84588938513?pwd=eUE4Q3BTNGVFNXBSOGVlRXk1cWo2QT09>

## **BOARD OF SUPERVISORS' MEETING AGENDA**

### **Organizational Matters**

- Call to Order
- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

### **Administrative Matters**

1. Consideration of Minutes of the:
  - a. September 30, 2025, Auditor Selection Committee Meeting
  - b. October 6, 2025, Board of Supervisors' Special Meeting
  - c. October 17, 2025, Board of Supervisors' Meeting
  - d. October 23, 2025, Board of Supervisors' Continued Meeting
2. Ratification of Approval of Varsity Club Renovation Project

### **Staff Report Matters**

3. District Counsel
4. District Manager
5. Club Management
  - a. Management Discussion & Analysis Report *(provided under separate cover)*

### **Old Business Matters**

6. Consideration of Resolution 2026-03, Adopting Membership Cap
7. Consideration of General Manager's Goals and Objectives

### **New Business Matters**

8. Review and Consideration of Professional Consulting Services RFP Template
  - a. RFP Template *(provided under separate cover)*
  - b. Email from Supervisor Piersons



9. Consideration of Recommendation of the Auditor Selection Committee
10. Consideration and Appointment of Election Chair
11. Consideration of Resolution 2026-04, Setting a Public Hearing Date for Amendment to Rules of Procedure

#### **District Financial Matters**

12. Ratification of Payment Authorization No. 149

| <b>Date</b>       | <b>Meeting Type</b>                  | <b>Time</b> | <b>Location</b>                  |
|-------------------|--------------------------------------|-------------|----------------------------------|
| November 19, 2025 | Finance Committee Meeting            | 3:00PM      | University Park Business Offices |
| December 2, 2025  | Board Workshop Meeting               | 2:00PM      | University Park Business Offices |
| December 10, 2025 | Strategic Planning Committee Meeting | 3:00PM      | University Park Business Offices |
| December 12, 2025 | Board of Supervisors' Meeting        | 1:00 PM     | University Park Business Offices |
| December 17, 2025 | Finance Committee Meeting            | 3:00PM      | University Park Business Offices |
| December 30, 2025 | Board Workshop Meeting               | 2:00PM      | University Park Business Offices |

13. Supervisor Requests & Public Comments

#### **Adjournment**



# University Park Recreation District

## Consideration of Minutes of the:

- a. September 30, 2025, Auditor Selection Committee Meeting
- b. October 6, 2025, Board of Supervisors' Special Meeting
- c. October 17, 2025, Board of Supervisors' Meeting
- d. October 23, 2025, Board of Supervisors' Continued Meeting

## **MINUTES OF MEETING**

### **UNIVERSITY PARK RECREATION DISTRICT AUDITOR SELECTION COMMITTEE**

**Tuesday, September 30, 2025**

**1:00 p.m.**

**Business Offices**

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

Committee Members present in person or via phone:

|               |                                    |
|---------------|------------------------------------|
| Dick Crouch   | Auditor Selection Committee Member |
| Tony Crisafio | Auditor Selection Committee Member |
| David Murphy  | Auditor Selection Committee Member |

Also, Present in person or via phone:

|                                  |                                             |
|----------------------------------|---------------------------------------------|
| Vivian Carvalho                  | District Manager - PFM Group Consulting LLC |
| John Fetsick                     | General Manager – Country Club              |
| Paul Fay                         | Accountant – Country Club                   |
| Alan Port                        | Finance Committee Member (via phone)        |
| Various Audience Members present |                                             |

## **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

#### **Call to Order, Roll Call, and Public Comment Period**

The Auditor Selection Committee meeting was called to order at 1:05 p.m. by Ms. Carvalho. Those in attendance are outlined above.

There were no public comments at this time.

## **SECOND ORDER OF BUSINESS**

### **Administrative Matters**

- 1. Review and Approval of Audit Documents**
  - a. Audit RFP Notices Template**
  - b. Instructions to Proposers**
  - c. Evaluation Criteria – with and without price**

The Board discussed who should Chair the meetings. The Committee members determined Ms. Carvalho to continue chairing the meeting.

Ms. Carvalho proceeded with the review of the auditor documents and the auditor selection process. She noted the district goes through this process every three years. It can be extended to five years, but the district has not gone through the rule making for that process yet.

The Board reviewed the documents and evaluation criteria. It was noted the Board can adjust the point system or proceed with recommended criteria format.

ON MOTION by Mr. Crouch, seconded by Mr. Murphy, with all in favor, the Auditor Selection Committee approved the Audit Documents and Evaluation Criteria with price.

There was brief discussion regarding soliciting proposals. It was noted that if no proposals are submitted, vendors can be solicited within the terms of the RFP.

There was also discussion regarding the timing of the Auditor Selection Committee (ASC) and selection of an auditor. This included choosing a deadline for proposals and the date of the next ASC meeting. The Board agreed on October 30, 2025, by 12:00 p.m., as the deadline for proposals to be submitted and November 6, 2025, at 1:00 p.m., will be the next ASC meeting.

Ms. Carvalho reviewed the ranking process.

There was brief discussion regarding the companies to solicit and their experience.

ON MOTION by Mr. Crouch, seconded by Mr. Crisafio, with all in favor, the Auditor Selection Committee approved October 30, 2025, at 12 p.m., as the Auditor Proposal Submission Deadline and November 6, 2025, at 1:00 p.m., as the next ASC meeting. In addition, the five companies to solicit includes: Phillips Harvey, Miller, LNL, CRI, and Suplee, Shea and Cramer.

The following meetings were noted:

| Date               | Meeting Type     | Time    | Location        | Note             |
|--------------------|------------------|---------|-----------------|------------------|
| September 30, 2025 | Workshop Meeting | 2:00 PM | University Park | Business Offices |
| October 10, 2025   | BOS              | 1:00 PM | University Park | Business Offices |

### **THIRD ORDER OF BUSINESS**

### **Adjournment**

There was no further business to discuss.

ON MOTION by Mr. Murphy, seconded by Mr. Crouch, with all in favor, the Auditor Selection Committee adjourned the University Park Recreation District Auditor Selection Committee Meeting at 1:22 p.m.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson

## **MINUTES OF MEETING**

### **UNIVERSITY PARK RECREATION DISTRICT SPECIAL BOARD OF SUPERVISORS' & ATTORNEY CLIENT SESSION MEETING**

**Wednesday, October 6, 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 | 2 <sup>nd</sup> Vice Chairperson |
| David Murphy   | Treasurer                        |
| Scott Huebner  | Assistant Secretary              |

Also, Present in person or via phone:

|                      |                                             |
|----------------------|---------------------------------------------|
| Vivian Carvalho      | District Manager - PFM Group Consulting LLC |
| Mark Barnebey        | District Counsel - Blalock Walters          |
| Fred Moore           | District Counsel - Blalock Walters          |
| Olivia Cristantiello | Court Reporter                              |

## **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

#### **Call to Order, Roll Call**

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

## **SECOND ORDER OF BUSINESS**

### **General Business Matters**

#### **Attorney-Client Session Meeting Discussion on Appeal Process/ Litigation**

This meeting is being held today, October 6, 2025, at 2:00 p.m., and will be held under the Attorney/Client Session provisions available under Florida's Sunshine Law, Section 286.011(8), Florida Statutes, on October 6, 2025, and beginning at 2:00 p.m. and lasting approximately one (1) hour at the request of the District's Counsel. This meeting shall be held at the Business Offices located at 8301 The Park Blvd, University Park, FL 34201. This meeting shall commence at an open meeting and then will move into an Attorney/Client Session limited in attendance to the University Park Recreation District's Counsel Mark Barnebey and Fred Moore, who will meet in private with the District Board of Supervisors (Sally Dickson, Steve Heitzner, David Murphy, Russell Piersons, Scott Huebner), District Manager (Vivian Carvalho) and a court reporter who will transcribe the full proceedings to be made part of the public record for release at the

conclusion of the litigation for the purpose of discussing: Dean Matt v. University Park Recreation District, SC 2024-0990, Lower Tribunal Case No.: 2024-CA000252. At the conclusion of the private portion of the meeting, the meeting will continue in public.

The Board entered into a SHADE meeting at 2:03 p.m.

### **Reopen Meeting in Public**

The University Park Recreation District Special Board of Supervisors' Meeting was reopened at 3:02 p.m.

ON MOTION by Mr. Heitzner, seconded by Mr. Murphy, with Mr. Huebner opposed, and with all others in favor, the Board authorized District Counsel to hire outside Counsel to assist with the appeal process.

### **Supervisor Requests & Public Comments**

There was brief discussion regarding communication to the community. It was noted there will be meeting minutes.

Mr. Barnebey noted the Supreme Court still has not made a decision. Everything that is allowed is being done to move the case forward.

It was noted the docket record will be updated with the Board's decision within five to seven days.

The upcoming workshops and meetings were noted.

| <b>Date</b>      | <b>Meeting Type</b> | <b>Time</b> | <b>Location</b> | <b>Note</b>      |
|------------------|---------------------|-------------|-----------------|------------------|
| October 17, 2025 | BOS Meeting         | 1:00 PM     | University Park | Business Offices |
| November 4, 2025 | Workshop Meeting    | 2:00 PM     | University Park | Business Offices |

There were no further Supervisor requests or public comments.

### **THIRD ORDER OF BUSINESS**

### **Adjournment**

There was no further business to discuss.

ON MOTION by Mr. Piersons, seconded by Mr. Heitzner, with all in favor, the Board adjourned the University Park Recreation District Special Board of Supervisors' Meeting at 3:08 p.m.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson

## **MINUTES OF MEETING**

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

**Friday, October 17, 2025**

**1:00 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 | 2 <sup>nd</sup> 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)                                          |                                                   |      |
| John Fetsick                                    | General Manager - Country Club                    |      |
| Curtis Nickerson                                | Director of Properties & Facilities– Country Club |      |
| Marisa Powers                                   | District Counsel - Blalock Walters                |      |
| Michael Beaumier                                | Owner's Representative – Osprey Consulting        |      |
| Justin Sears                                    | Executive Chef                                    |      |
| Chris Gallagher                                 | Hoyt Architects                                   |      |
| Robbie Gronbach                                 | Willis Smith Construction                         |      |
| Suzanne Sinclair-Thomson                        | Wellness Director                                 |      |
| Various Audience Members in-person and via Zoom |                                                   |      |

### **FIRST ORDER OF BUSINESS**

#### **Organizational Matters**

#### **Call to Order, Roll Call, and Pledge of Allegiance**

The meeting was called to order at 1:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

#### **Public Comments**

A resident played a recording from a previous meeting and commented regarding the capital expenditure plan. She questioned the timing of the remodels for the Pro Shop, office and Varsity

Club. She noted these are capital expenses, not maintenance. She reviewed the budget for these items.

Mr. Fetsick noted the budgetary numbers mentioned were incorrect. It was noted the bond has not come through at this point. He gave an overview of the remodels.

Mr. Underwood, a resident, commented regarding the Board elections and responsibilities. He questioned if there was a form that needed to be completed to express interest. He also commented regarding the expenses shown online and noted some of them have been redacted.

Ms. Dickson noted there will be an Election Chair nominated that will be responsible for gathering interest and application forms for the elections.

Ms. Powers noted that the items that are redacted are due to the pending litigation. Those items will be reviewed with District Staff.

There was brief discussion regarding the details of the redacted expenses and notifying the Board members of those expenses. It was noted that general descriptions can be added.

Mr. Nadeau, a resident, commented regarding the interest in the outstanding loan and operational expenses.

There were no further public comments.

## **SECOND ORDER OF BUSINESS**

### **Administrative Matters**

#### **Consideration of Minutes of the:**

- a. **September 2, 2025, Board of Supervisors' Continued Meeting**
- b. **September 2, 2025, Board of Supervisors' Workshop Meeting**
- c. **September 12, 2025, Board of Supervisors' Meeting**
- d. **September 17, 2025, Board of Supervisors' Special Meeting**

The Board reviewed the minutes.

There was brief discussion regarding the attachment of any oral statements as exhibits. It was noted Mr. Huebner's oral statement and 10 points for an alternative path forward will be included as exhibits to the minutes.

There was also discussion regarding the monetary amounts brought in by the Trivia and Bingo nights. It was noted this has not yet been received. Mr. Fetsick will follow up.

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 September 2, 2025, Board of Supervisors' Continued Meeting, the September 2, 2025, Board of Supervisors' Workshop Meeting, the September 12, 2025, Board of Supervisors' Meeting, and the September 17, 2025, Board of Supervisors Special Meeting.

### **THIRD ORDER OF BUSINESS**

### **Staff Report Matters**

**District Counsel –** No report.

**District Manager –**

#### **a. Review of General Procedures for the 2026 Elections**

Ms. Carvalho noted there are six open public records requests, with one additional request reviewed this morning.

Ms. Carvalho reviewed the election procedure process that was previously approved by the Board. She noted an Election Chair will need to be appointed at the November meeting or at the Continued Meeting. There will be a platform on the District's website for residents to validate their voting.

There was brief discussion regarding the procedure and the election process timeline.

It was noted an Election Chair will be nominated from a list of residents who submit interest. The methodology needs to be determined by the Board. There was brief discussion regarding the methodology.

Ms. Sydney Johnson will work on sending out an email blast this week to the residents regarding the criteria for being an Election Chair and serving on the Election Committee.

It was noted if no volunteers are found, an independent entity can be hired as the Election Chair.

Mr. Murphy reviewed the timeline for the elections. He proposed that the first form should be due by January 12, 2026, and the second form should be due by January 26, 2026.

There was brief discussion regarding the timeline and forms. It was noted the Election Procedures will need to be modified by resolution. The Board agreed to have a final due date of January 30, 2026.

It was noted the District had previously adopted the rules and procedures of Manatee County regarding extraneous markings. This should be listed in the Election Procedures document. District Counsel will follow up and bring back to the Continued Meeting.

## **Club Management –**

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

Mr. Fetsick gave an overview of the report. It was noted the Finance and Strategic Planning Committees have hosted their first few meetings. Initial Committee reports will be brought to the November meeting. It was noted that Mr. Freedman is the Chair of the Strategic Planning Committee and Mr. Crouch is the Chair of the Finance Committee.

Mr. Fetsick gave an update on golf operations and upcoming member events. He noted a new PGA Pro has been hired, Mr. Orechwa. He also noted that the back nine has reopened. Yom Kippur Break the Fast, Pink Week, and Fall Fest will be taking place in October and November.

Mr. Fetsick also gave an update on membership and an overview of the Year-to-Date Financial Operating Results, Current Balance Sheet, Projected Balance Sheet, and Capital Sources and Uses.

There was discussion regarding the recent club surveys and the results.

Mr. Fetsick noted the data results will be posted along with key comments. There will be action items created from the results which will be sent to the Board. It was noted cross-tabulation is also available for the data.

Mr. Murphy gave an overview of the golf surveys that he is currently reviewing.

Mr. Huebner commented regarding the cap for membership and the number of summer memberships. It was noted there will need to be an amendment if the cap is increased.

Mr. Huebner recommended tying membership expiration to the end of the fiscal year. The Board agreed. There was brief discussion on the timing, and the cap. Mr. Fetsick will review the timing and follow up.

It was noted Mr. Fetsick will stay within the guidelines and the process to increase the cap will be kept on the agenda.

District Management will review the previous agreed guidelines regarding the cap and follow up.

## **FOURTH ORDER OF BUSINESS**

### **Business Matters**

#### **Update on the Capital Improvement Plan**

##### **a. Presentation of Preliminary Concept of Kitchen and Fitness Center**

Mr. Heitzner gave an overview of the capital improvement plans related to the Kitchen and Fitness (Wellness Center) facilities. It was noted the kitchen concept is more detailed than the Wellness Center concept, at this time. Feedback is welcomed.

Mr. Heitzner reviewed the purpose of the plan, the UPRD Board responsibility, and the due diligence process that has been done thus far.

Mr. Heitzner gave an overview of the Kitchen Renovation Advisory Group, the market and industry analysis, and the pain points for members and the executive chef. He reviewed the impact these issues have on members and staff.

Ms. Dickson noted the kitchen is currently in compliance with all health standards and requirements.

Mr. Murphy stated he is creating a summary of the Social and Dining survey. He will send that out next week. It was noted the servers scored very high on the survey, but speed of service did not.

Mr. Heitzner gave an overview of the kitchen renovation strategy.

Mr. Gallagher gave an overview of three kitchen concepts and the pros and cons related to those options. It was noted that Plan A does not provide additional storage. It was also noted that keeping the current kitchen up and running during any of the options is not feasible. There would need to be a temporary solution.

There was lengthy discussion regarding the interruption to service and possible outdoor areas to use for the kitchen. Possible temporary solutions include the use of the Varsity Club, outdoor space, or mobile kitchens. It was noted this project would take approximately 11 months.

There was discussion regarding permitting, electrical needs, and the timing of the project.

There was also brief discussion regarding the various options for bathrooms and breakrooms. It was noted feasibility relates to cost.

Mr. Gronbach gave an overview of the estimated costs and what is included in each option.

Mr. Fetsick gave an overview of the possible kitchen locations.

There was brief discussion regarding dining capacity and storage. Mr. Sears noted that Plan B is the most feasible plan for the kitchen's needs.

Ms. Dickson noted the Activity Admin Building is a separate building from the Wellness Center and kitchen and could be a possible venue for events and dining.

There was discussion regarding the speed of turning over tables and kitchen efficiency.

Mr. Sears gave an overview of the dry storage area and kitchen equipment.

Mr. Gronbach continued with his overview. It was noted the temporary kitchen cost was not included in the current cost overview.

There was brief discussion regarding the temporary kitchen.

Mr. Heitzner gave an overview of the Wellness Center Advisory Group, the market and industry analysis, and the wellness/racquets pain points for members and the fitness operations team. He reviewed the impact these issues have on members and staff.

Mr. Gallagher gave an overview of three Wellness Center concepts.

Mr. Heitzner gave an overview of the possible locations for the Wellness Center.

Mr. Gronbach gave an overview of the estimated costs and what is included in each option for the Wellness Center. It was noted there is some cost reduction flexibility within all options.

There was discussion regarding cost reduction and feasibility of options. It was noted a decrease in size of the building will decrease the cost. These options need to be reviewed by staff and more details completed.

Mr. Piersons commented on the possibility of adding a second floor. It was noted it is not efficient for that size of building in the current location.

There was lengthy discussion regarding efficiency of the designs and the structural options.

Mr. Murphy noted Plan A would be feasible in relation to cost and it would provide a new building instead of adding on to an ageing building.

There was discussion regarding next steps in the process. It was noted there are no additional costs related to the pre-construction schematic designs.

It was noted the Board needs time to review the plans.

Ms. Dickson recommended having a continued meeting next week to provide direction at that time related to the plans.

Mr. Heitzner reviewed Options A and B relating to the kitchen.

There was brief discussion regarding the costs, the interruption to service, and what is included in each plan. It was noted that everything needs to be completed as efficiently as possible.

It was also noted the Fitness Center can be moved to another location while construction takes place and a mobile kitchen option will be provided.

The Board agreed to continue the meeting until October 23, 2025, at 1:00 p.m. Mr. Fetsick noted he will move the Fitness Advisory Group meeting that is set to occur that day.

There was brief discussion regarding items to defer to the Continued Meeting.

### **Review of the McMahon Group Strategic Planning Proposal**

This item was deferred to the Continued Board Meeting.

It was noted the Strategic Planning Committee is meeting on Monday to review the proposal.

**Consideration of Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards**

This item was deferred to the Continued Board Meeting.

It was noted the goals and objectives have been sent out to the Board for review.

**Update on Auditor Selection Committee**

Mr. Fetsick gave an update on the Auditor Selection Committee and noted it is comprised of Mr. Murphy, Mr. Crouch, and Mr. Crisafio. They have met and approved the RFP process and criteria. Once the proposals are received, they will make a recommendation to the Board.

Mr. Murphy reviewed the auditor selection rankings.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District ratified the members of the Auditor Selection Committee.

**Supervisor Requests & Public Comments**

The upcoming workshops and meetings were noted.

| <b>Date</b>       | <b>Meeting Type</b>                          | <b>Time</b> | <b>Location</b>                  |
|-------------------|----------------------------------------------|-------------|----------------------------------|
| October 20, 2025  | Strategic Planning Committee Special Meeting | 3:00PM      | University Park Business Offices |
| October 22, 2025  | Finance Committee Rescheduled Meeting        | 3:00PM      | University Park Business Offices |
| November 4, 2025  | Board Workshop Meeting                       | 2:00PM      | University Park Business Offices |
| November 6, 2025  | Auditor Selection Committee Meeting          | 1:00PM      | University Park Business Offices |
| November 12, 2025 | Strategic Planning Committee Meeting         | 3:00PM      | University Park Business Offices |

|                   |                               |         |                                     |
|-------------------|-------------------------------|---------|-------------------------------------|
| November 14, 2025 | Board of Supervisors' Meeting | 1:00 PM | University Park<br>Business Offices |
| November 19, 2025 | Finance Committee Meeting     | 3:00PM  | University Park<br>Business Offices |

There were no further Supervisor requests or public comments.

#### **FOURTH ORDER OF BUSINESS**

#### **District Financial Matters**

#### **Ratification of Payment Authorization Nos. 147 – 148**

Ms. Dickson noted the payment authorizations have been reviewed.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District ratified Payment Authorization Nos. 147-148

#### **FIFTH ORDER OF BUSINESS**

#### **Continuance**

There was no further business to discuss.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the October 17, 2025, Board of Supervisors Meeting for the University Park Recreation District was continued at 3:53 p.m., to October 23, 2025, at 1:00 p.m.

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Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson / Vice Chairperson

## **MINUTES OF MEETING**

### **UNIVERSITY PARK RECREATION DISTRICT CONTINUED BOARD OF SUPERVISORS' MEETING**

**Thursday, October 23, 2025**

**1:00 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 | 2 <sup>nd</sup> 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)       |
| Kristin Lasky                                   | Admin - PFM Group Consulting LLC (via phone)     |
| John Fetsick                                    | General Manager - Country Club (via phone)       |
| Curtis Nickerson                                | Director of Property & Facilities - Country Club |
| Mark Barnebey                                   | District Counsel - Blalock Walters (via phone)   |
| Various Audience Members in-person and via Zoom |                                                  |

## **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

#### **Call to Order, Roll Call, and Pledge of Allegiance**

The Board of Supervisors' meeting was called to order at 1:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

### **Public Comments**

There were no public comments at this time.

## **SECOND ORDER OF BUSINESS**

### **Staff Report Matters**

**District Counsel – No report.**

**District Manager** – No report.

**Club Management** – No report.

### **THIRD ORDER OF BUSINESS**

#### **Business Matters**

#### **Review of the McMahon Group Strategic Planning Proposal**

Ms. Dickson gave an update on the Strategic Planning Committee meeting. The recommendation from the committee is to approve an RFP for the strategic plan.

There was brief discussion regarding hiring a consulting company and what the strategy will be for the committee.

Mr. Heitzner noted it is the committee's role to establish the end goal and a consulting company would finalize how to reach that goal.

Mr. Murphy noted the findings of the recent club surveys are still being gathered and reviewed.

There was lengthy discussion regarding the role of the Strategic Planning Committee. It was noted the surveys would provide guidance for the Strategic Planning Committee. The consulting companies will also gather data from the surveys to input into the concept plans. The baseline cost is \$70,000.00.

There was discussion regarding the consulting companies, moving forward with the concepts, and the Capital Improvement Plan. It was noted the plan is not only about projects and buildings, but also about finance and elements of business.

There was continued discussion regarding the role of the Strategic Planning Committee and the consulting companies.

Mr. Piersons recommended going through the RFP process and having presentations for the Board based on the vendors' professional position.

There was brief discussion regarding the RFP process.

Mr. Fetsick noted if the Board is not ready to enter into the RFP process, then the Strategic Planning Committee is not needed at this time. He also gave an overview of various consulting companies, noting there is a difference between a strategic plan and a master plan.

Mr. Murphy and Ms. Dickson discussed the age of the community and role of the strategic plan. They both recommended moving forward with the RFP process.

There was brief discussion regarding the RFP process and scope of work.

Mr. Huebner briefly discussed the costs and the consulting companies.

There was discussion regarding the McMahon Group's kitchen concepts and the costs associated with those plans.

It was noted the RFP process will gather more information and feedback in order to be fiscally responsible with the funds.

There was discussion regarding the timing of the project and the plans presented thus far. It was noted the Board previously voted and approved the current Capital Improvement Plan.

Mr. Heitzner noted feedback can be brought to the McMahon Group to adjust the concepts.

There was discussion regarding the Strategic Plan versus the Capital Improvement Plan.

Mr. Murphy gave a brief overview of the survey results thus far.

There was brief discussion regarding the RFP. It was noted the RFP can be created by the Strategic Planning Committee to be reviewed by the Board prior to the process beginning. The Committee meets again on November 12, 2025.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the creation of parameters for an RFP for Strategic Planning by the Strategic Planning Committee, with a deadline of November 14, 2025.

Mr. Barnebey gave an overview of the RFP parameters and process. It was noted District Counsel, District Management, and Mr. Fetsick will finalize the RFP, with final review by the Board.

There was brief discussion regarding the timing and rankings of the RFP.

Ms. Carvalho noted the rankings are within the parameters created by the Strategic Planning Committee.

Mr. Freedman gave an overview of the process for the Strategic Planning Committee. He noted the creation of the scope of work and rankings will be able to be completed by November 14, 2025, and the current proposal can be a guide on what to ask for in the RFP.

Ms. Dickson will follow up with the UPCA in order to communicate the current strategy. She requested polling the committee to gather a date for the first week of November to hold a Strategic Planning Committee Special Meeting. Ms. Jennifer Brown will poll the committee.

It was noted the Strategic Planning Committee meetings are publicly noticed in the newspaper.

There was brief discussion regarding holding a meeting versus a workshop.

Ms. Dickson will notify the Strategic Planning Committee of the agenda for the upcoming meeting. This will only be for the Strategic Planning Committee, not the Board of Supervisors.

**Consideration of Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards**

Ms. Dickson noted this is a statutory annual requirement for special Districts and differs from the General Manager's goals and objectives.

Ms. Carvalho noted that the report will be finalized before December 1, 2026 for fiscal year 2025. This resolution applies to goals and objectives for fiscal year 2026. It was noted District Management oversees the completion and compliance of these goals and objectives.

ON MOTION by Mr. Piersons, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards.

Ms. Carvalho noted these are items the District already does.

Mr. Piersons recommended having a six-month follow-up from District Management to ensure all goals and objectives are being met.

**Consideration of Resolution 2026-02, Amending General Procedures for the 2026 Election**

Ms. Carvalho gave an overview of the procedure updates and noted the online form is being created for voting eligibility purposes.

The Board reviewed the voting eligibility form and the updates.

Mr. Barnebey reviewed the point of extraneous markings. It was noted if the nominee that the resident is voting for is clearly identifiable, the vote will count.

It was noted that all ballots are retained after voting by District Management and the rules will be posted on the District's website.

There was brief discussion regarding extraneous markings.

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 2026-02, Amending General Procedures for the 2026 Election.

## **Update on the Capital Improvement Plan**

### **a. Update of Preliminary Concept of Kitchen and Fitness Center**

Mr. Huebner gave his feedback regarding the kitchen. He noted there should be a plan that includes tearing down other buildings to provide more space and to allow a shorter time of closure.

There was brief discussion regarding the size of the bathrooms, and the concept plans thus far. This included discussion of possible profits with a bigger facility.

There was discussion regarding the current kitchen concepts and possible modifications. It was noted there needs to be a locker room area and additional bathrooms.

Mr. Huebner recommended Plan A with modifications. He recommended modifying the bathrooms, and the possibility of a snack bar or future additions of storage. It was noted that improving the golf area increases revenue.

There was brief discussion regarding the storage area in the plans and future expansion.

There was a recommendation to have the Board submit their prioritized feedback. It was noted it would be ideal to have Plan B with the cost of Plan A.

Mr. Heitzner will follow up with the McMahon group with the feedback and recommendations.

Mr. Heitzner recommended Mr. Huebner to walk through the kitchen space with Mr. Fetsick to gain better insight.

Mr. Heitzner gave an overview of the recommendations for the Fitness Center. This included building a second floor onto the building. It was noted this would shade the tennis courts and cause possible parking issues.

There was discussion regarding having a two-story fitness center, what that would include, and the issues with a two-story building.

Mr. Murphy noted this was previously rejected at a town hall meeting.

There was also discussion regarding other fitness center options. It was noted the priority is to gain more fitness floor space and classroom space.

Mr. Huebner recommended having a multi-use pavilion. There was brief discussion regarding the pavilion and the location.

It was noted the buildings are being built not only for current members, but future members as well.

Mr. Murphy gave an overview of future membership based on the survey results.

## Supervisor Requests & Public Comments

The upcoming workshops and meetings were noted.

| Date              | Meeting Type                         | Time    | Location                         |
|-------------------|--------------------------------------|---------|----------------------------------|
| November 4, 2025  | Board Workshop Meeting               | 2:00PM  | University Park Business Offices |
| November 6, 2025  | Auditor Selection Committee Meeting  | 1:00PM  | University Park Business Offices |
| November 12, 2025 | Strategic Planning Committee Meeting | 3:00PM  | University Park Business Offices |
| November 14, 2025 | Board of Supervisors' Meeting        | 1:00 PM | University Park Business Offices |
| November 19, 2025 | Finance Committee Meeting            | 3:00PM  | University Park Business Offices |

Mr. Huebner requested two items to be added to the workshop agenda. These items are the process of how Supervisor requests for agenda items get added to an agenda, and a deep dive into the Varsity Club expenses.

Ms. Dickson recommended getting the information related to questions that Supervisors may have prior to meetings when possible. This allows for proper discussion.

There was brief discussion regarding the spending authority of Park Boulevard Management (PBM).

Mr. Murphy noted there have been questions regarding the Varsity Club expenditures. He recommended approving the purchase of the new furniture.

There was brief discussion regarding the purchase of the Varsity Club furniture and the associated expenditures.

ON MOTION by Mr. Murphy, second by Ms. Dickson, with Mr. Huebner and Mr. Piersons opposed, and all others in favor, the Board of Supervisors for the University Park Recreation District authorized Mr. Fetsick to purchase the Varsity Club furniture.

The Zoom conference connection was lost due to technical issues. It was noted that if Zoom attendees have public comments, those can be sent directly to District Management.

There were no further Supervisor requests or public comments.

#### **FOURTH ORDER OF BUSINESS**

#### **Adjournment**

There was no further business to discuss.

ON MOTION by Mr. Piersons, second by Ms. Dickson, with all in favor, the October 23, 2025, Continued Board of Supervisors Meeting for the University Park Recreation District was adjourned at 3:13 p.m.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson



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# **University Park Recreation District**

## **Ratification of Approval of Varsity Club Renovation Project**



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# **University Park Recreation District**

## **Staff Reports**



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# University Park Recreation District

## Club Management

- a. Management Discussion & Analysis Report  
*(provided under separate cover)*



# **University Park Recreation District**

## **Consideration of Resolution 2026-03, Adopting Membership Cap**

## RESOLUTION 2026-03

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT AMENDING THE MEMBERSHIP CAP; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the University Park Recreation District ("District") was established by the Manatee County Commission, Florida, effective August 2, 2018; and

**WHEREAS**, in November 2019, the District acquired the University Park Country Club ("Country Club") and has begun operating and maintaining the Country Club; and

**WHEREAS**, pursuant to Chapters 120 and 418, Florida Statutes, and Manatee County Ordinance 18-29, the University Park Recreation District through its Board of Supervisors ("Board") may adopt rules and regulations regarding usage of District property and facilities; and

**WHEREAS**, on June 4, 2024, the Board adopted rules and regulations related to the rates and fees for the usage of District property (including the Country Club); and

**WHEREAS**, On April 11, 2025, the Board amended the rules and regulations regarding the rates and fees for usage of District Property pursuant to Rule 2025-01 and Resolution 2025-10; and

**WHEREAS**, the Board desires to amend the rules and regulations solely to increase the full membership cap by ten (10) (to be surpassed only by District Homeowners); and

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:**

1. **ADOPTION OF INCREASED MEMBERSHIP CAP.** Pursuant to Rule 2025-01 and Resolution 2025-10, the full membership cap may be increased by ten (10) at regular meetings of the Board. Thus, the membership cap shall be increased by ten (10) and now shall be limited to 460 members, which may be only surpassed by District Homeowners. This increase is reflected in Exhibit "A," attached hereto which is incorporated herein by reference.
2. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

ATTEST:

**UNIVERSITY PARK  
RECREATION DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Sally Dickson, Chair



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# **University Park Recreation District**

## **Consideration of General Manager's Fiscal Year 2025-2026 Goals, Objectives, and Performance Standards**

| TARGET AREA                     | GOAL                                             | %  | TOP PRIORITY PROJECTS/INITIATIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | KPI's / SUPPORTING METRICS                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|--------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations   Revenue Generation | Total Club Revenue vs. Budget                    | 25 | <ul style="list-style-type: none"> <li>Evaluate and implement member and non-member golf experiences with pricing to increase revenue</li> <li>Create “retention” plan for summer memberships converting to full or racquets memberships for Board approval</li> <li>Drive continuous menu development that increases member and non-member usage and revenue (i.e., variety, specials, seasonal options, healthy options, etc.)</li> <li>TASKS:</li> <li>Provide all monthly financial reports to BOS and District Management 7 days prior to Board meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Quarterly reporting on new opportunities/projected revenue vs impact on usage and revenue results (monthly updates as appropriate)</li> <li>Introduce and execute at least 3 new revenue generating experiences/events during FY.</li> </ul>                                                                                                                                                                                                               |
| Operations   COST CONTROL       | Total Club Profitability                         | 20 | <ul style="list-style-type: none"> <li>Develop an operational budget that delivers exceptional member experience while operating the Club in a profitable position</li> <li>Work with the UPRD Finance Committee to identify opportunities to generate additional Capital Reserves (reduce the Capital Gap).</li> <li>Maintain Full Membership at or above Membership Cap of 450.</li> <li>Identify 2-3 expense areas that can be reviewed for possible cost reduction without compromising member experience (ex. manage line of expenses by reviewing vendor rates, creating operational policies, communicate policies effectively with staff and members, etc.).</li> <li>Implement menu and pricing changes</li> <li>TASKS:</li> <li>Evaluate menu offerings for special events (i.e., Bingo, Trivia, Brunches, etc.) that reflect participant input; Identify areas of potential waste and eliminate; Focus on creative F&amp;B offerings that are high margin</li> </ul> | <ul style="list-style-type: none"> <li>Manage the Club operating results within 5% of Budget.</li> <li>Maintain adequate staffing while remaining at or below the industry standard of 58% of Payroll to Total Revenue benchmark.</li> <li>Increase member retention (reduce attrition) year over year.</li> <li>Quarterly financial results reporting for each initiative</li> <li>Report on cost reduction initiatives and F&amp;B offerings / projected financial results/ outcomes</li> </ul> |
| Member Satisfaction             | Increase Participation   Positive Survey Results | 15 | <ul style="list-style-type: none"> <li>Implement in-season and off-season member satisfaction surveys (3-4 annually)</li> <li>Increase visibility/interactions with membership; more engagement/communication through member facing involvement weekly</li> <li>TASKS:</li> <li>Attend holiday and special events; hold coffee/cocktails with the GM events; dining room walk throughs; happy hour appearances;</li> <li>Develop, with each Advisory Group, at least 1 new/major initiative per functional area (i.e., Racquets, Golf, F&amp;B, and Fitness/Wellness)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Member satisfaction survey results goal 85%+ top two box responses overall</li> <li>Proposals for improving areas identified as needing improvement</li> <li>Report on initiatives quarterly (planned implementation, projected result in member satisfaction based on member usage and survey feedback gathered</li> </ul>                                                                                                                                |
| Employee Action                 | Improved Retention Positive Survey Results       | 15 | <ul style="list-style-type: none"> <li>Implement an employee recognition program</li> <li>Implement an employee incentive program to drive sales</li> <li>Provide quarterly training program for employees</li> <li>TASKS:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Retention program results</li> <li>Incentive program results</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    |

|                                   |                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|-------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |                                                                                     |           | <ul style="list-style-type: none"> <li>• Hold monthly departmental meetings- act on feedback</li> <li>• Develop and monitor individual goals for department heads and managers that are aligned with GM objectives</li> <li>• Establish measurable goals for each initiative</li> </ul>                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Report on Training Programs/effectiveness/employee feedback</li> <li>• Improved employee survey results – increase top two box</li> <li>• Improved retention</li> </ul>                                                                                                                         |
| <b>Expansion</b>                  | <b>Maintain Project Timeline &amp; Timely Communications</b>                        | <b>10</b> | <ul style="list-style-type: none"> <li>• Play a pivotal role in development and execution of Capital Improvement Plan</li> <li>• Develop and publish annual communications plan for the Country Club</li> <li>• Protect and build on our positive reputation</li> <li>• TASKS:</li> <li>• Ensure frequent and timely communication to membership; support BOS expansion initiatives as approved;</li> <li>• Identify and establish 2-3 best industry practices based on community involvement (participation in industry associations, round tables, etc.)</li> </ul>                                                   | <ul style="list-style-type: none"> <li>• On time/on budget results</li> <li>• Results achieved by comms plan</li> <li>• Document written communications; measure effectiveness</li> <li>• Document best practices/objectives/results</li> </ul>                                                                                          |
| <b>Governance</b>                 | <b>Policy Implementation   Continuity</b>                                           | <b>10</b> | <ul style="list-style-type: none"> <li>• Introduce a system that oversees continuity among club policies and their implementation.</li> <li>• Oversee the functional advisory groups (i.e., golf, racquets, dining and event, etc.).</li> <li>• TASKS:</li> <li>• Create a policy outline that applies to every Advisory Group (who they report to, roles/responsibilities, etc.</li> <li>• Ensure BOS and community are kept aware of goals, issues, solutions and accomplishments of these groups</li> <li>• Ensure that Finance and Strategic Planning Committees are receiving appropriate staff support</li> </ul> | <ul style="list-style-type: none"> <li>• Create and maintain policy documents</li> <li>• Maintenance and dissemination of written communications reflecting meetings/minutes of Advisory Groups</li> <li>• Follow through on projects approved based on member input; timely responses to Advisory Group requests/suggestions</li> </ul> |
|                                   | <b>Strategic Planning and Finance Committee Updates &amp; Improved Efficiencies</b> |           | <ul style="list-style-type: none"> <li>• Policies and procedures developed as a result of Committee contributions; improvements in financial efficiencies and strategic direction of the Club</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Provide two updates to the Board in 2026</li> </ul>                                                                                                                                                                                                                                             |
| <b>UPRD   UPCA Joint Projects</b> | <b>Identifying Opportunities Beneficial to the Club and Community</b>               | <b>5</b>  | <ul style="list-style-type: none"> <li>• Identify areas for cooperation to improve the community and its reputation; advise BOS of such areas and proceed once approved</li> <li>• Coordinate with PBM/UPCAI to strengthen complementary communications</li> <li>• Foster alignment between the two entities on identified initiatives</li> <li>• Outline, where appropriate, anticipated financial efficiencies</li> </ul>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Establish goals by approved projects for BOS review</li> <li>• Report on financial/operational benefits achieved</li> </ul>                                                                                                                                                                     |

|  |                                                                     |  |                                                                                                                                                                        |                                                                                                |
|--|---------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|  | <b>Irrigation System Impact: Tracking Improved efficiencies</b>     |  | <ul style="list-style-type: none"><li>Quantify cost savings and/or water reallocation to the community as a result of new irrigation system.</li></ul>                 | <ul style="list-style-type: none"><li>By March 31, 2026 submit report to Board.</li></ul>      |
|  | <b>Integrated Water Plan Development: SWFWMD Approval of Permit</b> |  | <ul style="list-style-type: none"><li>Work with Southwest Florida Water Management District (SWFWMD) for approval of a modification to our water use permit.</li></ul> | <ul style="list-style-type: none"><li>To be modified and approved by SWFWMD in 2026.</li></ul> |



# University Park Recreation District

## **Review and Consideration of Professional Consulting Services RFP Template**

- a. **RFP Template** *(provided under separate cover)*
- b. **Email from Supervisor Piersons**

**From:** Rusty Piersons <[russell.piersons@universityparkrd.com](mailto:russell.piersons@universityparkrd.com)>

**Sent:** Friday, November 7, 2025 12:26 PM

**To:** Vivian Carvalho <[carvalhov@pfm.com](mailto:carvalhov@pfm.com)>

**Subject:** Professional Consulting Co. RFP and expectations

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Vivian,

I would like the following added to the November 14th board meeting.

1. Open discussion with regard to hiring a consultant, with each board member addressing the following questions.
2. How does each board member feel about potentially hiring a consultant to help UPCC move forward?
3. What is each board members' expectations in hiring a consulting company to guide UPCC as to what is needed and for our growth and looking forward to the next 10 years?
4. What specifics (by board members or management) if any, has the Strategic Planning Committee (individuals) been guided as to the board's expectations and/or direction, including the master plan?
5. How does each board member feel about allowing the consulting firm the freedom to review, assess and adjust any/all our needs, including the master plan projects and our financial wherewithal?



# **University Park Recreation District**

## **Consideration of Recommendation of the Auditor Selection Committee**



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# **University Park Recreation District**

## **Consideration and Appointment of Election Chair**



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# **University Park Recreation District**

**Consideration of Resolution 2026-04,  
Setting a Public Hearing for  
Amendment to Rules of Procedure**

## RESOLUTION 2026-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON \_\_\_\_\_, AT \_\_\_\_\_, OR AS SOON THEREAFTER AS SAME MAY BE HEARD AT THE BUSINESS OFFICES AT THE UNIVERSITY PARK COUNTRY CLUB, 8301 THE PARK BLVD, UNIVERSITY PARK, FL 34201, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON ADOPTING RULES RELATED TO AGENDA POLICIES FOR BOARD MEETINGS AND WORKSHOPS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the University Park Recreation District (hereinafter the "District") is a recreational district created by Manatee County Ordinance 18-29 ("Charter"), pursuant to the provisions of Chapter 418, Florida Statutes; and

**WHEREAS**, the District is empowered under the Charter and Chapter 418, Florida Statutes to operate and manage the Country Club and other District property for the benefit of its residents, and in furtherance thereof to exercise the rights and privileges under the laws of the State of Florida; and

**WHEREAS**, the District is authorized, pursuant to the Charter and Section 418.22, Florida Statutes, to adopt and enforce appropriate rules following the procedures of Chapter 120, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District has from time to time adopted fees for use of Country Club and District facilities and now desires to amend such fees; and

**WHEREAS**, the proposed rule and related documents are available for public inspection at 3501 Quadrangle Boulevard, Suite 270, Orlando FL 32817 ("District Records Office").

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:**

1. There is hereby declared a public hearing to be held at \_\_\_\_\_ or as soon thereafter as may be heard, on \_\_\_\_\_ at the Business Offices at the University Park Country Club, 8301 The Park Blvd, University Park, FL 34201, for the purpose of hearing comment and objections to the proposed agenda policies for Board Meetings and Workshops. Affected parties may appear at that hearing or submit their comments in writing prior to the meeting to the office of the District Manager, 3501 Quadrangle Boulevard, Suite 270, Orlando FL 32817.

2. Notice of said hearing shall be advertised in accordance with Section 120.54, *Florida Statutes*, and the Charter. The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

3. This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of November 2026.

ATTEST:

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

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Secretary

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Sally Dickson, Chair



# **University Park Recreation District**

## **Ratification of Payment Authorization No. 149**

# University Park Recreation District

10/9/2025

Payment Authorization No. 149

## O&M - General Fund Expenses

| <u>Vendor</u>                              | <u>Invoice</u> | <u>Description</u>                        | <u>Amount</u> |
|--------------------------------------------|----------------|-------------------------------------------|---------------|
| McClatchy Media                            | 59598          | Notice of Public Meeting - September 2025 | \$ 980.45     |
| Risk Strategies                            | 10453337       | Public Official Liability 25-26           | \$ 17,034.15  |
| Florida Department of Economic Opportunity | 93455          | FY 2026 Annual State Fee                  | \$ 175.00     |
| Vglobal Tech                               | 7729           | Quarterly ADA & WCAG Audits               | \$ 300.00     |

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O&M - General Fund Expenses Total

\$ 18,489.60

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Asst. Secretary/Secretary

 10/10/25  
Asst. Treasurer