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	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)
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 **<u>Administrative Matters</u>**

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 **<u>Staff Report Matters</u>**

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 candidate forum 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 **<u>Business Matters</u>**

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.

Date	Meeting Type	Time	Location
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 Business Offices
November 19, 2025	Finance Committee Meeting	3:00PM	University Park 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.

Secretary / Assistant Secretary

Sally Dickson
Chairperson / ~~Vice Chairperson~~