

## **MINUTES OF MEETING**

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

**Tuesday, November 4, 2025**

**2:00 p.m.**

**Business Offices**

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

Board Members present in person or via phone:

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	
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, & Pledge of Allegiance**

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

The Pledge of Allegiance was recited.

#### **Public Comments**

Mr. Dean Matt commented regarding the Country Club Management Agreement and pointed out his concerns. He also commented regarding the ethics of Ms. Dickson and Mr. Fetsick.

There were no further public comments at this time.

### **SECOND ORDER OF BUSINESS**

#### **Discussion Matters**

**Park Boulevard Management  
(PBM) Spending Authority**

Mr. Huebner gave an overview and noted everyone should be working towards the same goals and objectives. He recommended including explanation of these types of expenditures in the published annual Business Plan, in order for residents and Board members to be aware in advance.

It was noted the Board should review the yearly plan of projects and approve or deny based on the Capital Plan and budget.

There was discussion regarding the approval of projects.

Mr. Huebner gave an overview of the spending authority that Park Boulevard Management has without Board approval, and their allotted expenses. He noted the Board is responsible to the constituents.

It was noted there should be no extra spending during hurricane season.

Mr. Fetsick noted the annual projects and plans are discussed internally but have never been presented to the Board. It was noted moving forward, the Capital Expenditure Worksheet will become a part of the annual process that is presented.

There was discussion regarding past approved projects and the budget for those projects.

Mr. Fetsick noted there is a bank account for capital and gave an overview of that account. Any projects not completed in the current fiscal year are kept on the capital project list for the next fiscal year. The projects are not removed until completed.

Mr. Fetsick gave an overview of the capital needs plan process. It was noted this information can be included in the next fiscal year's budget that is presented to the Board as well.

There was brief discussion regarding the capital project process.

Mr. Huebner noted this process can provide alternate plans to fund the projects.

The Board requested a presentation of the capital projects list and expenditure for the next meeting in order to review.

There was discussion regarding the details of the agreement and any adjustments needed.

District Counsel will follow up regarding any conflicts within the existing agreement and adding any details needed.

It was noted the Finance Committee will use the capital projects list to plan for a budget.

Mr. Huebner also requested the Spending Authority to be reviewed by District Counsel for further explanation.

## **Board Meeting and Workshop Agenda Policy**

Mr. Huebner gave an overview regarding the process of how a Board member adds an item to the agenda and noted he had received recommendations from District Counsel.

Ms. Carvalho gave an overview of the agenda process and noted most topics are deadline or process driven. Any optional topics are normally discussed at the workshop level.

Mr. Murphy requested a calendar for the required agenda topics in order to navigate requests from the Supervisors.

It was noted other topics can be brought up under Supervisor Requests.

There was discussion regarding the process of supervisor requests and placing items on the agenda.

Mr. Barnebey gave an overview of the policy, procedure, and timing related to placing topics on the agenda. This can be amended based on the Board's decision.

There was continued discussion regarding the process.

Mr. Huebner noted he had requested discussion on alternative financing options related to the BAN for the next workshop. It was noted that it is a topic for the Finance Committee. Mr. Huebner noted he can meet with Mr. Crouch to relay the information.

Ms. Carvalho recommended reviewing the process.

Mr. Huebner gave an overview of the current policy and procedure and District Counsel's recommendation. He also gave an overview of his personal recommendations.

There was brief discussion regarding the recommendations and agenda topics. It was recommended that any topics that do not get placed on the Board Meeting agenda should be placed on the next Workshop agenda.

There was discussion regarding the process of approval and denial for agenda topics.

Mr. Murphy noted the committees can be given Board suggestions for topics.

District Counsel will draft an amendment to the rules of procedure for agenda topics for the next Board meeting.

The Board reviewed Ms. Dickson's recommendations.

There was brief discussion regarding workshop agenda topics. It was noted that these can be given at the end of each meeting.

## **Supervisor Requests and Public Comments**

Mr. Nickerson commented regarding next year's possible golf course renovations and standard maintenance. He noted these will be brought to the next meeting for the Board to review along with the Master Plan.

Mr. Huebner commented regarding items discussed within the minutes that need follow up. He gave examples of the amendment for the membership cap and adjusting the membership calendar year. It was noted that items need to be reviewed for closure.

Mr. Murphy recommended opening meetings with old business matters that are still open.

Mr. Piersons commented regarding the process of reviewing the minutes. He requested a change in the process and noted it should go to all Board members to review, and all changes can be given to District Management.

Ms. Carvalho reviewed the process of reviewing meeting minutes. She noted any changes can be sent to District Management prior to the meeting for review.

There was discussion regarding the process for approval of meeting minutes.

Mr. Jackson gave an overview of the timeline for the meeting minutes and the process of review and approval.

The Board agreed that minutes should be sent out to the entire Board for review with the agenda packet prior to the meeting. Any changes can be sent to District Management.

There was lengthy discussion regarding the breakdown of profit and loss for Trivia and Bingo.

Mr. Piersons stated there should be more details given. He recommended having the Finance Committee review this item.

Mr. Huebner recommended including overhead factors in the breakdown.

Mr. Heitzner commented regarding the dining survey results.

There was brief discussion regarding opening the dining area to the public for dinner or events for additional revenue. It was noted this could be a topic for the Finance Committee.

Mr. Murphy gave an overview of the various surveys and the current benchmarking. He also commented regarding membership fees and dues and what can be charged for these items.

Mr. Fettsick noted he will send the benchmarking presentation to the Board. It has great information for recurring revenue.

Mr. Huebner requested exploring finance options for the BAN at the next meeting. It was noted this will be a topic for the Finance Committee.

Mr. Freedman gave an overview of the next Strategic Planning Committee meeting.

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
November 6, 2025	Strategic Planning Committee Special Meeting	10:00 AM	University Park Business Offices
November 6, 2025	Auditor Selection Committee Meeting	1:00PM	University Park Business Offices
November 12, 2025	Strategic Planning Committee Meeting	3:00 PM	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. Dean Matt commented regarding censorship powers of the Chair and the \$2,000.00 that was spent on District Counsel. He also commented regarding an apology from Mr. Fetsick and Ms. Dickson and the bond issuance legalities.

Mr. Murphy noted that without the appeal, the bond would have gone through 30 days after the lower court approved it. He also gave an overview of the timeline related to the appeal.

Mr. Crouch commented regarding being the Chair of the Finance Committee. He noted finance topics should come to the committee to alleviate unnecessary issues for the Board. It was also noted the goal is to serve a membership experience, not return on investment.

Mr. Fetsick congratulated Luisa on being with University Park Country Club for 20 years.

There were no further Supervisor requests or public comments.

### THIRD ORDER OF BUSINESS

### Adjournment

ON MOTION by Mr. Murphy, seconded by Mr. Piersons, with all in favor, the Board adjourned the University Park Recreation District Board of Supervisors' Workshop Meeting, at 3:51 p.m.

  
Secretary / Assistant Secretary

  
Sally Dickson  
Chairperson / Vice Chairperson