

## **MINUTES OF MEETING**

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

**Tuesday, December 2, 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
John Fetsick	General Manager - Country Club
Curtis Nickerson	Director of Properties & Facilities - Country Club
Mark Barnebey	District Counsel - Blalock Walters
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 2:00 p.m. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

### **Public Comments**

Mr. Dean Matt commented regarding the Core Values, censorship, and Ms. Dickson hiring District Counsel. He also commented regarding Mr. Fetsick and spending District funds.

There were no further public comments.

## **SECOND ORDER OF BUSINESS**

### **Discussion Matters**

## Update on the Upcoming 2026 Election

It was noted all communication regarding the election has been sent out to residents.

Mr. Piersons noted that Mr. Steve Parkinson has volunteered to be the Election Chair.

The selection of an Election Chair will be done at the next Board meeting. If there is no viable candidate, an outside individual will have to be hired.

Mr. Barnebey noted hiring an accounting firm or outside individual could cost approximately \$5,000.00 - \$10,000.00.

There was brief discussion regarding choosing the Election Chair and the process of getting volunteers to help with the election. It was noted most outside clubs have volunteers to be the Election Chair.

Ms. Carvalho reviewed the timeline and candidate document.

There was discussion regarding the candidates running for election and having neighborhood forums. It was noted that during the last election there were neighborhood meetings which candidates attended. There should be structure related to these forums with proper communication to the residents and support from the HOA.

There was lengthy discussion regarding candidate attendance at the neighborhood meetings, the presentation process, and coordination. It was noted these meetings are to allow resident access to all the candidates.

The Board agreed to hold neighborhood candidate forums. Dates will be discussed at the next Board meeting. It was noted the neighborhood Chairs should give input regarding the dates.

Mr. Barnebey recommended contacting accounting firms for proposals to provide the Election Chair service. These can be brought back to the next Board meeting. Ms. Carvalho will follow up.

Items for the next Board meeting will include consideration of the Election Chair or accounting firm proposals for the Election Chair service, and a possible CPA to tally the votes. Mr. Fetsick is working with the Finance Committee for possible vendors to tally the votes.

## Supervisor Comments & Future Agenda Items

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
December 10, 2025	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices

December 12, 2025	Board of Supervisors' Meeting	1:00PM	University Park Business Offices
December 17, 2025	Finance Committee Meeting	3:00 PM	University Park Business Offices
January 9, 2026	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
January 16, 2026	Rescheduled Workshop Meeting	2:00PM	University Park Business Offices

Mr. Piersons commented regarding having an Action List for the items that need to have follow up or continued discussion. He also commented about creating agenda items for the committees. It was noted the Committee Chairs should be coming to the Board meetings to give updates.

There was brief discussion regarding the café shades and previous approval of purchase. It was noted this was discussed 12 to 18 months ago. Mr. Fettsick noted a proposal has been received for hurricane resistant shades in the amount of \$75,000.00, but they have not been purchased. These would be an upgrade from the current sunshades. The previous Board approval needs to be confirmed, and this needs to be a follow up item.

Ms. Carvalho gave an overview of new agenda structure. This will be addressed at the upcoming Board meeting. She noted updates from the Strategic Planning Committee and Finance Committee will be under the Staff Report section on the agenda. The Advisory Committee updates will be given under the General Manager's Report section of the agenda as needed.

Mr. Murphy noted the Advisory Committee monthly notes that are sent out are very detailed. These updates will be included in the next Board meeting.

There was brief discussion regarding having the Advisory Committee Chair attending Board meetings to give updates as well.

There was discussion regarding the Action List and what items to include. It was recommended that the Action List be created from the minutes and be reviewed by the Board for additional recommendations. It was noted each Action item should be agreed upon by the Board.

Ms. Carvalho noted the committee meetings also have minutes that are posted on the website.

There was brief discussion regarding the timing of updates from the committees. It was noted the Finance and Strategic Planning Committees should give updates on a regularly scheduled basis, while the Advisory Group should give updates as needed.

It was noted the rule making public hearing will be held during the January Board meeting. Changes will be reviewed by the Board. Ms. Carvalho gave an overview of the process.

There was discussion regarding the committee process. It was noted the process for the Finance and Strategic Planning Committee needs to be adjusted for the Advisory Group. This needs to be a follow up item.

There was brief discussion regarding the RFP request from the Strategic Planning Committee. It was noted this will be decided at the next meeting.

Mr. Fettsick commented regarding facility planning. There was discussion regarding the current approved facility planning and conflicting overlap. This needs to be a follow up item.

Mr. Huebner commented regarding the Series 2024 Note and avoiding the special assessment. He noted that he has communicated with the Finance Committee, but no solutions have been discussed. He also noted he has given several topics of discussion to Mr. Crouch, the Finance Committee Chair. These topics were given to the Board. Mr. Huebner gave an overview of the topic questions and possible solutions.

Mr. Murphy discussed the capital reserves that are underfunded and the current capital needs that are not getting fixed. He noted the topic from Mr. Huebner was tabled by the Finance Committee due to the District's current creditworthiness and current Series 2024 Note extension status.

There was lengthy discussion regarding the Series 2024 Note and payback scenario options.

Mr. Barnebey stated the Note can be extended for five years, without referendum. There may be several options with the bank that would incur additional fees. It was recommended that this topic be submitted to the Finance Committee.

Mr. Murphy noted the topic has been deferred by the Finance Committee at this point.

Mr. Huebner recommended charging an irrigation fund fee or capital fee for all members. It was noted an amendment to the fee structure would have to take place.

There was brief discussion regarding charging a monthly payment related to the Series 2024 Note to property owners versus members. This included discussion on collecting through Manatee County. It was noted the District does not have the ability to assess non-resident members, but there is the possibility of an additional fee being charged. However, members did not agree to additional fees being charged.

There was brief discussion on reviewing the scenarios presented by Mr. Huebner with the Finance Committee. It was noted the committee is working on multiple projects at this time and this can be deferred until January.

There was also brief discussion regarding the special assessment and how that will affect the sales of homes.

**\*Action List:**

1. Shade Structure Decision
2. Process for Advisory Group to mimic Finance and Strategic Planning Committees
3. Finance Committee to give opinion on options for the Note, within the first quarter of 2026.

### **Public Comments**

Mr. Crouch commented regarding the timing of giving opinion on the Note. He noted it is too early to discuss an extension or payment plans. He also commented regarding the assessments and

charging additional fees to members. This is a complicated proposal that would involve discussion with District Counsel and with banks.

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 3:35 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson