

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT CONTINUED BOARD OF SUPERVISORS’ MEETING

Friday, December 19, 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 nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

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

Various Audience Members in-person and via Zoom

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

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

It was noted that there is no video streaming for the meeting. It is restricted to audio only.

Public Comments

A resident commented regarding the Zoom meeting being hacked.

Mr. Jackson noted that there was no hack, and that the meetings are required to be public, with anyone being able to join. The issue has been submitted to Zoom for investigation.

It was recommended that the account be deleted and recreated.

Mr. Jackson noted that District Management is working with District Counsel for the best route of remediation.

There was brief discussion regarding the hack.

Mr. Matt commented regarding the RFP for professional consulting services and the Capital Plan. He noted UPRD is not in compliance with the Charter.

There was brief discussion regarding Webex and attendance.

There were no further public comments.

SECOND ORDER OF BUSINESS

Staff Report Matters

District Manager

- a. **Action Item: Amending General Election Rules Related to Candidate Forums**
 - i. **Consideration of Resolution 2026-06, Amending General Election Rules**

Mr. Barnebey gave an overview of the resolution changes. These changes authorize the Election Chair to hold additional candidate forums at any time, beyond the required two forums. Currently, two forums are required to take place before January 30th.

Mr. Ferris noted he is communicating with the candidates to gather dates of availability.

Mr. Piersons recommended keeping two candidate forums.

There was discussion regarding the timing of the forums and holding a forum in February. It was noted there is no way to know the definitive date that votes were turned in during previous elections, only the number of votes that were cast on Election Day.

Ms. Dickson recommended re-wording the resolution to authorize the Election Chair to choose the forum dates based on candidate availability and to allow them to hold two or more forums prior to Election Day.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-06, Amending General Election Rules, with the wording adjustment as stated.

**Strategic Planning Committee
Report**

Mr. Freedman gave an update. He noted the Committee is waiting for the RFP to be submitted in order to review proposals.

THIRD ORDER OF BUSINESS

Business Matters

Review and Consideration of Professional Consulting Services RFP Template

There was brief discussion regarding the RFP and the proposers.

*There was brief interruption with the audio streaming due to connection issues.

It was noted Mr. Freedman should be added as the contact person for the proposers and will communicate with Mr. Fetsick as needed. Mr. Freedman has no conflict of interest.

Mr. Fetsick recommended moving the RFP deadline to January 30th, 2026.

ON MOTION by Mr. Piersons, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Professional Consulting Services RFP Template, with the amended deadline.

Discussion of Park Boulevard Management (PBM) Spending Authority

Mr. Huebner noted the spending authority chart is mostly aligned with the current PBM Agreement, according to District Counsel. He recommended modification and more details be added to the spending authority descriptions.

Ms. Dickson noted a detailed breakdown of what has been allocated of the capital reserves was previously requested.

Mr. Fetsick recommended having a workshop on this topic. He noted this has been a focus of the Finance Committee and gave an overview of what has been discussed thus far.

It was noted this could be a topic for the January 16th workshop.

Mr. Piersons recommended having the new candidates attend the workshop.

Mr. Huebner commented regarding the budget and how the money is spent.

Mr. Murphy noted the Finance Committee has reviewed the capital reserves in detail.

There was brief discussion regarding the spending authority chart and adding details for budgeting purposes.

Ms. Dickson recommended having the Finance Committee present at the next workshop.

It was noted that Mr. Fetsick routinely provides a detailed line summary of capital expenditure in his report.

There was lengthy discussion regarding how the budget is spent and future planning of capital expenditures and reserves. It was noted that Mr. Fetsick has the information regarding future expenditure and reserves and can present the information to the Board.

It was noted this report should be presented by the Finance Committee on a monthly or quarterly basis. Mr. Fetsick will follow up, and this will be an item for the January 16th workshop agenda.

Update on Capital Improvement Plan

Mr. Fetsick gave an update and overview of the updated kitchen design. It was noted the updated design will add approximately 300 square feet to the kitchen.

Mr. Heitzner gave an overview of seven design options for the Fitness Center and costs. He noted the Advisory Group prefers the fourth option thus far, with the one-story building on Parcel L. Questions have been submitted to the architects regarding parking, removal of trees, etc.

The Advisory Group has recommended having a candidate forum for the residents involved in fitness and wellness in order to ask specific questions.

Mr. Fetsick noted design options should be available by mid-January for presentation to the Board.

There was discussion regarding the timeline of meetings and workshops. Mr. Murphy recommended holding a Town Hall meeting to present the design options to residents.

It was noted the design options need to include additional office space.

There was brief discussion regarding holding an additional forum for the Advisory Groups. It was noted these groups can attend the Town Hall to ask questions.

There was also brief discussion regarding the involvement and feedback from the incoming candidates.

Mr. Fetsick recommended having the Town Hall after the election.

Consideration of Sunshade Proposal

There was brief discussion regarding the sunshade. It was noted this should be deferred to a future meeting, once the capital expenditure has been reviewed.

Mr. Nickerson gave an overview of the current capital projects and updates. It was noted these costs can be discussed at the upcoming workshop.

Update on Firm for Election Ballot Counting Services

Mr. Fetsick gave an update and noted firms are still being researched. The Finance Committee is part of this research. It was noted this cost is approximately \$2,000.00.

There was brief discussion regarding the Election packet rules and requirements for a counting service. Mr. Jackson reviewed the rules related to counting ballots and noted they do require an independent accounting firm to be hired.

District Counsel noted this needs to be completed prior to the next meeting.

Discussion of Florida Ethics Commission Response

Mr. Piersons gave an overview and noted he believes there is a violation regarding Florida Ethics.

There was brief discussion regarding the Florida Ethics Commission response. Mr. Piersons noted no Board member is allowed to vote for a contract if they also sit on a Board/Committee for one of the proposed vendors.

Ms. Dickson noted there must be communication with UPCA prior to any changes being made.

Mr. Barnebey gave feedback on the response and an overview related to PBM. He noted the answer will have to be from the Florida Ethics Commission, but further investigation is worth pursuing. He recommended having the UPCA appoint the role to someone recommended by the District.

There was discussion regarding the role and legalities. It was noted PBM could redefine the role.

Mr. Barnebey noted the District could request the appointment of a representative that is not a Board member. More information will need to be gathered for definitive answers. District Counsel will follow up with UPCA and the Florida Ethics Commission attorney.

There was lengthy discussion regarding the conflict of interest and the role definitions.

Mr. Huebner recommended working with UPCA to have a representative that is not a Board Member to be on the Committee.

District Counsel will follow up with recommendations.

Supervisor Requests & Future Agenda Items

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
January 9, 2026	Board of Supervisors' Meeting	2:00 PM	University Park Business Offices
January 14, 2026	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
January 16, 2026	Rescheduled Workshop Meeting	2:00PM	University Park Business Offices
January 21, 2026	Finance Committee Meeting	3:00PM	University Park Business Offices

Mr. Piersons commented regarding the neighborhood candidate meetings, noting these have been approved by the Board. He noted he has been in contact with Mr. Christopher and Mr. Tenenbaum and will follow up with them accordingly.

Ms. Dickson noted the Election Chair and Committee will be coordinating these meetings.

There was brief discussion regarding the candidate meetings and locations for the meetings. It was recommended to hold the majority of the meetings at the neighborhood pools.

Mr. Huebner requested review of the Mutual Cooperation Agreement and provision for office space for PBM staff to be on the next agenda.

Ms. Dickson recommended contacting Mr. Ludmerer for more information on the provision.

Action Items:

- Mr. Barnebey will follow up with the UPCA and Florida Ethics Commission attorney to gather further information regarding the conflict of interest.
- PBM Spending Authority topic will be added to January 16th Workshop.

There were no further Supervisor requests.

Public Comment Period

Mr. Charlesworth commented regarding conflict of interest and the upcoming election candidates.

Mr. Underwood noted the finances and bonds should be the focus of the Board.

Mr. Mantia commented regarding the PBM agreement and terms. He recommended having previous Board members come in to brief the current Board regarding that agreement.

There were no further public comments at this time.

FOURTH ORDER OF BUSINESS

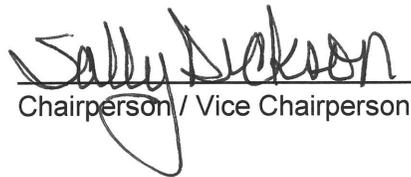
Adjournment

There was no further business to discuss.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the December 19, 2025, Continued Board of Supervisors Meeting for the University Park Recreation District was adjourned at 4:11 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson