

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' WORKSHOP MEETING

Tuesday, March 3, 2026

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
Greg Selep	Board Member
Steve Swanson	Board Member

Also, Present in person or via phone:

Kwame Jackson	Asst. District Manager - PFM Group Consulting LLC
Vivian Carvalho	District Manager – PFM Group Consulting LLC (via phone)
Kristin Lasky	Admin. - PFM Group Consulting LLC
Mark Barnebey	District Counsel - Blalock Walters (via phone)
John Fetsick	General Manager - Country Club
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

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Discussion Matters

Verbal Update on Strategic Planning RFP

Mr. Fetsick gave an update and noted three bids have been received. He gave an overview of the proposals and noted they have been provided to the Strategic Planning Committee for review. The committee will be giving a recommendation to the Board at the next meeting based on the evaluation criteria.

Mr. Heitzner recommended that the Strategic Planning Committee create a breakdown of costs compared to work services. Mr. Fetsick noted he will create that breakdown.

Mr. Fetsick recommended that the committee create a ranking of each proposal for the Board's review. Mr. Barnebey agreed.

Mr. Selep commented on the proposals and noted they were well done.

Board Meeting & Workshop Days and Times

Ms. Dickson noted the scheduled times for meetings and workshops have been changed over time, instead of being consistent. Meetings can be adjusted if needed for emergency purposes.

It was noted that the District is not required to hold workshops.

Mr. Heitzner recommended eliminating workshops and making all meetings Board meetings.

There was brief discussion regarding the difference between workshops and Board meetings.

Mr. Barnebey noted that for meetings there must be a quorum.

Mr. Jackson noted that all meetings and workshops are noticed at one time. Only special meetings, additional workshops, or public hearings require additional notices.

Mr. Barnebey noted a new schedule can be noticed if needed.

The Board reviewed the current schedule and possible changes to the schedule. Board Members can email any absences to District Management.

The Board agreed to move all meetings to 2:00 p.m. and change all workshops to Board meetings. This will be on the next Board meeting agenda for approval.

Proposed Board Meeting Agenda Format – Greg Selep

Mr. Selep recommended that the committees give updates at each meeting.

There was brief discussion regarding committee reports. It was noted there may not be an update at each meeting.

Mr. Selep recommended that Board correspondence between stakeholders and the Supervisors be published in agendas.

There was lengthy discussion regarding publishing the correspondence and potential issues.

It was noted that most of the communication to the District is responded to by District Counsel or District Management. Any correspondence can be requested via public records request.

The Board reviewed the process of responding to District emails.

District Counsel gave an overview of the process for public records requests.

There was lengthy discussion regarding correspondence and public records requests.

Ms. Carvalho noted Florida Sunshine laws make it more complicated and determining what correspondence would be included in the agenda packet could be very challenging.

Mr. Fetsick recommended having criteria for correspondence to be included in the agenda packets. The recommendation is to include only emails that are sent to all Board members and District Management.

There was brief discussion regarding transparency with the residents and the criteria for including correspondence. It was recommended to include the actual correspondence to the website while including only the recipient, sender, and subject line in the agenda packet for reference.

It was noted if correspondence is posted on the District's website, anyone from the public can view it, not only residents.

This will be included on the agenda at the next Board meeting.

Mr. Jackson noted the committee reports are already included under Staff Reports on each agenda.

There was brief discussion regarding public comment periods.

Mr. Heitzner recommended having Town Hall meetings for public comments, instead of having public comments at the end of each meeting.

There was discussion regarding the details of holding Town Hall meetings.

Mr. Heitzner recommended holding Town Hall meetings on weekends or when it does not affect

the event room. It was noted the Town Halls can be recorded for those who cannot attend.

Mr. Selep recommended two types of Town Hall meetings: one for RD updates, and one for joint discussion with the HOA. He noted he has been in contact with the HOA regarding the meetings and will follow up.

It was recommended to have a facilitator for the Town Hall meetings and to have the agenda be resident-driven.

There was discussion regarding the different types of Town Hall meetings and the process for setting up the meetings. Mr. Selep recommended having a General Town Hall meeting and having an RD project update Town Hall meeting prior to September. It was noted the Finance Committee will be presenting to the Board in March.

There was brief discussion regarding the capital projects.

Mr. Jackson noted the Town Hall will have to be noticed and an agenda approved. There will be costs associated with recording and facilitation.

There was brief discussion regarding noticing the Town Hall meeting. Ms. Carvalho noted the Town Hall meeting is advertised similar to a workshop.

District Counsel noted as a workshop, the District is not required to have a public comment period.

There was discussion regarding the Q&A session process and public comment period.

This will be included on the agenda at the next Board meeting.

Mr. Fetsick will follow up with the church opposite the district as a potential location to host a Town Hall meeting.

Mr. Jackson noted a motion will be required at the next Board meeting regarding removing the public comment period at the close of each meeting.

Board Supervisor Roles & Responsibilities

- a. **Board Supervisor District Officer Roles – Chair, Vice Chair, 2nd Vice Chair, Treasurer, Assistant Secretary**
- b. **Board Responsibilities vs Management Responsibilities**

Ms. Dickson gave an overview.

Mr. Jackson noted there are two positions that the previous Board added that are not listed on the document in the agenda packet, which are the Second Vice Chairperson and Assistant Secretaries.

It was noted the District Manager is currently listed as the Board Secretary and the Custodian of Public Records.

There was discussion regarding the roles and responsibilities.

Ms. Dickson recommended appointing a Board Member as Secretary and appointing Ms. Carvalho as an Assistant Secretary.

Ms. Carvalho gave an overview of the Secretary's role and responsibilities.

There was brief discussion regarding the role of Secretary and Assistant Secretary.

Ms. Dickson noted each Board Supervisor needs direction within their roles.

There was lengthy discussion regarding the criteria for the Secretary role. It was recommended that a role be created with criteria. Mr. Selep will create a draft and follow up with District Management and District Counsel.

Ms. Loundy recommended having a Director of Communications role. It was recommended this be a separate role.

Mr. Selep will follow up with drafts for the positions.

There was discussion regarding the Chair and Vice Chair positions and roles. Mr. Fetsick noted the responsibilities are more important than the titles.

Mr. Heitzner noted there is no longer direct representation on the PBM Committee since Ms. Dickson stepped down. It was noted there needs to be a more defined relationship between PBM and the UPRD Board.

It was noted Mr. Barnebey is working with the Ethics Commission on the issues with the UPRD Chair sitting on the PBM Committee as a liaison.

Mr. Barnebey noted the letter went out to the Ethics Commission and they have had follow-up questions. He noted it will most likely take a couple of months for the final decision by the Ethics Commission to be made. Mr. Barnebey noted he needs the PBM Operating Agreement and will follow up after the meeting.

Mr. Jackson noted reassigning Board positions can be done at any time.

There was brief discussion regarding redefining the roles. It was noted any additional criteria not in the role definitions, can fall under any of the Board members.

Mr. Jackson noted that if Mr. Selep recommends redefining the Chair and Vice Chair roles, he can request that as an agenda item.

There was continued discussion regarding roles and responsibilities. It was noted the Finance Committee's role is an extension of the Treasurer's role.

Mr. Fetsick recommended that the Strategic Planning Committee review the process of governance.

Ms. Dickson noted that Board responsibilities should be evenly distributed.

Board position assignments will be on the next agenda.

Mr. Jackson noted a Second Vice Chair is not a required role.

Mr. Fetsick gave an overview of the Board responsibilities versus management responsibilities.

The following meetings were noted:

Date	Meeting Type	Time	Location
March 5, 2026	Strategic Planning Committee Special Meeting	11:00 AM	University Park Business Offices
March 11, 2026	Strategic Planning Committee Meeting	3:00 PM	University Park Business Offices
March 13, 2026	Board of Supervisors' Meeting	1:00PM	University Park Business Offices
March 16, 2026	Finance Committee Rescheduled Meeting	3:00 PM	University Park Business Offices
March 31, 2026	Board of Supervisors' Workshop Meeting	2:00PM	University Park Business Offices

Ms. Dickson noted the Workshop meetings will be changed to Board meetings.

Supervisor Comments, Future Agenda Items, and Public Comments

Mr. Swanson commented regarding litigation resolution.

Mr. Barneby recommended a shade meeting. He also noted the new Board members are able to review the minutes of the shade meetings that have already taken place. District Counsel will follow up regarding being able to send the shade meeting minutes electronically or not.

There was discussion regarding scheduling a shade meeting. The Board agreed on March 18th,

2026, at 1:00 p.m. It was noted the shade meeting must be noticed. District Management will follow up with the exact time for the shade meeting based on meeting room availability.

It was noted the next Board meeting's agenda will include:

- Town Hall Meetings
- Changing Workshops to Town Hall Meetings
- Including Correspondence on the Agenda
- Electing Officers
- Finance Committee Presentation

There were no further Supervisor requests or public comments.

THIRD ORDER OF BUSINESS

Adjournment

Ms. Dickson adjourned the University Park Recreation District Board of Supervisors Workshop Meeting at 4:01 p.m.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson