University Town Center Improvement District

ORGANIZATIONAL MEETING MINUTES

FIRST ORDER OF BUSINESS

The Organizational Meeting for the University Town Center Improvement District was called to order on Wednesday, July 15, 2026, at 1:00 p.m. at Nathan Benderson Park Finishing Tower Floor 2, located at 5851 Nathan Benderson Circle, Sarasota, FL 34235. Members listed below constituted a quorum.

Cliff McHenry	Seat 1	(via phone)
Mark Farrell	Seat 2	
Jon Mast	Seat 3	
Ian Fitzgerald	Seat 4	
Colin Pember	Seat 5	

Also, attending:

Jennifer Glasgow	PFM	(via phone)
Vivian Carvalho	PFM	
Kwame Jackson	PFM	(via phone)
Racheal Meade	PFM	(via phone)
Maggie Mooney	Persson, Cohen, Mooney, Fernandez, & Jackson, P.A.	
Julie Daniel	Benderson	
Todd Mathes	Benderson	
Kevin Plenzler	PFM	(via phone)
Karla Armstrong	District Counsel	

SECOND ORDER OF BUSINESS **Administration of the Oath of Office to New Members of the Board of Supervisors**

Ms. Carvalho swore in the new Board of Supervisors with the Oath of Office.

THIRD ORDER OF BUSINESS **Public Comment Period**

There were no public comments at this time.

FOURTH ORDER OF BUSINESS

Overview of the Florida "Government in the Sunshine" Regulations, Public Records Law, and other Board Member Responsibilities, and Ethics
• Statement of Financial Interest, Form 1
• Determination of Board Member Compensation

Ms. Mooney gave an overview of the Sunshine Law, Public Records Law and Ethics Law. It was noted that each Board member is entitled to a District email. All District related items should be kept separately in case of a public records request.

Ms. Mooney explained that each Board Member is entitled to receive compensation of up to $200.00 for each Board Meeting they attend. It was noted this can be decided prior to the budget being adopted.

Ms. Mooney confirmed that Mr. Farrell, Mr. Mast, Mr. Fitzgerald and Mr. Pember will not seek compensation

Ms. Carvalho confirmed Mr. McHenry will not receive compensation

FIFTH ORDER OF BUSINESS

Ratification of the Initial Landowners Meeting Notice Publication

Ms. Carvalho requested a motion to Ratify that the meeting was properly advertised.

On Motion by Mr. Mast, second by Mr. Pember with all in favor, the Organizational meeting for the University Town Center Improvement District ratified the Initial Landowners Meeting Notice Publication.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2026-01, Canvassing and Certifying the Election Results

Ms. Carvalho referenced the Landowner Election that occurred on July 6, 2026 and what materialized.

On Motion by Mr. Pember, second by Mr. Farrell, with all in favor, the Organizational meeting for the University Town Center Improvement District approved resolution 2026-01, Canvassing and Certifying the Election Results.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2026-02, Appointing District Officers**

Ms. Carvalho noted a Chair, Vice Chair, and Assistant Secretaries would need to be appointed. Ms. Vivian Carvalho will be appointed as Secretary, Mr. Kwame Jackson and Ms. Racheal Meade as Assistant Secretary, Ms. Jennifer Glasglow will be appointed Treasurer and Ms. Amanda Lane as Assistant Treasurer.

Cliff McHenry was appointed as Chair and Colin Pember was appointed as Vice Chair, Mark Farrell, Jon Mast and Ian Fitzgerald were appointed as Assistant Secretaries.

On Motion by Mr. Fitzgerald, second by Mr. Farrell, with all in favor, the Organizational meeting for the University Town Center Improvement District approved resolution 2026-02, Appointing District Officers.

EIGHTH ORDER OF BUSINESS **Consideration of Agreement for District Manager Services**

Ms. Carvalho presented the agreement with PFM Management Services LLC, for services as District Manager.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Agreement for District Manager Services.

NINTH ORDER OF BUSINESS **Consideration of Agreement for Financial Advisor and Assessment Consulting Services**

Ms. Carvalho stated this agreement is with PFM Financial Advisors LLC. This will provide the necessary financial advisory services the District needs. It was noted District Counsel has reviewed the agreement.

On Motion by Mr. Farrell, second by Mr. Pember, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Agreement for Financial Advisor and Assessment Consulting Services.

TENTH ORDER OF BUSINESS **Consideration of Agreement for District Counsel Services**

Ms. Carvalho stated this agreement was provided for services from Persson, Cohen, Mooney, Fernandez & Jackson, P.A. to serve as District Counsel.

On Motion by Mr. Fitzgerald, second by Mr. Farrell, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Agreement for District Counsel Services.

ELEVENTH ORDER OF BUSINESS **Consideration of Agreement for Interim District Engineer, Design, and Design Criteria Professional Services and Work Authorization 1 for General District Engineering Services**

Ms. Carvalho stated this agreement is for Interim District Engineering services.

On Motion by Mr. Mast, second by Mr. Pember, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Agreement for Interim District Engineer, Design, and Design Criteria Professional Services and Work Authorization 1 for General District Engineering Services.

TWELFTH ORDER OF BUSINESS **Authorization of RFQ for District Engineering, Design, and Design Criteria Professional Services under the CCNA**

Ms. Carvalho commented on the RFQ process for Engineering services.

On Motion by Mr. Fitzgerald, second by Mr. Pember, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Authorization of RFQ for District Engineering, Design, and Design Criteria Professional Services under the CCNA.

THIRTEENTH ORDER OF BUSINESS **Consideration of Resolution 2026-03, Designating Registered Agent and Office**

Ms. Carvalho noted the need to Designate a Registered Agent.

Ms. Mooney recommended the Registered Agent be her office.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-03, Designating Registered Agent and Office.

FOURTEENTH ORDER OF BUSINESS **Consideration of Resolution 2026-04, Designating the Primary Administrative Office, Principal Headquarters and Local District Office**

Ms. Carvalho requested Ms. Mooney's office be Designated.

On Motion by Mr. Fitzgerald, second by Mr. Farrell, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-04, Designating the Primary Administrative Office, Principal Headquarters and Local District Office.

FIFTEENTH ORDER OF BUSINESS **Consideration of Resolution 2026-05, Adopting the District's Official Seal.**

Mr. Carvalho noted the resolution in a seal that the District will adopt in the event of an issuance.

On Motion by Mr. Pember, second by Mr. Mast, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-05, Adopting the District's Official Seal.

SIXTEENTH ORDER OF BUSINESS **Consideration of Resolution 2026-06, Annual Meeting Schedule for Fiscal Year 2025/2026**

Ms. Carvalho explained that the District must set the annual meeting schedule for the Fiscal Year and noted a quorum must be established for each meeting, which would require three Board members to be present. The fiscal year runs from October 1st to September 30th. It was noted monthly meetings are set but can be adjusted as needed.

There was brief discussion regarding the meeting schedule. The Board agreed the next meeting would be September 2, 2026, at 9:00 a.m. It was noted the venue would stay the same.
Later it was decided that the September 2, 2026 meeting should be held at the Cooper Creek location.

On Motion by Mr. Farrell, second by Mr. Mast, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-06, Adopting the District's Annual Meeting Schedule for FY 2026.

SEVENTEENTH ORDER OF BUSINESS **Ratification of Resolution 2026-07, Initial Landowners' Meeting**

No recording is available.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Organizational meeting for the University Town Center Improvement District Ratified Resolution 2026-07 Initial Landowners' Meeting.

EIGHTEENTH ORDER OF BUSINESS **Consideration of Resolution 2026-08, Approving Fiscal Year 2025/2026 Proposed Annual Budget and Setting a Public Hearing Date for Final Adoption**
a) FY 2025/2026 Proposed Budget

No recording is available.

On Motion by Mr. Pember, second by Mr. Farrell, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-08, Approving Fiscal Year 2025/2026 Proposed Annual Budget and Setting a Public Hearing Date for Final Adoption.

NINETEENTH ORDER OF BUSINESS **Consideration of Fiscal Year 2025/2026 Budget Funding Agreement**

No recording is available.

On Motion by Mr. Fitzgerald, second by Mr. Mast, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Consideration of Fiscal Year 2025/2026 Budget Funding Agreement.

TWENTIETH ORDER OF BUSINESS **Consideration of Resolution 2026-10, Expressing the Intent of the District to Utilize the Uniform Method and Setting a Public Hearing Date**

No recording is available.

On Motion by Mr. Mast, second by Mr. Fitzgerald, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-10, Expressing the Intent of the District to Utilize the Uniform Method and Setting a Public Hearing Date.

TWENTY-FIRST ORDER OF BUSINESS **Consideration of Resolution 2026-11 Setting Forth the Policy of the District with Regard to the Support and Legal Defense of the Board of Supervisors and District Staff**

No recording is available.

On Motion by Mr. Mast, second by Mr. Pember, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-11 Setting Forth the Policy of the District with Regard to the Support and Legal Defense of the Board of Supervisors and District Staff.

TWENTY-SECOND ORDER OF BUSINESS — **Approval of Proposal of/Authorization to Obtain General Liability and Public Officers Insurance**

No recording is available.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Proposal of/Authorization to obtain Liability and Public Officers Insurance.

TWENTY-THIRD ORDER OF BUSINESS — **Consideration of Resolution 2026-12, Providing for the Public's Opportunity to be Heard**

No recording is available.

On Motion by Mr. Pember, second by Mr. Farrell, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-12, Providing for the Public's Opportunity to be Heard.

TWENTY-FOURTH ORDER OF BUSINESS — **Consideration of Resolution 2026-13, Adoption of Records Retention Policy**

No recording is available.

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-13, Adoption of Records Retention Policy.

TWENTY-FIFTH ORDER OF BUSINESS — **Consideration of Resolution 2026-14, Adoption of Travel Reimbursement Policy**

No recording is available.

On Motion by Mr. Pember, second by Mr. Mast, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-14, Adoption of Travel Reimbursements Policy.

TWENTY-SIXTH ORDER OF BUSINESS **Consideration of Resolution 2026-15, Adoption of Prompt Payment Act Policies and Procedures**

No recording is available.

On Motion by Mr. Pember, second by Mr. Mast, with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-15, Adoption of Prompt Payment Act Policies and Procedures.

TWENTY- SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2026-16, Authorizing the Filing of Notice of Establishment**

No recording is available.

On Motion by Mr. Mast, second by Mr. Pember with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-16, Authorizing the Filing of Notice of Establishment.

TWENTY- EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2026-17, Designating a Qualified Public Depository**

No recording is available.

On Motion by Mr. Mast, second by Mr. Pember with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-17, Designating a Qualified Public Depository.

TWENTY- NINTH ORDER OF BUSINESS **Consideration of Resolution 2026-18, Authorization to Establish Checking Account and Designation of Authorized Signatories for Operating Account(s)**

No recording is available.

On Motion by Mr. Pember, second by Mr. Farrell with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-18, Authorization to Establish Checking Account and Designation of Authorized Signatories for Operating Account(s).

THIRTIETH ORDER OF BUSINESS **Consideration of Resolution 2026-19, Authorizing the Disbursement of Funds**

No recording is available.

On Motion by Mr. Pember, second by Mr. Fitzgerald with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-19, Authorizing the Disbursement of Funds.

THIRTY-FIRST ORDER OF BUSINESS **Consideration of Resolution 2026-20, Adopting Alternative Investment Guideline**

No recording is available.

On Motion by Mr. Fitzgerald, second by Mr. Pember with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-20, Adopting Alternative Investment Guidelines.

THIRTY- SECOND ORDER OF BUSINESS **Consideration of Resolution 2026-21, Adopting Internal Financial Controls Policy**

No recording is available.

On Motion by Mr. Pember, second by Mr. Farrell with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-21, Adopting Internal Financial Controls Policy.

THIRTY-THIRD ORDER OF BUSINESS **Consideration of Resolution 2026-22, Authorizing the Chairman to Execute Plats, Permits, and Conveyances**

No recording is available.

On Motion by Mr. Pember, second by Mr. Fitzgerald with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-22, Authorizing the Chairman to Execute Plats, Permits, and Conveyances.

THIRTY-FOURTH ORDER OF BUSINESS **Consideration of Resolution 2026-23, Delegating Authority to Chairman to Award Certain Contracts, Agreements and Other Documents**

No recording is available.

On Motion by Mr. Pember, second by Mr. Fitzgerald with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-23, Delegating Authority to Chairman to Award Certain Contracts, Agreements and Other Documents.

THIRTY-FIFTH ORDER OF BUSINESS **Consideration of Resolution 2026-24, Authorizing Direct Purchases**

No recording is available.

On Motion by Mr. Mast, second by Mr. Pember with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-24, Authorizing Direct Purchases.

THIRTY-SIXTH ORDER OF BUSINESS **Consideration of Resolution 2026-25, Adopting FY 2026 Goals, Objectives, and Performance Measures and Standards**

No recording is available.

On Motion by Mr. Pember, second by Mr. Farrell with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-25, Adopting FY 2026 Goals, Objectives, and Performance Measures and Standards.

THIRTY-SEVENTH ORDER OF BUSINESS **Consideration of Funding Request No. 1**

No recording is available.

On Motion by Mr. Pember, second by Mr. Fitzgerald with all in favor, the Organizational meeting for the University Town Center Improvement District approved Consideration of Funding Request No. 1.

THIRTY-EIGHTTH ORDER OF BUSINESS **Consideration of Resolution 2026-26, Annual Meeting Schedule for Fiscal Year 2026/2027**

No recording is available.

It was noted that future monthly meetings will be held on October 7, 2026, November 4, 2026 and December 2, 2026 at 9am at 7978 Cooper Creek Blvd.

On Motion by Mr. Pember, second by Mr. Fitzgerald with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-26, Annual Meeting Schedule for Fiscal Year 2026/2027.

THIRTY- NINTH ORDER OF BUSINESS **Consideration of Resolution 2026-27, Approving Fiscal Year 2026/2027 Proposed Annual Budget and Setting a Public Hearing Date for Final Adoption**
a) FY 2026/2027 Proposed Budget

The Public Hearing Date will be September 2, 2026.

On Motion by Mr. Farrell, second by Mr. Pember with all in favor, the Organizational meeting for the University Town Center Improvement District approved Resolution 2026-27, Approving Fiscal Year 2026/2027 Proposed Annual Budget and Setting a Public Hearing Date for Final Adoption.

FOURTIETH ORDER OF BUSINESS **Consideration of Bond Financing Team Funding Agreement**

Deferred

FORTY- FIRST ORDER OF BUSINESS **Consideration of Underwriter Agreement**

Deferred

FORTY- SECOND ORDER OF BUSINESS **Consideration of Bond Counsel Agreement**

Deferred

FORTY- THIRD ORDER OF BUSINESS **Staff Reports**

District Counsel - Ms. Mooney noted the required four-hour Ethics Training.

District Manager - Ms. Carvalho noted that the next meeting will be held on September 2, 2026 at 9:00am at the Cooper Creek Office.

Bond Counsel - No report.

FORTY- FOURTH ORDER OF BUSINESS **Supervisor Requests**

Mr. Farrell requested the Act and Map and asked about the Landowner's/Acreage.

FORTY- FIFTH ORDER OF BUSINESS **Adjournment**

On Motion by Mr. Pember, second by Mr. Fitzgerald, with all in favor, the July 15, 2026, Organizational Meeting of the Board of Supervisors for the University Town Center Improvement District was adjourned at 2:30pm.

Secretary/Assistant Secretary

Chairman/Vice-Chairman