

**MINUTES OF MEETING**

**NORTH RIVER RANCH IMPROVEMENT STEWARDSHIP DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES**

**Wednesday, January 8, 2025, at 1:15 p.m.  
8141 Lakewood Main Street,  
Bradenton, FL 34202**

Board Members present via phone or in person:

Pete Williams	Chairperson
Janice Snow	Vice Chairperson
John Leinaweaver	Assistant Secretary
John Blakley	Assistant Secretary
Dale Weidemiller	Assistant Secretary

Also present via phone or in person:

Vivian Carvalho	PFM Group Consulting – District Manager	
Venessa Ripoll	PFM Group Consulting – District Manager	(via phone)
Amanda Lane	PFM Group Consulting – District Accountant	(via phone)
Kwame Jackson	PFM Group Consulting – ADM	(via phone)
Jonathan Johnson	Kutak Rock – District Counsel	(via phone)
Rob Engel	Stantec – District Engineer	(via phone)
Tom Panaseny	Neal Land & Neighborhoods – Developer	(via phone)
Jim Schier	Neal Land & Neighborhoods – Developer	
John McKay	J.H. McKay LLC – Consultant	
Andy Richardson	Neal Land & Neighborhoods - Developer	(via phone)
Cori Morgan	Lifestyle Manager	(via phone)

**FIRST ORDER OF BUSINESS**

**Administrative Matters**

**Call to Order and Roll Call**

The Board of Supervisors' Meeting for the North River Ranch ISD was called to order at 1:16 p.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting.

Those in attendance are outlined above either in person or via speakerphone.

**Public Comment Period**

There were no public comments at this time.

**Consent Agenda**

- 1. Minutes of the December 11, 2024, Board of Supervisors' Meeting**
- 2. Arch Amenities 2<sup>nd</sup> Amendment to Amenity Facility Agreement**
- 3. Maddtraxx Proposal for Shell Path Construction**
- 4. Maverick Building Estimate #371 for Decorative Stop Sign**
- 5. Maverick Building Estimate #372 for Pickleball Court Sidewalk**
- 6. Maverick Building Estimate #373 for Fort Hamer Road Sign Repairs**
- 7. Maverick Building Estimate #374 for No Parking Signs**
- 8. Maverick Building Estimate #411 for Bollard Installation**
- 9. SignPro Proposal for Monument Refurbishing**
- 10. Taylor Concrete Designs Estimate #1787 for Park Slide**
- 11. Funding Requests Nos. 470-479**
- 12. Payment Authorization Nos. 107-110**
- 13. Series 2023 Neighborhood Infrastructure Requisitions No. 167**
- 14. Series 2023B Requisition Nos. 106-112 & 116**
- 15. District Financial Statements**

The Board reviewed the items.

ON MOTION by Mr. Weidemiller, seconded by Ms. Snow, with all in favor, the Board ratified the Consent Agenda Items 1 - 15.

**SECOND ORDER OF BUSINESS**

**Business Matters**

**Consideration of CRS Proposed Change Request No. 3**

Mr. Panaseney gave an overview of this change request. He stated that this is for the contractor who build the Camp Creek Amenity Center. There were multiple changes that happened with the plan during the process, but no change orders were completed. This was held until the end of the project. These were various items that were required to be done by the County, the architect, and the Stewardship District. It is now substantially complete, and the change order is for an increase of \$348,805.44. He noted that the 8% increase was for the subcontractor's management fee.

Mr. Williams suggested that the increase be notated as the management fee in future change orders.

There was a discussion regarding the changes. It was noted that these changes were done based on necessity. They were done over a period of 10 months.

ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board approved CRS Proposed Change Request No. 3.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel –**

Mr. Johnson stated the Manatee County Board of County Commissioners approved the no objection letter, relative to the proposed boundary amendment. This will add additional development land to North River Ranch Improvement Stewardship District. This will now go in front of the local legislation tomorrow with full support expected.

He also stated that the landowner requested that the District create a disclosure document differentiating which portions of North River Ranch Improvement Stewardship District are currently assessed for the Amenity Facility and which portions are not. These would include lands just brought in or lands brought in since the last amendment.

Mr. Williams stated he would like Mr. Johnson to work with the landowner to create the document and get signatures, and then have Ms. Carvalho and himself sign. This would then be brought before the Board for information purposes.

Ms. Snow asked if a map outline could be included with the document. Mr. Johnson confirmed.

There was a discussion regarding the availability of the document and where it would be accessed. It is to manage expectations of those moving into the neighborhood and their access to the Amenity Center. This document will be provided to the Developer to distribute as necessary. It does let new residents know that they do not automatically get Amenity privileges.

Ms. Snow noted that the document can be placed on the CDD website as well once completed.

**District Engineer –**

Mr. Engel stated he and Ms. Carvalho have been working to gather RFPs for Landscape and Irrigation Maintenance vendors. He would like to schedule a coordination meeting to get the necessary documents finalized, areas designated and get a bid schedule together.

Ms. Carvalho reviewed this RFP for the Board. She has been working with the arborist, Mr. Brown as well to get everything needed. The package and map are being finalized. She needs to notate what areas are still under warranty in order to have these in the contract for future need.

Mr. Williams suggested getting the exact costs for each area that will be coming out of warranty and into maintenance phase to put into the contract.

**District Manager –**

Ms. Carvalho reminded the Board that the next meeting is February 12<sup>th</sup>, at the same location.

Ms. Carvalho received a proposal from Ms. Snow for an additional laptop to put at Camp Creek. The cost is \$1,784.67.

ON MOTION by Mr. Leinaweaver, seconded by Mr. Williams, with all in favor, the Board approved the Camp Creek computer purchase in the amount of \$1,784.67.

**Field Manager –** The report was included in the packet for the Board.

**Lifestyle Manager –** The report was included in the packet for the Board.

### **Audience Comments and Supervisor Requests**

Mr. Williams requested a midge fly update.

Ms. Carvalho stated that there is an additional treatment being done by the aquatic company. It is contained as much as it can be right now.

Mr. Williams expressed concern with the low level of ponds.

Mr. Jackson confirmed there have been issues coming in regarding this.

Mr. Engel noted it is a dry season right now. This causes ponds to recede past their controlled level. There is also ongoing construction in several areas, which may cause ponds to be dewatered and lowers ground water levels. He stated that the ponds should rebound. He is willing to look at any specific ponds that are requested.

Ms. Carvalho requested he take a look at the ponds as there are multiple concerns coming in to both the Developer and to PFM.

Mr. Williams requested that Mr. Engel type up the information and email to Ms. Carvalho for her to forward as needed and to use as complaints or concerns come in from residents. He noted there are various reasons behind the low pond levels because residents are used to how they look in the rainy season.

Mr. Engel clarified what ponds are the issue.

Ms. Snow confirmed that this is a general pond issue, not a specific pond. She referred him to Mr. Jackson to get specifics.

Mr. Engel will gather that information and take a look at the ponds requested.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

Ms. Carvalho called for a motion to adjourn the meeting.

ON MOTION by Ms. Snow, seconded by Mr. Blakley, with all in favor, the January 8<sup>th</sup>, 2025, Board of Supervisor's Meeting for the North River Ranch Improvement Stewardship District was adjourned at 1:39 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson