

**MINUTES OF MEETING**

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

**Wednesday, December 11, 2024, 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	(via phone)
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	
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	
Andy Richardson	Neal Land & Neighborhoods - Developer	
	(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 1:15 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 November 5, 2024, Landowner's Election Meeting
2. Minutes of the November 11, 2024, Board of Supervisors' Meeting
3. Bay Area Bobcat Estimate #96 for Tree Cutting and Dog Park Entry Resurfacing
4. Bay Area Bobcat Estimate #98 for Brightwood Clean-up
5. Bay Area Bobcat Estimate #99 for Concrete Pads for Slides
6. Berger, Toombs, Elam, Gaines & Frank Fiscal Year 2024 Auditor Engagement Letter
7. Bliss Products Quote #73806 for Brightwood Playground Repairs
8. GeoPoint Proposal for Miscellaneous Survey Staking
9. Maverick Building Estimate #358 for Wildleaf Sign Repairs
10. Maverick Building Estimate #359 for Brightwood Sign Repairs
11. Maverick Building Estimate #360 for Sign Repairs
12. Maverick Building Estimate #376 for Concrete Paving
13. Mike Armstrong Change Order for Amenity Area
14. MSB Services Bid for Light Poles Relocation
15. Ornamental Design Estimate 11317 for Richmond Trail Gate Repairs
16. Ornamental Design Estimate 11318 Canyon Creek Trail Gate Repairs
17. Ornamental Design Estimate 11319 for Trimble Terrace Gate Repairs
18. Ornamental Design Estimate 11320 for Canyon Creek Trail Gate Repairs
19. Ornamental Design Estimate 11321 for Emergency Exit Gate Repairs
20. Rayco Electric Quote #24-0260 for Monument Sign Repairs
21. Funding Requests Nos. 463 – 469
22. Payment Authorization Nos. 103 – 106

- 23. Series 2023 Neighborhood Infrastructure Requisitions No. 166**
- 24. Series 2023B Requisition No. 105**
- 25. District Financial Statements**

The Board reviewed the items.

ON MOTION by Mr. Williams, seconded by Mr. Weidemiller, with all in favor, the Board ratified the Consent Agenda Items 1 - 25.

**SECOND ORDER OF BUSINESS**

**Business Matters**

**Consideration of Mike Armstrong  
Landscaping Invoices:**

- a. 13270, 13574 and 13575 for Fort Hamer 2<sup>nd</sup> Extension**
- b. 13271, 13573 and 13576 for Phases 4A and 4B**

Mr. Panaseney stated the Fort Hamer are for invoices from September – October. They are maintaining the landscaping in the Fort Hamer extension roadway project. He recommended moving these to a contract and putting them into the O&M budget. These are monthly invoices.

It was noted that these are being moved to that budget.

There was a brief discussion regarding how these are invoiced. There are three different companies that are maintaining those areas. It is a very large area for one company to handle.

Ms. Carvalho noted that the district is working with Mr. Charles Varah to combine and comprise these areas if possible. Several areas are post warranty period or close to post warranty.

There was also a brief discussion on acquiring RFPs for the different areas and how those are divided.

Mr. Engel stated Stantec can help with that process to identify specific performance standards for delineated areas. There could also be a comprised list of pre-approved landscape contractors as well, depending on how the Board would want to proceed.

Ms. Snow recommended having Ms. Carvalho work with Mr. Varah, Mr. Johnson, and Mr. Engel, to determine what is needed from whom as it relates to initiating an RFP process.

Ms. Carvalho confirmed, but noted it is a little premature to determine mapping at this point.

The Board agreed to move forward with actual RFP's rather than doing the pre-qualification list at this time.

ON MOTION by Mr. Williams, seconded by Mr. Weidemiller, with all in favor, the Board approved the creation of a Landscape Proposal Package with evaluation criteria by Ms. Carvalho, Mr. Engel, Mr. Johnson, and Mr. Varah.

ON MOTION by Mr. Weidemiller, seconded by Mr. Williams, with all in favor, the Board approved the Mike Armstrong Landscaping Invoices.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

- |                            |   |
|----------------------------|---|
| <b>District Counsel –</b>  | Mr. Johnson reminded the Board of their required continuing education ethics training requirements, as it due by the end of the year.                             |
| <b>District Engineer –</b> | No report.  |
| <b>District Manager –</b>  | Ms. Carvalho reminded the Board that the next meeting is January 8 <sup>th</sup> .  |
| <b>Field Manager –</b>     | The report was emailed to the Board. Mr. Williams stated there are some dead palm fronds that need removal in Brightwood. Ms. Carvalho noted she would follow up. |
| <b>Lifestyle Manager –</b> | The report was emailed to the Board.  |

**Audience Comments and Supervisor Requests**

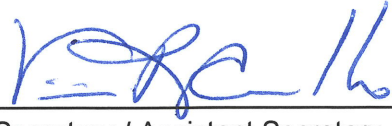
There were no audience comments or Supervisor requests at this time.

**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 December 11th, 2024, Board of Supervisor's Meeting for the North River Ranch Improvement Stewardship District was adjourned at 1:29 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson