

## **MINUTES OF MEETING**

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

**Wednesday, May 14, 2025, at 1:15 p.m.**

**8141 Lakewood Main Street,  
Bradenton, FL 34202**

Board Members present via phone or in person:

|                  |                     |             |
|------------------|---------------------|-------------|
| Pete Williams    | Chairperson         | (via phone) |
| Janice Snow      | Vice Chairperson    | (via phone) |
| John Leinaweaver | Assistant Secretary |             |
| John Blakley     | Assistant Secretary |             |
| Dale Weidemiller | Assistant Secretary |             |

Also present via phone or in person:

|                  |                                                |             |
|------------------|------------------------------------------------|-------------|
| Vivian Carvalho  | PFM Group Consulting LLC– District Manager     |             |
| Amanda Lane      | PFM Group Consulting LLC – District Accountant | (via phone) |
| Kwame Jackson    | PFM Group Consulting LLC – ADM                 | (via phone) |
| Jonathan Johnson | Kutak Rock – District Counsel                  | (via phone) |
| Rob Engel        | Stantec – District Engineer                    | (via phone) |
| Tom Panaseney    | Neal Communities – Developer                   | (via phone) |
| Andy Richardson  | Neal Land & Neighborhoods - Developer          | (via phone) |
| Jim Schier       | Neal Land & Neighborhoods - Developer          |             |
| Chris Fisher     | Clearview                                      | (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 1:17 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 April 9, 2025, Board of Supervisors' Meeting**
- 2. Advanced Aquatic Proposal for Midge Fly Treatment at Ponds 32 & 33**
- 3. Aqua Plumbing Proposal for Riverfield Verandah Leak**
- 4. Bay Area Bobcat Estimate for Dead Tree Removal**
- 5. Bay Area Bobcat Estimate for Tree Cutting in Wetland**
- 6. Clearview Proposal for Phase Line Modification**
- 7. Detweiler's Proposal for Brightwood Fire Pit Repairs**
- 8. FITREV Quote for Fitness Equipment Repairs**
- 9. Florida State Fence Estimate for Pickleball and Bike Park Gate Spring Hinge**
- 10. Floridian Environmental Landscape Proposal for Pond Bank Plantings**
- 11. Frontier Revised Camp Creek Internet Agreement**
- 12. Jones & Sons Proposal for Removing Bees at Trail Head**
- 13. Maddtraxx Proposal for Crosswalk Extension**
- 14. Maddtraxx Proposal for Fence, Concrete and Bollard Work**
- 15. Maddtraxx Proposal for Longmeadow Sidewalk Tie-In Replacement**
- 16. Maddtraxx Proposal for Mocassin Wallow Sidewalk Sod**
- 17. Maddtraxx Proposal for Phase 1B Bond Punch List**
- 18. Maddtraxx Proposal for Pond 21 Debris Removal**
- 19. Maddtraxx Proposal for Shell Trail Relocation**
- 20. Maddtraxx Proposal for Sidewalk and Sod at Model Home Parking Lot**
- 21. Maverick Estimate for County Wetland Signage**

22. Mend & Manage Quotation #779 for Brightwood Handyman Jobs
23. Mend & Manage Quotation #788 for Brightwood Handyman Jobs
24. Paving Crew Proposal for Brightwood Firepit Paver Replacement
25. Pool Table Pros Estimate for Brightwood Game Table Covers
26. Rayco Electric Quote for Irrigation Timer and Boring
27. S&G Pools Estimate for Brightwood Pool Ladder Repair
28. Stantec Change Order No. 2 Under Work Authorization No. 5
29. Steadfast Proposal for Painting Tree Stakes
30. Steadfast Proposal for Townhome 2 Wire System
31. Sunrise Proposal for Little River Plant Bed
32. Sunrise Proposal for Brightwood Pavilion Firepit Shell Replenishment
33. Sunrise Proposal for Grande River Entrance Plant Bed
34. Sunrise Proposal for Palm Removal and Replacement at Fort Hamer
35. Sunrise Proposal for Palm Removal and Replacement at Gallatin Trail and Lamine
36. Sunrise Proposal for Palm Removal and Replacement at Grande River
37. Sunrise Proposal for Riverfield Verandah Muhly Grass
38. Sunrise Proposal for Sawyer Rd Entry New Plantings
39. Payment Authorizations Nos. 123 – 127
40. Funding Requests Nos. 514 – 529
41. Series 2023 Neighborhood Infrastructure Requisitions Nos. 168 – 171

## **42. District Financial Statements**

The Board reviewed the items.

ON MOTION by Mr. Weidemiller, seconded by Mr. Leinaweaver, with all in favor, the Board ratified the Consent Agenda Items 1 – 42.

### **SECOND ORDER OF BUSINESS**

#### **Business Matters**

##### **Review of Letter from Supervisor of Elections, Manatee County**

Ms. Carvalho stated that as of April 15, 2025, there are 1,863 registered voters within the District per the letter from the Supervisor of Elections, Manatee County.

There was brief discussion regarding the number of registered voters as it related to the Board.

ON MOTION by Mr. Weidemiller, seconded by Mr. Blakley, with all in favor, the Board accepted the Letter from the Supervisor of Elections, Manatee County.

##### **Consideration of PFM Group Consulting LLC District Management Proposed Fee Increase**

Ms. Carvalho noted that PFM is requesting an increase for District Management.

Mr. Williams noted that usually management companies request a 2-3% increase each year. PFM has not taken an increase in a few years. They are requesting a 5% increase.

ON MOTION by Mr. Weidemiller, seconded by Mr. Williams, with all in favor, the Board approved PFM Group Consulting LLC District Management Proposed Fee Increase.

##### **Consideration of Resolution 2025-05, Approving a Preliminary**

## Budget for Fiscal Year 2026, and Setting a Public Hearing Date

Ms. Carvalho recommended August 13, 2025, at a different location, to hold the Public Hearing, as a larger room is needed. She gave an overview of the preliminary budget. The budget has been reviewed with the Developer group. The new landscaping proposals are included in the FY 2026 budget. The residents will be given notice of the increase in assessments.

The Board reviewed the preliminary budget.

Ms. Lane noted the assessments are increasing by 25% for each homeowner, which is \$1,262.78 annually. This increase is mainly for the increase in Field Operations, Landscaping, and the repayment of the Developer loan.

Ms. Carvalho reviewed what would be included in the assessment notice. She noted it will include an explanation of the increase.

There was brief discussion regarding the reasons for the increase in the budget and assessments.

Mr. Williams noted the differences between the HOA budget and the Stewardship District budget. The SD budget is based on actual need for the Fiscal Year.

Ms. Snow noted the budget, and assessments are shared with new homebuilders and the budget is shown on the Developer's official website. The legalities are handled by District Management.

There was a brief discussion regarding what should be included in the letter explanation. It was recommended to include how close the District is to build out, in order to notate that the budget will level out.

The Board decided on August 13, 2025, at 2:00 p.m., to hold the Public Hearing. The location is to be determined.

ON MOTION by Mr. Weidemiller, seconded by Mr. Williams, with all in favor, the May 14<sup>th</sup>, 2025, Board of Supervisor's Meeting for the North River Ranch Improvement Stewardship District was recessed at 1:33 p.m.

ON MOTION by Mr. Weidemiller, seconded by Mr. Blakely, with all in favor, the Board of Supervisor's Meeting for the North River Ranch Improvement Stewardship District was reconvened at 1:41 p.m.

ON MOTION by Mr. Weidemiller, seconded by Mr. Williams, with all in favor, the Board approved Resolution 2025-05, Approving a Preliminary Budget for Fiscal Year 2026, in the amount of \$4,151,928.78, and Setting a Public Hearing Date for August 13, 2025, at 2:00 p.m.

**Review of Proposals for  
Brightwood Second Asphalt Lift**  
a. Ajax Paving Industries of  
Florida, LLC  
b. Florida Asphalt &  
Concrete

Mr. Panaseney gave an overview of the proposals. He noted that the infrastructure is completed for Phases 1B, 1C, 1D, East and West. It is time to install the final asphalt lift. Two proposals have been received for the needed scope of work. The proposal from Ajax Paving Industrial of Florida, LLC was for \$526,445.20. The proposal from Florida Asphalt and Concrete was for \$537,053.02. The recommendation is to move forward with Ajax. It was noted they will help with communication for the residents and the traffic updates.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the Ajax Paving Industries of Florida, LLC, Proposal for Brightwood Second Asphalt Lift.

**Consideration of Change Order  
Nos. 12 & 13 for RIPA &  
Associates**

Mr. Engel gave an overview of the change orders. Change Order No. 12 is for the Amenity Center work in Phase 4C. It is for an increase of \$7,381.25. Change Order No. 13 is for additional roadwork in the food truck parking area. It is for an increase of \$207,740.17. He noted the dates/days need adjustment on the completion contracts. He is working to update this, and it will be brought before the Board at the next meeting.

ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board approved Change Order Nos. 12 and 13 for RIPA & Associates.

**Consideration of Stantec Change  
Order No. 11 to Work  
Authorization No. 1**

Mr. Engel gave an overview of the change order. This is for general services for the District from Stantec. This is for an increase of \$20,000.00. This is related to the Deer Park bid and the landscape and maintenance bid.

ON MOTION by Mr. Williams, seconded by Mr. Weidemiller, with all in favor, the Board approved the Stantec Change Order No. 11 to Work Authorization No. 1.

**Consideration of Steadfast  
Change Order No. 1 for Phase 4E  
Landscape and Irrigation**

Mr. Panaseny gave an overview of the change order. It was for changes in the landscape material based on the conditions of the community. It was for an increase of \$58,381.72.

ON MOTION by Mr. Blakley, seconded by Mr. Williams, with all in favor, the Board approved the Steadfast Change Order No. 1 for Phase 4E Landscape and Irrigation.

**Consideration of Steadfast Interim  
Landscape Maintenance Contract  
for Zone 7**

Ms. Carvalho noted Zone 7 was not included with the original RFP. This is for that addition to the contract. It was noted the scope of work is consistent with the other entities.

Mr. Panaseny recommended moving forward with the RFP process next year for that zone.

ON MOTION by Mr. Williams, seconded by Mr. Weidemiller, with all in favor, the Board approved the Steadfast Interim Landscape Maintenance Contract for Zone 7.

**Review and Acceptance of FY  
2024 Audit Report**

Ms. Carvalho noted the report has not been received as of yet. This item will be on the next agenda.

**Review and Acceptance of  
Arbitrage Report – Series 2019A-1  
& 2019A-2 (Morgan’s Glen)**

Ms. Carvalho stated this is a requirement every 5 years. She noted that no arbitrage rebate liability or yield reduction is due.

ON MOTION by Mr. Williams, seconded by Mr. Snow, with all in favor, the Board accepted the Arbitrage Report – Series 2019A-1 & 2019A-2 (Morgan’s Glen).

Mr. Jackson noted the report will now be required every year. This is noted in the administrative cost in the budget.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

|                             |                                                                                                                                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>District Counsel –</b>   | Mr. Johnson noted that the first seat on the Board transitions to a homeowner happens when there are 3,463 registered voters. He also noted the several legislative bills did not change this session as they relate to the District. |
| <b>District Engineer –</b>  | No report.                                                                                                                                                                                                                            |
| <b>District Manager –</b>   | Ms. Carvalho stated the next Board Meeting is June 11, 2025, at 1:15 p.m.                                                                                                                                                             |
| <b>Field Manager –</b>      | The report was included in the packet for the Board.                                                                                                                                                                                  |
| <b>Lifestyle Director –</b> | The report was included in the packet for the Board.                                                                                                                                                                                  |

**Audience      Comments      and  
Supervisor Requests**

Mr. Weidemiller asked for clarification regarding the contract for Zone 7. It was noted this is included in the upcoming budget. He also discussed the timing of change orders. He requested change orders to be reviewed by the Developer prior to coming before the Board.

Mr. Panaseney noted that the Camp Creek Amenity pools have been certified by the Health Department and approved to open. The park and pickleball courts are already open.

Ms. Snow gave a few updates regarding the staff for Camp Creek. There will be a grand opening at the end of May.

There were no further 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 Mr. Blakley, seconded by Mr. Leinaweaver, with all in favor, the May 14<sup>th</sup>, 2025, Board of Supervisor's Meeting for the North River Ranch Improvement Stewardship District was adjourned at 2:03 p.m.

  
Secretary / Assistant Secretary

  
Chairperson / Vice Chairperson