

MINUTES OF MEETING

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

Wednesday, August 13, 2025, at 2:00 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	

Also present via phone or in person:

Vivian Carvalho	PFM Group Consulting LLC– District Manager	
Amanda Lane	PFM Group Consulting LLC – District Accountant	
Kwame Jackson	PFM Group Consulting LLC– ADM	
Jonathan Johnson	Kutak Rock – District Counsel	
Tom Panaseney	Neal Communities – Developer	
Andy Richardson	Neal Land & Neighborhoods - Developer	(via phone)
John McKay	Consultant – J.H. McKay LLC	
Rob Engel	Stantec – District Engineer	(via phone)
Cori Morgan	Lifestyle Director	(via phone)
Chris Fisher	Clearview Land Design, P.L	(via phone)
Various Audience Members		

FIRST ORDER OF BUSINESS

Administrative Matters

Call to Order, Roll Call, and Pledge of Allegiance

The Board of Supervisors' Meeting for the North River Ranch ISD was called to order at 2:00 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.

The Pledge of Allegiance was recited.

Public Comment Period

Mr. Williams gave an overview of the district, the public comment process, and the Public Hearing process.

A resident from Brightwood noted that the mailboxes are very dark and need lighting. She also noted there are major potholes in the roads near the pavilion area. Lastly, she commented regarding the landscaping in Brightwood and noted it does not have nice landscaping, such as palm trees as the other communities do. She also noted there are weed issues.

A resident living on Arrow Creek Drive made a comment regarding issues with the ponds. He noted it may be an outlet failure.

Ms. Smith, a resident, noted there is a dead palm tree behind her neighbor's house on Gallatin Trail. She had a comment regarding water not draining on the road in front of her home and asked if there was a plan to bring in the asphalt to lift the road.

Mr. Williams noted that any issues or questions can be emailed to District Management. They should be emailed right away; residents do not have to wait for a meeting. This allows issues to be addressed more quickly and easily.

A resident living on Canyon Creek Trail noted that the gates have been broken since Hurricane Milton. She also noted that there is a dead palm tree near her home. She has notified HOA but has had no communication. Lastly, she had a comment regarding parking issues.

Mr. Williams noted the CDD has nothing to do with the HOA and cannot direct them to do anything.

Another resident asked for clarification on the CDD versus the HOA. Ms. Snow noted there is an FAQ on the District's website related to that clarification.

There were no further public comments.

Consent Agenda

- 1. Minutes of July 17, 2025, Board of Supervisors' Rescheduled Meeting**
- 2. Advanced Aquatics Service Agreement Addendum**
- 3. Clearview Proposal for Phase 4-F1 Inspection and Certification**
- 4. David Kersey Proposal for Brush Clearing by Hospital**

5. FITREV Proposal for Slam Balls
6. Forsberg Proposal for Relocation of Water Whips
7. Golf Car Outlet Proposal for ClubCar Repairs
8. Impact Proposal #007 for Phase 2 Replacement Trees and Shrubs
9. Impact Proposal for Palm Replacement at Spruce River Way Lift Station
10. Impact Proposal for Phase 4 Plantings and Mulch
11. MaddTraxx Proposal for ADA Mat Replacement
12. MaddTraxx Proposal for Amenity Island Repair and Enhancement
13. MaddTraxx Proposal for Baraboo Way House Clean Up
14. MaddTraxx Proposal for Bush Hogging Trailer Compound
15. MaddTraxx Proposal for Meadow River Way Washout Repairs
16. MaddTraxx Proposal for Moving Canteen Material
17. MaddTraxx Proposal for Riverfield Trail Washout Repairs
18. MaddTraxx Proposal for Shell Trail Replenishment
19. Ron Litts Proposal for Tree Fertilization
20. Steadfast Estimate for Enhancement of Ft Hamer Islands and Roundabout
21. Sunrise Proposal for Brightwood Bermuda Grass Fertilization
22. Payment Authorizations Nos. 137 – 138
23. Funding Requests Nos. 559 – 567
24. District Financial Statements

The Board reviewed the items.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board ratified the Consent Agenda Items 1 – 24.

SECOND ORDER OF BUSINESS

Business Matters

Consideration of Resolution 2025-08, Adopting Goals, Objectives, and Performance Measures and Standards

Ms. Carvalho noted this is an annual statutory requirement that went into effect last year. The completed report will be posted on the district's website at the end of the year.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved Resolution 2025-08, Adopting Goals, Objectives, and Performance Measures and Standards.

Public Hearing on the Adoption of the District's Annual Budget

- a. Public Comments and Testimony**
- b. Board Comments**
- c. Consideration of Resolution 2025-09, Adopting the Fiscal Year 2025/2026 Budget and Appropriating Funds**

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board opened the Public Hearing on the Adoption of the District's Annual Budget.

Mr. Williams gave an overview of the budget, the assessments, and the required deadlines. He noted the assessments are placed on the tax roll once a year. He also noted the differences between a CDD budget and an HOA budget. He also gave an overview of how the budget is created.

There was brief discussion regarding the 30-year bond payment. Mr. Williams gave an overview of the difference between the Operating and Maintenance budget and the Debt Service budget. He also reviewed the assessment amounts and how they are totaled.

There were several residents commenting regarding the holiday lighting cost, landscaping issues, the assessments, and the possibility of trimming down the budget.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board closed the Public Hearing on the Adoption of the District's Annual Budget.

Mr. Williams addressed the residents' questions. He reviewed what is included in the holiday lighting cost and noted it is not just for the décor, but for the company to put them up, take them down, and for storage year-round. It was noted that Sunrise is the current landscaping vendor, but the district is currently looking for other vendors.

Mr. Jackson noted that Sunrise is no longer the vendor in Riverfield. As of June 1, 2025, it is now Yellowstone Landscaping.

Mr. Williams noted all ponds are treated the same regardless of age. No water is pumped in or out. All ponds are different based on their location. The District Engineer keeps track of the ponds to make sure they are flowing properly.

Mr. Williams gave an overview of the assessments and process of collection. He also noted the two parts that are placed on the tax roll, the Debt Service and the Operations and Maintenance budgets. If any explanations are needed, residents can send them to District Management.

Mr. Williams noted the budget is reviewed by all District Staff and gave an overview of the budget process. He noted the district is fiscally responsible.

There was a question regarding the carry forward amount. Mr. Williams noted this goes into reserves or contingency. This is used for future projects or emergencies. It can sometimes be used to lower assessments.

Another resident had a comment regarding voting against holiday decorations, or the monuments. Mr. Williams noted the monuments are at the entrances. It was noted the residents do not vote on the budget or what is included in it. The residents only vote for the Board during the election process.

There was a brief discussion on how the budget funds are allocated. It was noted it is set up by the Board and District Management, based on historical expenses, current financial statements and projected future needs.

A resident had a comment regarding pool maintenance. He noted non-residents are using the pool. He requested signage stating the pool is only for North River Ranch residents or authorized users only. Mr. Williams, noted personnel, has been hired to deal with the issues, but they are not there 24-7. The Board will follow up regarding signage.

There was brief discussion regarding stocking the ponds and fishing. Ms. Snow noted it is a non-fishing community.

Ms. Snow noted the HOA does not own anything in the community and gave an overview of the CDD jurisdiction versus the HOA.

A resident noted if there are any streetlights out, they need to notify the CDD. Mr. Williams noted including the pole number in any requests. Mr. Jackson recommended contacting PRECO; all contact information is on the district's website.

Ms. Snow noted there will be a second lift placed on the asphalt in Brightwood next week. She reminded residents to check their emails for updated communication.

There was brief discussion regarding the gates in Riverfield. Mr. Jackson noted there have been numerous issues with the gates since Hurricane Milton with multiple repairs and replacements. It is an ongoing issue that is being addressed.

Ms. Carvalho noted the budget is for a net revenue total of \$4,151,928.78.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved Resolution 2025-09, Adopting the Fiscal Year 2025/2026 Budget and Appropriating Funds.

**Public Hearing on the Imposition
of Special Assessments**

- a. Public Comments and Testimony
- b. Board Comments
- c. Consideration of Resolution 2025-10, Adopting an Assessment Roll for Fiscal Year 2025/2026, and Certifying Special Assessments for Collection

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board opened the Public Hearing on the Imposition of Special Assessments.

Mr. Williams noted the assessments are based on the approved budget.

Ms. Carvalho gave an overview of the resolution and assessments.

A resident had a comment regarding the significant trash where the builders are set up.

Another resident had a comment regarding the assessment increase. Mr. Williams noted the assessments will increase based on inflation rates but should stabilize. The only upcoming increased expense will be in landscaping.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board closed the Public Hearing on the Imposition of Special Assessments.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved Resolution 2025-10, Adopting an Assessment Roll for Fiscal Year 2025/2026, and Certifying Special Assessments for Collection.

Consideration of Resolution 2025-11, Adopting the Annual Meeting Schedule for Fiscal Year 2025/2026

Ms. Carvalho reviewed the annual meeting schedule.

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved Resolution 2025-11, Adopting the Annual Meeting Schedule for Fiscal Year 2025/2026.

Consideration of Resolution 2025-12, Expressing Intent to Use Uniform Method Related to 2024 & 2025 Boundary Amendments

Mr. Johnson noted the Board needs to choose a date.

The Board agreed on October 10, 2025.

ON MOTION by Ms. Snow, seconded by Mr. Blakley, with all in favor, the Board approved Resolution 2025-12, Expressing Intent to Use Uniform Method Related to 2024 & 2025 Boundary Amendments.

Consideration of Clearview Land design P.L. Change Order #14

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the Clearview Land Design P.L. Change Order #14.

**Review and Acceptance of
Arbitrage Report – Series 2019A-1
& 2019A-2**

Ms. Carvalho noted this is a requirement for Trust Indenture.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board accepted the Arbitrage Report – Series 2019A-1 & 2019A-2.

**Discussion of Landscape
Maintenance Services**

Ms. Carvalho gave an overview and noted the RFP has been completed for Zone 3. Impact Landscaping will start August 25, 2025, on a temporary basis, for a total annual cost of \$206,774.10, pending Board approval.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the proposal from Impact Landscaping for Zone 3.

Ms. Carvalho noted a termination notice will be sent to Sunrise Landscaping to be effective August 25, 2025, pending Board approval.

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the Termination Letter to be sent to Sunrise Landscaping, with final execution by the Chair.

Ms. Carvalho noted the district will need to proceed with an RFP for Zone 3 for a permanent landscaping vendor. Impact Landscaping's contract will be month to month until the process has been completed. The budget threshold is \$195,000.00.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the RFP process for a Permanent Landscaping Vendor for Zone 3.

Ms. Carvalho, stated District Management, is working with the Development team for restoration that will need to take place due to the condition of the area. There will be negotiations with Sunrise to have a lowered final bill.

Ms. Carvalho also noted there is a proposal for work that needs to be done on the berm. This is for a not-to-exceed amount of \$28,000 from Steadfast.

There was brief discussion regarding the location and the replacement. Ms. Snow noted the area has been split into 7 zones for landscaping.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the proposal from Steadfast for a not-to-exceed amount of \$28,000.00.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel –

No report.

District Engineer –

Mr. Engel noted he is able to assist with any resident questions regarding infrastructure.

Mr. Jackson noted the District Engineering team has done an assessment of the ponds and noted they are at the correct levels per SWFWMD requirements. There is work being done on the aesthetics of the ponds.

It was noted the road drainage issue should be fixed with the asphalt lift that is being done.

District Manager –

Ms. Carvalho stated the next Board Meeting will be September 10, 2025, at 1:15 p.m., at the previous location

Ms. Carvalho noted there was an incident that happened at the Camp Creek pool on July 29, 2025. On-site staff addressed the

issue with the residents as there was broken glass in the pool. The residents' access cards were deactivated at that time. The Board needs to decide as to how long that suspension will be.

There was discussion regarding the incident and the suspension. Mr. Williams noted apology letters from the residents have been received. He requested a community services aspect to be added to the suspension. It was noted this can be done, but on-site staff will have to be the ones to oversee the community service. Once the suspension is completed, an appeal can be made by the resident. Mr. Johnson recommended sending a letter of suspension through the September meeting and noting that the Board will consider further suspension and/or community service at that time.

The Board will follow up with onsite staff availability regarding the community service option.

ON MOTION by Ms. Snow, seconded by Mr. Williams, with all in favor, the Board approved resident notification by Suspension Letter noting the September 10, 2025, date, at which point the Board will make further decisions.

Field Manager –

The report was included in the packet for the Board.

Lifestyle Director –

The report was included in the packet for the Board. Ms. Snow noted the Business Center and the Canteen will be opened soon.

**Audience Comments and
Supervisor Requests**

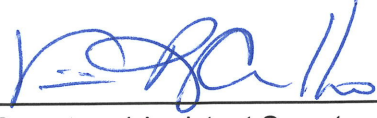
There were no further audience comments or Supervisor requests at this time.

FOURTH ORDER OF BUSINESS

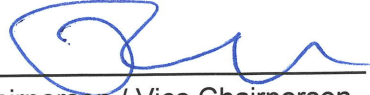
Adjournment

There was no further business to be discussed.

ON MOTION by Mr. Blakley, seconded by Ms. Snow, with all in favor, the August 13th, 2025, Rescheduled Board of Supervisor's Meeting for the North River Ranch Improvement Stewardship District was adjourned at 3:10 p.m.



Secretary / Assistant Secretary



Chairperson / Vice Chairperson