MINUTES OF MEETING

NORTH RIVER RANCH IMPROVEMENT STEWARDSHIP DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES
Wednesday, September 10, 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 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)
Tom Panaseny	Neal Communities – Developer	(via phone)
Andy Richardson	Neal Land & Neighborhoods - Developer	(via phone)
Jeff Ramer	Neal Land & Neighborhoods	(via phone)
John McKay	Consultant – J.H. McKay LLC	
Rob Engel	Stantec – District Engineer	(via phone)
Cori Morgan	WTS- Lifestyle Director	(via phone)
Chris Fisher	Clearview Land Design	(via phone)
Various Audience Members		

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 1:18 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 August 13, 2025, Board of Supervisors' Meeting**
2. **Ratification of FitRev Fitness Equipment**
3. **Ratification of Impact Landscaping Proposal for Brightwood**
4. **Ratification of Impact Landscaping Proposal for Wildleaf Trail**
5. **Ratification of MaddTraxx Proposal for Brightwood Pond Slope Repair**
6. **Ratification of Sunrise Landscape Proposal for Bismark Removal**
7. **Ratification of Yellowstone Landscape Zone #2 Enhancement Proposal**
8. **Ratification of Steadfast Phase 1 Landscape Enhancement Proposal**
9. **Ratification of Impact Landscaping North River Ranch Area Proposal**
10. **Ratification of Sunrise Landscape Sod Repair in Event Field**
11. **Ratification of Sunrise Landscape Roundabout Enhancement Proposal**
12. **Ratification of Brightwood Playground Area Ribbon Palm Installation**
13. **Ratification of Sunrise Landscape Bismark Palm Pruning**

14. **Ratification of Impact Landscaping Camp Creek Proposal**
15. **Ratification of Golf Cart Outlet, LLC Repairs**
16. **Ratification of Impact Landscaping Proposal for Pump Park Sod and Irrigation**
17. **Ratification of Florida Asphalt & Concrete Proposal for Brightwood 2nd Lift**
18. **Ratification of FEDCO Proposal for Street Light Conduit System Installation**
19. **Payment Authorizations Nos. 139 – 142**
20. **Funding Requests Nos. 568 – 580**
21. **District Financial Statements**

The Board reviewed the items.

> ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board ratified the Consent Agenda Items 1 – 21.

<u>SECOND ORDER OF BUSINESS</u> **Business Matters**

Review and Consideration of Certificate of Completion for Series 2019 A-1 and Series A-2 (Brightwood Project)

Mr. Engel gave an overview of the Certificate of Completion. It was noted that this deems the project completed.

> ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the Certificate of Completion for Series 2019 A-1 and Series A-2 (Brightwood Project).

Consideration of Advanced Aquatic Planting Proposal

This item was tabled.

Consideration of CO#1 with Frederick Derr & Company for Deer Park Phase 1A & 1B Project

Mr. Engel gave an overview of the change order. He noted this is the first change order for that project and represents the direct purchase of materials and the savings in sales tax. This is for a deduction of $1,372,324.57 and a savings in sales tax of $77,867.27.

ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board approved the CO#1 with Frederick Derr & Company for Deer Park Phase 1A & 1B Project.

Consideration of CO#12 to Stantec Work Authorization No. 1

Mr. Engel gave an overview of the change order. He noted this is a request for a new budget of $60,000.00 for general engineering services. This is an annual cost and is for the new fiscal year.

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved CO#12 to Stantec Work Authorization No. 1.

Consideration of CO#1 with RIPA & Associates for NRR Phase IV- F-1

Mr. Engel gave an overview of the change order. He noted this represents the direct purchase of materials and the savings in sales tax. This is for a deduction of $219,024.37 and a savings in sales tax of $12,444.77.

ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board approved CO#1 with RIPA & Associates for NRR Phase IV-F-1.

Consideration of CO#14 with RIPA & Associates for NRR Phase 4C Amenity Center

Mr. Engel gave an overview of the change order. This project started in February 2023 and there was a delay, and this change order adds 180 days to the project to bring it current. There is a memo from Mr. Fisher, the engineer on record, attached.

Mr. Fisher noted there is photo documentation to support the delay.

It was noted there are no monies attached to this change order.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved CO#!14 with RIPA & Associates for NRR Phase 4C.

THIRD ORDER OF BUSINESS — **Other Business**

Staff Reports

District Counsel – No report.

District Engineer – Mr. Engel gave an update on the Brightwood and Riverfield resident concerns with the ponds and their levels. He noted they have been inspected and will be creating a memo summary by the end of the week.

Mr. Engel gave an overview of the Brightwood summary related to the ponds and their levels. He noted the ponds in Brightwood are at their right levels for the season, but there is drainage being diverted due to the construction. Therefore, the ponds are higher than they normally would be for the season, which has killed the sod along the banks.

Mr. Williams noted the Bahia sod should come back once the water has returned to their normal levels.

Mr. Engel gave an overview of the Riverfield summary related to the ponds and their levels. He noted the ponds were slightly above level in some areas, but others were where they should be for the season. The water levels have been held up due to the downstream system and the vegetation has died to being covered by the water. He is going to review this area again to confirm the issues. It was noted the Buffalo Canal system may need maintenance in some areas and is still recovering from storms, which back-floods the lakes.

There was brief discussion regarding Buffalo Canal and the issues. It was noted that Buffalo Canal is a Manatee County conduit. The Board recommended reaching out to Manatee County to notify them of the issues and to request a summary of their current and future plans. Mr. Engel noted there is construction happening downstream that may be causing the problems as well.

There was also brief discussion regarding the issues related to the aquifer and if charting the aquifer levels would be necessary. Mr. Engel noted this is completely linked to the Buffalo Canal, not the aquifers.

When Mr. Engel provides his summary and receives a response from the County, the Board will move forward with a proposal for next steps.

District Manager – Ms. Carvalho stated the next Board Meeting will be October 8, 2025, at the same location. New calendar invites are forthcoming.

She noted there was a resident that dumped his palm fronds into the pond bank and pond behind his home. A violation and fee for the removal of the fronds has been sent to the resident. The resident is requesting a waiver for the fee of $240.00.

Ms. Snow noted it has already been cleaned up as it could have caused damage to the pond and surrounding area.

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the Fee for Pond Frond Dumping to be assessed to the Resident in the amount of $240.00.

Ms. Carvalho noted the responsibility of Field Services will be transitioning to an onsite representative and she has been working with the Development team to hire this person. Mr. Ramer will be the new Field Services representative starting October 1. She requested a motion to remove the Field Services section that exists within the PFM District Management contract and move it to the contract with Jeff Ramer for those services.

ON MOTION by Mr. Williams, seconded by Ms. Snow, with all in favor, the Board approved the Removal of Field Services from the PFM contract and proceeding to enter into a contract for those services with Jeff Ramer.

There was brief discussion regarding Field Services. It was noted Mr. Ramer was a Neal Lands employee and background of the services will be provided to the Board at a subsequent meeting.

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 Camp Creek Business Center is open and gave an overview of the area. The next section to open will be the canteen.

Audience Comments and Supervisor Requests

There was brief discussion regarding waiving the violation fee for the resident.

Mr. Johnson noted he will review with Ms. Carvalho for future reference.

There was also discussion regarding the resident incident related to broken glass in the pool.

Ms. Carvalho noted a suspension of amenity privileges letter was drafted by District Counsel for the resident. There will be a hearing at the October meeting which the resident can attend to appeal the suspension.

Mr. Williams requested the additional steps related to the Certificate of Completion, in order for the District to be in compliance with the Trust Indenture.

Mr. Johnson gave an overview and noted a copy of that certificate will be provided to the Trustee. It may release some remaining funds that are held under the indenture. Mr. Johnson will follow up with Mr. Engel.

There was brief discussion regarding the community map. It was recommended to have a water flow/drainage map done by the District Engineer. It was noted the ponds are stormwater drainage ponds, not for aesthetics.

Mr. Engel confirmed he can create that map.

Mr. Williams noted the map will help residents understand the pond system.

Mr. Engel will work with Mr. Fisher on the map, and it should be completed prior to the next meeting.

Mr. Weidemiller commented regarding the CCNR and noted the successful projects in the prospectus.

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. Williams, seconded by Mr. Leinaweaver, with all in favor, the September 10th, 2025, Rescheduled Board of Supervisor's Meeting for the North River Ranch Improvement Stewardship District was adjourned at 1:52 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson