

## **MINUTES OF MEETING**

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

**Wednesday, January 14, 2026, 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 Blakley	Assistant Secretary
Dale Weidemiller	Assistant Secretary
John Leinaweaver	Assistant Secretary

Also present:

Vivian Carvalho	PFM Group Consulting LLC – District Manager	
Kwame Jackson	PFM Group Consulting LLC – ADM	(via phone)
Kristin Lasky	PFM Group Consulting LLC – Admin	(via phone)
Amanda Lane	PFM Group Consulting LLC – District Accountant	(via phone)
Jonathan Johnson	Kutak Rock – District Counsel	(via phone)
Rob Engel	Stantec – District Engineer	(via phone)
Tom Panaseney	Neal Land & Neighborhoods – Developer	(via phone)
John McKay	J.H. McKay, LLC – Consultant	
Jeff Ramer	Field Services Operation Manager	(via phone)
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 1:16 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 10, 2025, Board of Supervisors' Meeting**
- 2. FitRev Proposal for Brightwood Gym Bench Pad**
- 3. Frontier Agreement for Internet Service at Arrow Creek Drive Gates**
- 4. Geopoint Proposal for Power Lot Staking**
- 5. Impact Proposal for Brightwood Pavilion Ribbon Palm Replacement**
- 6. Lewis Consulting Proposal for Riverfield Shell Path Surveillance Cameras**
- 7. Maddtraxx Proposal for Pipe Crossings for Medway**
- 8. Maverick Proposal for Phase 2 Median Signage**
- 9. Premier Outdoor Lighting Proposal for Brightwood Monument Repair**
- 10. Steadfast Proposal for Camp Creek Hedge Replacement**
- 11. Yellowstone Proposal for Zone 1 Irrigation Mainline Repair**
- 12. Yellowstone Proposal for Zone 1 Irrigation Repairs**
- 13. Yellowstone Proposal for Zone 1 Sod Replacement**
- 14. Yellowstone Proposal for Zone 2 Irrigation Controller Repairs**
- 15. Yellowstone Proposal for Zone 2 Irrigation Repairs**
- 16. Payment Authorizations Nos. 155 – 159**
- 17. Funding Requests Nos. 620 – 634**

The Board reviewed the items.

ON MOTION by Mr. Weidemiller, seconded by Mr. Williams, with all in favor, the Board approved the Consent Agenda Items 1 – 18.

**SECOND ORDER OF BUSINESS**

**Business Matters**

**Consideration of Increase to  
Credit Card Limit for Lifestyle  
Director**

Ms. Carvalho noted the current limit for Ms. Morgan's credit card is \$3,500.00.

Ms. Snow noted the current limit for Bryan's is \$1,500.00. She also noted that many items are reimbursed to the District by the developer's marketing department's contributions. An increase is needed based on the purchases needed for the events. Ms. Snow recommended an increase to \$6,500.00.

There was lengthy discussion regarding the limit and increase.

Mr. Williams noted receipts need to be supplied in a timely manner to District Management for reconciliation.

Mr. Williams recommended an increase to \$6,000.00 and to have Ms. Morgan provide a three-month report to the Board on how the funds are being used. This increase can be revisited if needed.

Ms. Snow gave an overview of the programming budget.

It was noted that Ms. Lane does the reconciliation for the credit card charges and verifies the charges are legitimate with Ms. Morgan.

There was continued discussion regarding the increase. It was noted only Ms. Morgan's limit will change, not Bryan's.

ON MOTION by Mr. Weidemiller, seconded by Mr. Williams, with all in favor, the Board approved the Increase to the Credit Card Limit for the Lifestyle Director, to the amount of \$10,000.00.

### **Consideration of RIPA Change Orders 2 & 11**

Mr. Engel gave an overview of Change Order 2 and noted it is for Phase 4F1 project for additional utility work to the water and reclaimed line. It is for an increase of \$60,870.00.

ON MOTION by Mr. Weidemiller, seconded by Mr. Blakley, with all in favor, the Board approved the RIPA Change Order #2 Related to 4F1 utility work.

Mr. Engel gave an overview of Change Order 11 and noted it is for Phase 4E and F project for removal and replacement of over 300 feet of curb and sidewalk. It is for an increase of \$22,752.50.

There was brief discussion regarding the types of curbs and timeline listed in the change orders. It was noted Change Order 11 has an increase of 40 days, but this will be corrected as no additional days have been requested.

ON MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the RIPA Change Order #11 Related to 4E/4F curb and sidewalk, with day adjustment removed.

It was noted the change order will be amended prior to signature execution.

### **THIRD ORDER OF BUSINESS**

#### **Other Business**

#### **Staff Reports**

**District Counsel –** No report.

**District Engineer –** No report.

**District Manager –**

- **Consideration of Off-Duty Sheriff to Monitor the Riverfield Shell Path to Address the E-bikes and Motorcycle Issues**

- **Consideration of Request to Proceed with Landscape Maintenance RFP for Zones 3 and 7**

Ms. Carvalho gave an overview and noted there have been several issues with electric bikes (e-bikes) on the Riverfield Shell Path which causes damage to the path and is a safety hazard. It was recommended to hire an off-duty sheriff to patrol, and the Board reassess in a couple of months.

There was discussion regarding the path and the enforcement. It was noted that only pedestrians are allowed on the path and there are bollards in place. Trespass warrants could be issued, but signs have to be placed every 500 feet.

Ms. Carvalho recommended hiring a security company. It was noted these are most likely not residents causing the issues.

Mr. Weidemiller recommended placing cameras.

Mr. Williams recommended authorizing District Management to hire the off-duty sheriff and to verify the enforcement. The patrol schedule could be three four-hour shifts.

Ms. Snow requested that District Management reach out to the neighboring communities regarding the issue.

There was brief discussion regarding an Interlocal Agreement. Mr. Johnson noted an Interlocal Agreement was recently delivered to the County regarding parking. District Counsel will follow up with County officials on recommendations regarding the e-bike issues.

ON MOTION by Mr. Williams, seconded by Mr. Weidemiller, with all in favor, the Board authorized District Management to hire an Off-Duty Sheriff to Monitor the Riverfield Shell Path to address the E-bikes and Motorcycle issues.

Ms. Carvalho gave a historical overview of the landscaping and irrigation RFP process. It was noted that Zone 7 is now completed and needs a vendor. The vendor in Zone 3 was not providing satisfactory work.

Mr. Jackson noted the previous vendor for Zone 3 was Sunrise Landscaping. They were terminated after unsatisfactory performance, and an interim agreement was done with Impact Landscaping.

ON MOTION by Mr. Williams, seconded by Mr. Leinaweaver, with all in favor, the Board approved the Request to Proceed with Landscape Maintenance RFP for Zones 3 and 7.

Ms. Carvalho stated the next Board Meeting will be on February 11, 2026.

**Field Manager –** No report.

**Lifestyle Director –** Ms. Snow gave an overview of the report.

**Audience Comments and  
Supervisor Requests**


There were no 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 Ms. Snow, with all in favor, the January 14<sup>th</sup>, 2026, 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