

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the October 10, 2023,
Board of Supervisors' Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES**

**Tuesday, October 10, 2023, at 11:00 a.m.
6853 Energy Court, Lakewood Ranch, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson
David Trast	Vice Chair
Kirk Fegley	Assistant Secretary
Phil Davis	Assistant Secretary
James Sverapa	Assistant Secretary

Also Present via Speaker or in Person:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	(via phone)
Venessa Ripoll	District Manager - PFM Group Consulting LLC	
Rick Montejano	PFM Group Consulting LLC	(via phone)
Andy Cohen	Persson, Cohen, Mooney, Fernandez & Jackson PA	
Bill Conerly	District Engineer	(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Board of Supervisors' Meeting for the Blackburn Creek CDD was called to order at 11:03 a.m. by Ms. Ripoll. Those in attendance are outlined above either in person or via speaker phone.

Public Comment Period

There was no one from the public present at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
September 19, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Johnson seconded by Mr. Trast, with all in favor, the Board approved the Minutes of the September 19, 2023, Board of Supervisors' Meeting.

District Engineer Project Update

a. Sewer Viewer

b. Preventative Maintenance Plan

c. Finn Outdoor – work was completed, and Rob is going to provide a report

Ms. Ripoll stated that Sewer Viewer had been on property and Mr. Conerly stated that the work had been completed, the temporary meter for the hydrants has been removed which may have a refund associated with it. He also mentioned that Finn Outdoor has also completed their work on property and there were no issues, Mr. Engel is working on a report that should be ready with a week or so. Mr. Trast requested that a report with photos be sent to the supervisors when complete. Mr. Conerly stated that they have begun to set up some of the information associated with the Preventative Maintenance Plan, they have created a Sharefile website where they will continue to upload record drawings and items that are necessary to understand how the project was permitted and constructed. They have also been modifying the graphics and will have an updated graphic that will include some additional information concerning areas that will be focused on in the first phase of the preventative maintenance program that is slated to start the next fiscal year. Mr. Conerly suggested that they step out of the District Engineering position and have another entity become the District Engineer.

ON MOTION by Mr. Trast seconded by Mr. Sverapa, with all in favor, the Board approved to move forward to work on an RFQ for District Engineering Services.

Update from Counsel on District Responsibilities

1. Update on Operating Rules

2. Work on Summary of Facilities

Mr. Cohen stated that Counsel is currently working on updating the operating rules. He has not heard back yet from Mr. Vogler concerning the responsibility of the CDD with the curbs and gutters that are a part of the roadways.

Discussion Regarding HOA Turnover

Mr. Johnson mentioned that there is a movement to dissolve all the HOA neighborhoods and make them one. District staff will look through the District's records to determine what was paid for by and belongs to the District.

ON MOTION by Mr. Johnson seconded by Mr. Trast, with all in favor, the Board approved for the District Manager to go through the requisitions.

Review and Acceptance FY 2022 Audit Report

The Board had some comments about the report that they had received, they had noticed some errors that were made and believe there are things that need to be mentioned in the report. District staff will work with the Board concerning their questions and send them to the auditor. This item will be left on the agenda. Ms. Ripoll stated that she would let the Board know if a special meeting is needed in the future. Ms. Carvalho suggested that a member of the Board work with management concerning the changes they want made to the Audit Report.

Review of Reserve Study

Mr. Trast asked this item be deferred to the next meeting and that the Board send Ms. Ripoll any questions they have concerning the Reserve Study.

Ratification of Payment Authorization Nos. 205 – 206

ON MOTION by Mr. Fegley seconded by Mr. Trast, with all in favor, the Board ratified Payment Authorization Nos. 205 – 206.

Review of District Financial Statements

The Board reviewed the financial statements as of September 30, 2023.

ON MOTION by Mr. Johnson seconded by Mr. Sverapa, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Ripoll stated that the next meeting is scheduled for November 14, 2023 at 11:00 a.m. at this location.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

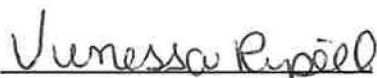
There were no requests from the Board at this time.

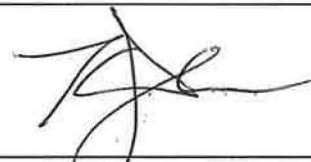
FIFTH ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Ripoll requested a motion to adjourn.

ON MOTION by Mr. Johnson, seconded by Mr. Davis, with all in favor, the October 10, 2023, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 12:01 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson