

MINUTES OF MEETING

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

**Tuesday, November 14, 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	(via phone)

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager - PFM Group Consulting LLC	
Jorge Jimenez	ADM - PFM Group Consulting LLC	(via phone)
Rick Montejano	PFM Group Consulting LLC	(via phone)
Andy Cohen	Persson, Cohen, Mooney, Fernandez & Jackson PA	

**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 11:01 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  
October 10, 2023, Board of Supervisors'  
Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Johnson seconded by Mr. Fegley, with all in favor, the Board approved the Minutes of the October 10, 2023, Board of Supervisors' Meeting with corrections.

**Consideration of Resolution 2024-01,  
Adopting an Amended FY 2023 Budget**

Mr. Montejano reviewed the changes made to the budget: the Arbitrage Calculation and the Stormwater Management.

ON MOTION by Mr. Johnson seconded by Mr. Trast, with all in favor, the Board approved Resolution 2024-01, Adopting an Amended FY 2023 Budget.

ON MOTION by Mr. Davis seconded by Mr. Trast, with all in favor, the Board agreed to allow Mr. Sverapa to participate in voting over the phone.

**Consideration of Resolution 2024-02,  
Spending Resolution**

Mr. Cohen reviewed this resolution for the Board. This resolution allows for the payment of certain items between meetings. Any reoccurring general expenses will be paid, and the Board can set parameters for surprise items that need to be paid for as well.

ON MOTION by Mr. Fegley seconded by Mr. Trast, with all in favor, the Board approved Resolution 2024-02, Spending Resolution.

**District Engineer Project Update**  
**a. Finn Outdoor**  
**b. Preventative Maintenance Plan**

The Board reviewed the report provided by Finn Outdoor prior to the meeting. Ms. Ripoll stated that once they have their new engineer, they can begin to work on the Preventative Maintenance Program. The RFQ was prepared by Counsel on November 5, the due date is December 19, 2023.

**Discussion Regarding HOA Turnover**

Ms. Ripoll provided a flash drive containing requisitions that she had spent time looking over that will be provided to the engineer. They will be ready for this discussion in the March timeframe. This item will be left on the agenda.

**Review and Acceptance of FY 2022 Audit Report**

Mr. Fegley and the Board reviewed the responses and questions received from the auditors regarding the audit. This item will be left on the agenda for the next meeting as it needs further review, they will be in contact with the auditors.

**Consideration of FY 2023 Audit Engagement Letter**

Ms. Ripoll suggested putting out an RFP for a new Audit Company.

ON MOTION by Mr. Fegley seconded by Mr. Davis, with all in favor, the Board approved putting out a bid and appoint the Board as the Audit Committee.

**Review of Reserve Study**

There will be no increase until 2025, it will increase to \$82,000. It was recommended for next year's budget that a spreadsheet be put together with a recommendation of funding the annual inspection. Mr. Cohen discussed options available to the Board for funding.

**Ratification of Payment Authorization No. 207**

ON MOTION by Mr. Fegley seconded by Mr. Trast, with all in favor, the Board ratified Payment Authorization No. 207.

### **Review of District Financial Statements**

This item will be left on the agenda for the next meeting.

### **THIRD ORDER OF BUSINESS**

### **Staff Reports**

- District Counsel –** Mr. Cohen stated that they are working on and reviewing operating rules.
- District Engineer –** No report.
- District Manager –** Ms. Ripoll stated that the next meeting is scheduled for December 12, 2023, at 11:00 a.m. at this location.

### **FOURTH ORDER OF BUSINESS**

### **Audience Comments and Supervisor Requests**

The Board wanted to thank the District Management team for their work.

### **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 November 14, 2023, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:45 a.m.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson