

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Wednesday, December 12, 2023, at 11:00 a.m.
6853 Energy Ct., Lakewood Ranch, FL 34240**

Board Members Present via Speaker or in Person:

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

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	Accountant - PFM Group Consulting LLC (via phone)
Andy Cohen	District Counsel

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 11:05 a.m. by Ms. Ripoll and she proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above either in person or via speaker phone.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
November 14, 2023, Board of
Supervisors’ Meeting**

The Board reviewed Minutes of the November 14, 2023, Board of Supervisors’ Meeting.

ON MOTION by Mr. Johnson seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the November 14, 2023, Board of Supervisors' Meeting.

Resolution 2024-03, Election of Officers

Ms. Ripoll stated that they will be adding PFM employees to the slate of officers as Assistant Treasurers.

ON MOTION by Mr. Trast seconded by Mr. Johnson, with all in favor, the Board approved Resolution 2024-03, Election of Officers with Kevin Johnson as Chair, David Trast as Vice Chair, Venessa Ripoll as Secretary, James Sverapa, Phil Davis, Kirk Fegley, Jorge Jimenez, and Vivian Carvalho as Assistant Secretaries, Amanda Lane as Treasurer, and Jennifer Glasgow, Rick Montejano, Verna Griffith, and Amy Champagne as Assistant Treasurers.

Resolution 2024-04, Designating Authorized Signatories for the District's Bank Account(s)

Ms. Ripoll noted that this would add the recently added Assistant Treasurers as Authorized Signatories for the District.

ON MOTION by Mr. Davis seconded by Mr. Fegley, with all in favor, the Board approved Resolution 2024-04, Designating Authorized Signatories for the District's Bank Account(s).

District Engineer Project Update a. Preventative Maintenance Plan b. Engineer RFQ Update

Ms. Ripoll stated that they have received an RFQ for engineering services, this will be reviewed during the January 9 meeting. The Board requested that PFM send a formal email to the District Engineer asking him to complete the project by December 19.

Discussion Regarding HOA Turnover

Mr. Johnson stated that the Master HOA has been notified that March 6, 2024 will be when the turnover will occur, there are still issues with some deeds including the newly refurbished pool that still shows Neal Communities as the owner. The easements are also not well defined.

Neighborhood 1 also requested that the Master HOA Covenants change to say that all common areas are owned by the Master Association.

Discussion of FY 2022 Audit Report

Mr. Cohen reviewed the 2022 Audit report for the Board. He had spoken to PFM regarding the \$1,800,000. He suggested that the statement be qualified with the new auditor.

ON MOTION by Mr. Fegley seconded by Mr. Johnson, with all in favor, the Board accepted the FY 2022 Audit Report.

Discussion of Board Workshops

Ms. Ripoll mentioned that Mr. Cohen will be putting on multiple workshops for the Board members in order to receive the necessary credits for the mandatory training classes. The first one will take place on January 9 at 12:00 p.m. and will last about 2 hours. Ms. Ripoll will create a notice for the Board.

Ratification of Payment Authorizations 208 – 209

Ms. Ripoll requested a motion to ratify payment authorizations 208 – 209.

ON MOTION by Mr. Fegley seconded by Mr. Trast, with all in favor, the Board ratified Payment Authorizations 208 – 209.

Review of District Financial Statements

The Board reviewed the Financial Statements.

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

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Engineer – Not present.

District Manager – Ms. Ripoll noted the next meeting is scheduled for January 9, 2024, at 11:00 a.m.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Requestion documents were requested to be given to all Board Members.

FIFTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Mr. Davis, seconded by Mr. Fegley, with all in favor, the December 12, 2023, the Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:33 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson