

MINUTES OF MEETING

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

**Tuesday, February 13, 2024, 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
James Sverapa	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	
Bill Conerly	Kimley-Horn	(via phone)
Robert Dvorak	BDi	

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 11:00 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 January 9, 2024, Auditor Selection Committee Meeting, the Minutes of the January 9, 2024, Board of Supervisors' Meeting, and the Minutes of the January 9, 2024, Board Workshop 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 January 9, 2024, Auditor Selection Committee Meeting, the Minutes of the January 9, 2024, Board of Supervisors' Meeting, and the Minutes of the January 9, 2024, Board Workshop Meeting.

Consideration of FY 2023 Audit Engagement Letter

Mr. Cohen reviewed the audit letter for the Board. They included a 30-day termination clause.

ON MOTION by Mr. Trast seconded by Mr. Fegley, with all in favor, the Board approved the FY 2023 Audit Engagement Letter.

Presentation from Brletic Dvorak Inc.

Mr. Dvorak provided his background in the engineering industry. The Board stated that they are looking for an ongoing maintenance program and that the drainage area is cleaned. Mr. Dvorak provided an overview of the services that BDi provides.

ON MOTION by Mr. Johnson seconded by Mr. Davis, with all in favor, the Board awarded the contract to BDI and authorized PFM to negotiate a contract for execution by the Chair.

District Engineer Project Update a. Preventative Maintenance Plan

Mr. Conerly provided an update concerning the preventative maintenance plan. The Board requested an email that states the function of the culvert and mention that it is a wetlands area. Mr. Conerly mentioned that the new FEMA maps have not yet been implemented but will be soon.

Discussion Regarding HOA Turnover

This item was tabled.

Ratification of Payment Authorizations 211 – 212

Ms. Ripoll requested a motion to ratify payment authorizations 211 – 212.

ON MOTION by Mr. Fegley seconded by Mr. Sverapa, with all in favor, the Board ratified Payment Authorizations 211 – 212.

Review of District Financial Statements

The Board reviewed the Financial Statements as of January 31, 2024.

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 – No report.

District Manager – Ms. Ripoll noted the next meeting is scheduled for March 12, 2024, at 11:00 a.m.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no comments 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. Fegley, with all in favor, the February 13, 2024, the Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:44 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson