

**MINUTES OF MEETING**

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING MINUTES  
Tuesday, June 18, 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
Rick Montejano	Accountant - PFM Group Consulting LLC
Andy Cohen	District Counsel
Robert Dvorak	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 11:00 a.m. by Ms. Ripoll. She proceeded with roll call and confirmed quorum. Those in attendance are outlined above either in person or via speaker phone.

**Public Comment Period**

There were no public comments at this time.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Minutes of the May 14, 2024, 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 May 14, 2024, Board of Supervisors' Meeting.

**District Engineer Project Update  
a) Preventative Maintenance Plan**

Mr. Dvorak provided updates regarding the maintenance project. He stated that they have received a proposal from Finn Outdoors, a previously used vendor, in the amount of \$20,250.00. Mr. Johnson approved the contract. Mr. Dvorak provided an estimated timeline of one to three weeks until project start.

Mr. Dvorak stated that there are approximately ten or eleven permits that are required to have reinspection and all, except for two or three, are currently in the name of various sub-HOA's and need to be updated to the master HOA's name. He stated that he would consult with the Water Management District to ensure he has everything in order to complete this. There was discussion regarding other changes in responsibility from the various neighborhoods to the master HOA.

Mr. Dvorak left the meeting at approximately 11:07 a.m.

**Audit Report Update**

Ms. Ripoll stated that the audit report had been circulated earlier that morning.

There was brief discussion regarding details of the report.

Ms. Ripoll stated that they will revisit this for approval at the next meeting.

**Landscape Remediation Proposals**

This item had already been covered in earlier discussion.

**Discussion Regarding HOA Turnover**

This item had already been covered in earlier discussion.

**Review of District Financial Statements**

The Board reviewed the Financial Statements as of May 2024.

There was discussion regarding moving money into a money market account.

ON MOTION by Mr. Davis, seconded by Mr. Sverapa, with all in favor, the Board approved the District Financial Statements.
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**THIRD ORDER OF BUSINESS**

**Staff Reports**

- District Counsel –** No report. There was discussion of setting a date for a September workshop for required ethics training.
- District Engineer –** No report:
- District Manager –** Ms. Ripoll noted the next meeting is scheduled for July 9, 2024, and reminded the Board of the July 1 due date for the Form 1 filing.
- District Accountant-** No report.

**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. Trast, with all in favor, the June 18, 2024, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:20 a.m.

  
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 Secretary/Assistant Secretary

  
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 Chairperson/Vice Chairperson