

# Blackburn Creek Community Development District

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The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Tuesday, June 10, 2025, at 11:00 a.m.** located at **6853 Energy Ct, Lakewood Ranch, FL 34240**. The following is the proposed agenda for this meeting.

**Call in number: 1-844-621-3956**

**Passcode: 2538 286 6774 #**

## **BOARD OF SUPERVISORS' MEETING AGENDA**

### **Organizational Matters**

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

### **General Business Matters**

1. Consideration of the Minutes of the May 13, 2025, Board of Supervisors' Meeting
2. District Engineer Project Update
  - a. Inspected Curb Inlets and Manholes- Phase 3
  - b. Stormwater System Inspection Phase 3
  - c. Discussion Regarding Finn Outdoor Contract
3. Discussion Regarding Open Grand Palm HOA Requests
4. Ratification of Payment Authorization No. 239
5. Review of District Financial Statements *(provided under separate cover)*

### **Other Business**

- Staff Reports
  - District Counsel
  - District Engineer
  - District Manager
  - District Accountant
- Audience Comments
- Supervisors Requests

### **Adjournment**





# **Blackburn Creek Community Development District**

**Consideration of the Minutes of the May 13,  
2025, Board of Supervisors' Meeting**

## **MINUTES OF MEETING**

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

**Tuesday, May 13, 2025, at 11:00 a.m.**

**6853 Energy Ct., Lakewood Ranch, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson
Kirk Fegley	Vice Chairperson
Michael Sprout	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	
Gazmin Kerr	ADM - PFM Group Consulting LLC	
David Jackson	District Counsel	
Robert Dvorak	District Engineer	(via phone)
Resident present 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 approximately 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 April 8, 2025, Board of Supervisors Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Davis, seconded by Mr. Sverapa, with all in favor, the Board approved the Minutes of the April 8, 2025, Board of Supervisors' Meeting.

**Consideration of Resolution 2025-04,  
Approving a Preliminary Budget for FY  
2026 and Setting a Public Hearing Date**

Ms. Ripoll recommended August 12, 2025, at 11:00 a.m., for the Public Hearing. She noted the budget has been reviewed by the Chair.

Mr. Johnson gave an overview of the budget and noted the assessments should be able to be lowered. There is a reserve study scheduled for FY 2026.

The Board discussed the preliminary budget, including District Counsel fees. It was noted the total amount for District Counsel is lower, but the hourly rate has increased. Several other fees have increased based on inflation or based on the Board's decision.

Mr. Montejano noted the majority of the budget is for the stormwater reserve amount. There is an increase in the stormwater line item.

Mr. Johnson reviewed the increases and noted the hardscape maintenance line item has been removed. He noted there is contingency in case of any breakage or issues within the District.

Mr. Montejano reviewed the approximate cash balance of the budget carrying forward.

There was discussion regarding the cash balance and the reserve study.

Mr. Montejano stated the assessments should be able to be lowered to approximately \$205.00 per month.

Ms. Ripoll noted this budget will be placed on the website.

On MOTION by Mr. Fegley, seconded by Mr. Davis, with all in favor, the Board approved Resolution 2025-04, Approving a Preliminary Budget for FY 2026 and Setting a Public Hearing Date for August 12, 2025.

**Review and Consideration of Persson,  
Cohen, Mooney, Fernandez, & Jackson  
P.A., CPI Attorney Fees**

Ms. Ripoll noted there has been a 2.3% increase in attorney fees.

On MOTION by Mr. Johnson, seconded by Mr. Sprout, with all in favor, the Board approved the Persson, Cohen, Mooney, Fernandez, and Jackson P.A., CPI Attorney Fees.

#### **Review and Consideration of PFM Fee Increase Letter**

Ms. Ripoll noted this was approved in the preliminary budget and is an increase for District Management.

On MOTION by Mr. Fegley, seconded by Mr. Johnson, with all in favor, the Board approved the PFM Fee Increase Letter.

#### **Letter from the Supervisor of Elections – Sarasota County**

Ms. Ripoll stated there are 2,676 registered voters in the District per the letter from the Supervisor of Elections – Sarasota County.

#### **District Engineer Project Update** **a. Inspected Curb Inlets and Manholes- Phase 3** **b. Stormwater System Inspection Phase 3**

Mr. Dvorak gave a project update. He noted several reports have been provided to Ms. Ripoll and Mr. Johnson. These includes reports on the curb inlets, the stormwater infrastructure, and the completed maintenance work done by Finn Outdoor. He recommended developing a comprehensive maintenance map and noted the Developer's Engineer has the map and he is will work on getting a copy.

Mr. Dvorak asked if there were any community storm updates. No issues were noted.

There was brief discussion regarding the River Road piping. It has been completed at the crossing further to the North. It was noted the south crossing doesn't seem to be complete yet.

Mr. Johnson noted the HOA has done some cleaning, but the bridges still need to be done as well as the permit completion. Mr. Dvorak noted he has not received a response from the HOA from the last letter sent. There was brief discussion regarding the permits.

Ms. Ripoll stated she will make a note on the website giving people the correct contact for irrigation issues, as it is not the CDD.

There was a brief discussion regarding the District Engineer's recommendations. One recommendation was more communication with residents, which could be done by way of a mid-

year report to showcase items accomplished by the CDD. Another recommendation was replacement of the skimmer board for Pond 12 A. Mr. Dvorak gave an overview of the issue with the skimmer board. He noted it is not set at the correct elevation but is not an emergency issue. This can be viewed over time to see if it needs to be modified.

The Board discussed the recommendations. Ms. Ripoll will follow up accordingly. Mr. Johnson recommended having the annual Town Hall Meeting again in January to give updates to all residents.

There was discussion regarding the possibility of a mid-year report and the responsibilities of the HOA. Ms. Ripoll is still establishing a relationship with the HOA.

#### **Ratification of Payment Authorization No. 237 & 238**

Ms. Ripoll stated these are for contractual obligations. This is solely for ratification.

On MOTION by Mr. Sprout, seconded by Mr. Davis, with all in favor, the Board ratified Payment Authorization No. 237 & 238.

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

Ms. Ripoll stated that the District financials were through April 2025.

Mr. Montejano noted that approximately 97% of the assessments have been collected. The District Engineering line is over budget at this time.

On MOTION by Mr. Fegley, seconded by Mr. Sverapa, with all in favor, the Board approved the District Financials.

#### **THIRD ORDER OF BUSINESS**

#### **Staff Reports**

**District Counsel –** No report.

**District Engineer –** No report.

**District Manager –** Ms. Ripoll stated that the next meeting will be June 10, 2025, at 11:00 a.m. She reminded the Board of the Form 1 requirement and deadline of July 1, 2025. She also reminded the Board of their required annual 4 hour Ethics Training.

#### **FOURTH ORDER OF BUSINESS**

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

Mr. Johnson requested any open HOA requests should be placed on the next agenda. Ms. Ripoll confirmed.

There were no further comments or supervisor requests 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. Sverapa, with all in favor, the May 13, 2025, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:37 a.m.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair



# **Blackburn Creek Community Development District**

## **District Engineer Project Update**

- a) Inspected Curb Inlets and Manholes-Phase 3**
- b) Stormwater System Inspection Phase 3**
- c) Discussion Regarding Finn Outdoor Contract**

# Grand Palm Street Curb Inlets / Grated Inlets / Other Structures Field Inspection Report

Inspectors Name			
Date			
Street Address			
Location/Phase			
Inspection Item	Condition		
	Pass	Fail	Notes
<b>Street Curb Inlets</b>			
<b>Grated Inlets in Streets / Alleys</b>			
<b>Grated Swale Inlets in Turf Areas</b>			
<b>Grated Swale Inlets in Wooded Areas</b>			
<b>Wetland Control / Bubbler Structures</b>			
<b>Box Culvert / Pipes crossings under Steets</b>			
<b>Tributary Exit Points</b>			
<b>Other:</b>			
<b>Other:</b>			
<b>Other:</b>			
<b>Other:</b>			
<b>Other:</b>			

Comments and general observations (including date and depth of most recent rainfall event):

This **stormwater maintenance guide** outlines recommended activities to maintain The Grand Palm community's various stormwater management systems.

These systems are designed to capture, manage, and treat stormwater runoff to protect water quality and prevent flooding. Regular maintenance helps ensure the systems function properly.

Proper stormwater system maintenance also ensures compliance with environmental regulations, reduces pollution, and enhances the overall sustainability of water resources.

This is also a basic guide for landscape and irrigation best management practices (BMP's).

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# 1. STORMWATER CONVEYANCE SYSTEMS

## Roadway Pipes, Manholes, Curb Inlets & Swales

- **Inspection:** Check for sediment accumulation, debris, and blockages that may impede the flow into or through the roadway drainage system at least once every year during the dry season.
- **Cleaning:** Remove sediment, leaves, trash, and debris at least once every year, and if possible, before and after large rainfall events. Any waste in the vicinity of curb inlets or swales should be removed in a timely manner to minimize the chance of washing into the roadway drainage system.
- **Repairs:** Ensure manhole and inlet covers are intact and not cracked or bent, or causing a safety hazard. Repair or replace as needed.

## Cross Drain Culverts

- **Inspection:** Check for signs of erosion, scour and any other type of damage or blockage at both the upstream and downstream ends and within the pipe(s) at least once every year during the dry season and, if possible, before and after large rainfall events.
- **Maintain Vegetation:** Prevent the overgrowth of vegetation to a distance of at least 10 feet from both the upstream and downstream ends.
- **Cleaning:** Remove sediment, leaves, and trash buildup at least once every year, and if possible, before and after large rainfall events.
- **Repairs:** Repair scour and erosion areas, and any damage to headwalls and pipe(s) during the dry season.

## Grate Inlets in Swales, Grass Turf and Wooded Areas

- **Inspection:** Check for sediment accumulation, debris, and vegetation overgrowth that may block the flow of stormwater runoff from entering the inlet on a quarterly basis.
  - **Maintain Vegetation:** Prevent the overgrowth of vegetation to a distance of at least 15 feet around all sides of the inlet.
  - **Cleaning:** Remove leaves, trash, and debris at least once every year, and if possible, before, and after large rainfall events.
  - **Repairs:** Ensure inlet grates are intact and not cracked or bent, or causing a safety hazard. Repair or replace as needed.
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## 2. STORMWATER MANAGEMENT PONDS

- **Inspection:** Check the pond for bank erosion, scour, nuisance or non-native vegetation, sediment build-up, and debris and trash accumulation at least once a year and, if possible, after large rainfall events. Confirm that the inflow and control structures are unobstructed and operating freely. Observe the clarity of the water column, and the presence of wildlife to gauge the overall health of the pond. Confirm that the maintenance access points, and perimeter berm are unobstructed.
  - **Maintain Vegetation:** Grass turf on the banks and maintenance berm should be mowed regularly and bare spots should be repaired immediately. If possible, turf clippings should be discharged away from the pond. Native aquatic vegetation increases water quality and helps reduce pond bank erosion and should be encouraged within the community. Non-native aquatic vegetation should be removed or sprayed as necessary by a licensed vendor.
  - **Control Structures and Inflow/Outflow Pipes:** Check structures for blockage, sediment accumulation and overall condition at least once a year. Vegetation should be maintained so that there is no overgrowth in and around the structures. Remove accumulated sediment as needed to maintain unimpeded flow into and out of the pond.
  - **Sediment Removal:** Over time sediment will settle into the bottom of the pond and will eventually reduce the pond's ability to provide water quality treatment and design storm attenuation. This process can take several years depending on the quantity of solids carried into the pond during rainfall events. Confirming the amount of sediment accumulation in a pond requires measuring the elevation of the pond bottom using survey or sounding techniques. The pond depth should be checked once every five years and plan on dredging excess sediment when 20% of the pond capacity has been displaced or when sediment depths are at or above the invert of the inflow pipes.
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### 3. GENERAL TIPS FOR STORMWATER MAINTENANCE

- **Record Keeping:** Maintain records of inspections, vendor maintenance schedules, and repairs to the stormwater systems. Consider developing a GIS database covering the community which graphically shows the location of all stormwater features and where repairs and maintenance activities can be documented and retrieved by future management and maintenance personnel.
  - **Professional Help:** Engage professional maintenance crews for complex systems, such as aquatic vegetation and pond bank mowing. Larger projects such as sediment removal and structure maintenance should be performed by experienced contractors/vendors.
  - **Emergency Plans:** Establish emergency response and communication procedures in case of structure or pond bank failure, or flooding during large rainfall events. Establish a stakeholder contact list including HOA, CDD (including District Engineer), SWFWMD, FDEP, Sarasota County and FDOT representatives.
  - **Stay Informed:** Stay up to date on local, regional and state stormwater regulations and best practices for stormwater management. Watch weather forecasts so that you can anticipate the arrival of large rainfall events (4 inches or more in 24 hours).
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# Landscape Maintenance

Landscape maintenance plays a key role in stormwater management systems, as it helps ensure the proper functioning of various features designed to manage stormwater runoff.

Managing landscapes in Florida requires careful planning and maintenance due to its unique climate, diverse ecosystems, and susceptibility to extreme weather events.

Here are some of the best management practices for landscapes in Florida:

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## 1. Soil Health and Fertilization

- **Soil Testing:** Each year have soil testing completed to develop a fertilization program best suited for the property. Soil testing is essential to understand nutrient levels and pH. Florida's sandy soils often lack essential nutrients, and testing helps guide fertilizer application. On large properties what may be needed in one area may not necessarily be needed in another area.
  - **Fertilizer Best Practices:** Use slow-release fertilizers to minimize nutrient runoff and avoid over-fertilization. Follow Florida's Fertilizer Ordinance, which restricts fertilizing during the rainy season (June 1–September 30) to prevent nutrient pollution in waterways.
  - **Nutrient Pollution:** Using these best management practices, will aid in the reduction of nutrient loading of the communities' waterways, both manmade (stormwater ponds and sumps) and natural sensitive land areas (wetlands and buffers).
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## 2. Water Conservation and Irrigation

- **Irrigation audits:** A yearly audit of the entire system should be completed with the irrigation contractor. This audit should include:
  - Verifying drip systems, sprays and rotors are all operating within design parameters and specifications.
  - Verify screens are clean and clear of any buildup of any type. If multiple screens are showing build up, replace all of them.
  - Verify all valves are functional and not leaking.
  - Review when and where possible for leaks in irrigation lines.
- **Irrigation Controllers:** Review programs for all irrigation system controllers. Install smart controllers if feasible in systems that lack these types of control systems. Verify weather-based components are functioning.
- **Turn off the system:** During periods of regular rainfall or when plants are not growing, turn off irrigation systems. Simple finger probing can provide valuable

insight into irrigation. If you probe with your finger into the ground and it comes out with dirt stuck to your finger, the soil has adequate moisture.

- **Water on pavement or flowing in gutter:**
    - **Inspection:** During routine travels of the community water is observed on the street or flowing in the stormwater curb.
    - **Cause:** Contact the irrigation contractor to perform audit to determine source.
    - **Maintenance:** Adjustments should be made to reduce or eliminate the runoff. Runoff to recently applied chemicals or fertilizers, clippings and other pollutants will wash into the stormwater management system.
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### 3. Native and Florida-Friendly Landscaping

- **Plant Selection:** Opt for native plants that are adapted to the local climate and require less care. Florida-friendly landscaping promotes biodiversity and supports local wildlife. It's all about the right plant for the right spot.
  - **Native Plants:** Choose drought-tolerant, native plants that require less water and maintenance. Florida-friendly plants, such as *Muhly grass*, *Beach sunflower*, and *Coontie*, thrive in the state's conditions.
  - **Avoid Invasive Species:** Be mindful of non-native, invasive species (e.g., Brazilian pepper, melaleuca) that can disrupt local ecosystems. Make sure to remove them from your landscape to prevent spreading.
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### 4. Integrated Pest Management (IPM)

- **Regular Monitoring:** Frequently inspect plants for pests and diseases. Early detection allows for more effective and targeted treatments. If the plants are looking poorly notify the contractor responsible for the landscape.
  - **Natural Predators:** Encourage beneficial insects like ladybugs and predatory beetles, which can help manage pests.
  - **Chemical Use:** Request records of application of chemicals. These records will show, as required by state law for applicators, what product was used, at what rate it was used and how much was applied. It should also include the approximate size of area(s) that were treated.
  - **Avoid Synthetic Chemicals:** Use organic methods for pest control, fertilization, and weed management whenever possible to promote sustainability and soil health.
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## 5. Mulching

- **Use Mulch:** Apply a layer of mulch around plants to retain moisture, suppress weeds, and regulate soil temperature. Organic mulch or shredded leaves are ideal for Florida's landscapes. Avoid using any mulch that has the propensity to float or move in minimal water depth or moving water.
  - **Excess Mulch:** If mulch is piling up or creating "volcanos" around trees and plants and it is spilling out into walks, turf areas, parking lots or other areas, the mulch layer is too thick. Either remove the excess mulch before applying a new layer, reduce how much is applied or skip mulching until the current layer has decomposed enough that applying a new layer does not increase the mulch depth. Any mulch layer from top of mulch to soil should NOT EXCEED 3".
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## 6. Proper Lawn Care

- **Mow at the Right Height:** Keep your lawn at a height that suits the grass type. For example, St. Augustine grass should be mowed to a height of 3-4 inches. This helps with water retention and reduces stress on the grass.
  - **Aeration:** If the community has heavy clay soils, aerate these to increase infiltrate of water into the soil.
  - **Buffer Zone at Ponds and Sumps:** Maintain a 10-ft wide area between top of bank and turf area that is not fertilized or treated with chemicals to aid filtering runoff from treated turf.
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## 7. Shade and Microclimates

- **Strategic Planning and Planting:** The common areas of the community should have both short- and long-term planning as the community grows and ages with regards to its surroundings. Use trees and shrubs to create shade areas that reduce heat and conserve water in the landscape. This is particularly important in Florida's hot summers. Use the "the right plant for the right spot" approach.
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## 8. Wildlife Conservation

- **Habitat Creation:** Plant trees, shrubs, and ground covers that provide food and shelter for local wildlife such as birds, butterflies, and small mammals. Park areas, community centers and other areas where large areas of turf are not being utilized for recreation are prime areas for habitat creation thus reducing the need for turf maintenance, watering and fertilization.

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## 9. Green Waste and Composting Practices

- **Green / Organic Waste:** This material should be recycled and should never be disposed of in the sensitive land areas of the community.
- **Community Wide Green / Organic Waste Disposal Location:** If regular service is not available for the removal of green / organic waste, the community or neighborhood is encouraged to review any potential location that can be used as a central location for residents to dispose of their green waste. This should help reduce the desire to throw green waste into sensitive areas within the community and encourage the recycling of green/organic waste.



# **Blackburn Creek Community Development District**

**Discussion Regarding Open Grand Palm  
HOA Requests**



# **Blackburn Creek Community Development District**

**Ratification of Payment Authorization  
No. 239**

**BLACKBURN CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 239**  
5/13/2025

Item No.	Payee	Invoice No.	GF FY25
1	<b>Brietic Dvorak</b> Engineering Services Through 04/30/2025	1971	\$ 3,885.00
2	<b>Persson, Cohen, Mooney, Fernandez &amp; Jackson</b> District Counsel April 2025	5937	\$ 684.00
3	<b>PFM Group Consulting</b> April District Management	DM-04-2025-04	\$ 3,025.00
4	<b>VGlobalTech</b> May Website Maintenance	7294	\$ 135.00
<b>SUBTOTAL</b>			<b>\$ 7,729.00</b>
<b>TOTAL</b>			<b>\$ 7,729.00</b>



# **Blackburn Creek Community Development District**

**Review of District  
Financial Statements**  
*(provided under separate  
cover)*



# **Blackburn Creek Community Development District**

## **Staff Reports**