

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