

MINUTES OF MEETING

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES

Tuesday, August 12, 2025, at 11:00 a.m.

6853 Energy Ct., Lakewood Ranch, FL 34240

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson	(via phone)
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	(via phone)
Andy Cohen	District Counsel	
Phil	Audience Member	(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.

On MOTION by Mr. Davis, seconded by Mr. Sverapa, with all in favor, the Board approved to allow Mr. Johnson to participate and vote via 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:

**a. July 8, 2025, Board of
Supervisors' Meeting**

b. July 23, 2025, Board of Supervisors' Workshop Meeting

The Board reviewed the minutes. It was noted there were no motions within the workshop. There is a recording available for the workshop. Ms. Ripoll will make changes accordingly.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board approved the Minutes of the July 8, 2025, Board of Supervisors' Meeting, and the July 23, 2025, Board of Supervisors' Workshop Meeting.

Public Hearing on the Adoption of the District's Annual Budget

a. Public Comments and Testimony

b. Board Comments

c. Consideration of Resolution 2025-05, Adopting the Fiscal Year 2026 Budget and Appropriating Funds

On MOTION by Mr. Sprout, seconded by Mr. Sverapa, with all in favor, the Board opened the Public Hearing on the Adoption of the District's Annual Budget.

Mr. Montejano gave an overview of the budget and noted the budget is the same overall budget that was previously approved. The O&M assessments went down.

There were no public comments.

There were no Board comments.

On MOTION by Mr. Sprout, seconded by Mr. Davis, with all in favor, the Board closed the Public Hearing on the Adoption of the District's Annual Budget.

On MOTION by Mr. Sverapa, seconded by Mr. Fegley, with all in favor, the Board approved Resolution 2025-05, Adopting the Fiscal Year 2026 Budget and Appropriating Funds.

**Public Hearing on the Imposition
of Special Assessments**

- a. Public Comments and
Testimony**
- b. Board Comments**
- c. Consideration of
Resolution 2025-06,
Adopting an Assessment
Roll for Fiscal Year 2026,
and Certifying Special
Assessments for
Collection**

On MOTION by Mr. Davis, seconded by Mr. Sprout, with all in favor, the Board opened the Public Hearing on the Imposition of Special Assessments.

Ms. Ripoll reviewed the assessment schedule.

There were no public comments at this time.

There were no Board comments at this time.

On MOTION by Mr. Fegler, seconded by Mr. Johnson, with all in favor, the Board closed the Public Hearing on the Imposition of Special Assessments.

On MOTION by Mr. Sprout, seconded by Mr. Sverapa, with all in favor, the Board approved Resolution 2025-06, Adopting an Assessment Roll for Fiscal Year 2026, and Certifying Special Assessments for Collection.

**Consideration of Resolution 2025-07,
Adopting the Annual Meeting Schedule
for Fiscal Year 2025-2026**

Ms. Ripoll reviewed the Annual Meeting schedule. She noted this will be advertised in the newspaper. This schedule will be placed on the website and sent to the HOA.

There was a recommendation to have the Town Hall during a January meeting and have another meeting with the HOA Board in March or April. Ms. Ripoll will follow up to obtain the HOA's schedule.

On MOTION by Mr. Fegler, seconded by Mr. Johnson, with all in favor, the Board approved Resolution 2025-07, Adopting the Annual Meeting Schedule for Fiscal Year 2025-2026.

**Ratification of Payment Authorization No.
242-243**

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

On MOTION by Mr. Sverapa, seconded by Mr. Sprout, with all in favor, the Board ratified Payment Authorization No. 242 - 243.

Review of District Financial Statements

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

Mr. Montejano noted the money market account is going well.

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

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel –	It was noted there needs to be an agreement negotiated with the HOA for a few maintenance issues and the responsibility of maintaining those areas. Ms. Ripoll will work with District Counsel.
District Engineer –	No report.
District Manager –	Ms. Ripoll noted the next Board meeting is September 9, 2025, at 11:00 a.m., at the same location. This will be the last meeting of the Fiscal Year.

FOURTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

Mr. Johnson gave an overview of the agreement that will be negotiated with the HOA. He noted the culverts that are outside of the CDD's assets are not being maintained, and causing drainage issues. The agreement would have the CDD take over that responsibility, with reimbursement from the HOA.

There was a recommendation to have the District Engineer be hired by the HOA on a contract basis in order to fix the issues. Mr. Johnson reviewed the HOA's process, and noted there is high turnover on their Board, which causes issues to go unresolved.



Blackburn Creek Community Development District

**Consideration of the Minutes of the August 12,
2025, Board of Supervisors Meeting**

The Board discussed the work needed and the process. Mr. Cohen gave an overview of the process that will take place once the agreement is in place. It was noted that once completed, the agreement will be brought before the Board to review.

There was brief discussion regarding the payment from the HOA and their timing of fixing issues. It was noted this is beyond the expertise of the HOA.

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. Davis, seconded by Mr. Sverapa, with all in favor, the August 12, 2025, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:33 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair