

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Tuesday, September 9, 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 (via phone)
Gazmin Kerr	ADM - PFM Group Consulting LLC (via phone)
Andy Cohen	District Counsel
Robert Dvorak	District Engineer - BDI (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
August 12, 2025, Board of Supervisors'
Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Davis, seconded by Mr. Fegley, with all in favor, the Board approved the Minutes of the August 12, 2025, Board of Supervisors' Meeting.

**Consideration of Resolution 2025-08,
Adopting Goals, Objectives, and
Performance Measures and Standards**

Ms. Ripoll noted this is an annual statutory requirement that was implemented last year. The performance measures and standards are posted on the website by December 1. These are the same goals and objectives as the previous fiscal year.

Mr. Cohen noted these can be changed as the Board would like.

There was brief discussion regarding the infrastructure and facilities maintenance goal and the process of maintaining the infrastructure. It was noted this is done by the District Engineer on a routine basis.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board approved Resolution 2025-08, Adopting Goals, Objectives, and Performance Measures and Standards.

**Discussion Regarding Maintenance
Agreement between the CDD and HOA**

Mr. Cohen gave an overview of the agreement draft. He noted the exhibits need to be prepared by the District Engineer, which would encompass the facilities and scope. He also noted the retainer amount needs to be implemented into the agreement. Although there is no budget impact, Mr. Cohen tied the agreement timeline to the budget timeframe. This gives the Board enough time to review and change if needed.

There was discussion regarding the agreement. The Board agreed with the 3-year term of the agreement.

Mr. Cohen reviewed the termination clause and noted the retainer amount would remain in a separate account maintained by District Management.

There was discussion regarding the retainer. It was noted that proof of bills will be provided via invoices and backup documentation.

The District Engineer gave an overview of what the cost would be to maintain the culverts, weirs, lakes, etc. on an annual basis, along with permitting. Mr. Dvorak noted there is the cost related to unknown projects needed over time. The first assessment did not return any cause for concern.

Mr. Johnson noted the area near Sebring needs work.

Mr. Cohen noted the exhibits will need to be attached and the HOA will need to review as well prior to final execution. He also reviewed the exhibits needed by the District Engineer. It was recommended to have an overall map of the waterways as well. It was noted the ponds are owned by the Blackburn Water Conservation but maintained by the HOA. Mr. Dvorak recommended having the CDD help with the pond maintenance, if the HOA was willing to consolidate all the sub associations under the Master Association.

Mr. Cohen reviewed the agreement portion related to the permitting and the Master HOA.

There was brief discussion regarding the agreement portion related to funding and expenses.

The Board agreed to wait until the scope exhibit was completed to decide upon the retainer amount. There was brief discussion regarding the timing of the agreement. The Board noted they would like to get the agreement done as soon as possible. The District Engineer noted the map takes significant time to put together, at least a month. It was recommended to note that the map would be provided at a later time.

The Board discussed the retainer. It was recommended to send it to the HOA for review with a required 30-day turnaround time.

The Board agreed for the retainer amount to be \$50,000.00 and subject to change on an annual basis.

There was brief discussion regarding past issues and the current issue with River Road.

This will be kept on the agenda.

Mr. Johnson requested an update regarding the Collier Sebring clogged spillways. Mr. Dvorak will follow up. Mr. Johnson gave an overview of the location and the issue.

Consideration of Egis Insurance Renewal for FY 2026

Ms. Ripoll noted this renewal is with the current insurance company. Last year, the District paid \$7,481.00 and this year the quote is \$7,932.00.

There was brief discussion regarding the coverage. Ms. Ripoll will follow up regarding POL, Herb and Pest, FPLI, and EBI with the insurance agent.

Mr. Montejano reviewed the proposal cost. He noted the quote is a \$500.00 savings compared to what was allotted in the budget.

On MOTION by Mr. Johnson, seconded by Mr. Sprout, with all in favor, the Board approved the Egis Insurance Renewal for FY 2026, subject to clarification.

Ratification of Payment Authorization Nos. 244-245

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

On MOTION by Mr. Fegley, seconded by Mr. Sverapa, with all in favor, the Board ratified Payment Authorization Nos. 244 - 245.

Review of District Financial Statements

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

On MOTION by Mr. Fegley, seconded by Mr. Johnson, 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 noted the next Board meeting is October 14, 2025.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no 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. Davis, 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 11:44 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair