

## **MINUTES OF MEETING**

### **BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT**

### **BOARD OF SUPERVISORS MEETING MINUTES**

**Tuesday, October 14, 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	(via phone)
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	
Kirk Wagner	District Engineer - BDI	(via phone)
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.

On MOTION by Mr. Sprout, seconded by Mr. Sverapa, with all in favor, the Board approved to allow Mr. Johnson and Mr. Davis to vote by 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 September 9, 2025, Board of Supervisors' Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Fegley, seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the September 9, 2025, Board of Supervisors' Meeting.

**Update of letter to Grand Palm  
Regarding Maintenance  
Agreement between the CDD and  
HOA**

Ms. Ripoll gave an overview of the letter. It has been received and is being reviewed by the HOA.

Mr. Johnson noted the HOA is supportive of the agreement, but has many other projects being completed at this time. The District Engineer's report has been provided to the Technical Advisory Committee, and it was noted the issue is getting worse. He recommended speaking with the Master Board. He noted there is \$50,000.00 in the Grand Palm Master budget for stormwater.

This item will be kept on the agenda.

**Review and Discussion of Complete  
Tributary and Swale Assessment Report  
– September 2025**

Mr. Dvorak noted the Ownership and Maintenance Map should be completed by the next meeting, which will be attached to the agreement for the HOA.

Mr. Dvorak gave an update and overview of the report. It was noted the community has been built in three phases, and the recommendation is to have maintenance projects focused in that same rotation.

Mr. Dvorak gave an overview of the non-native exotic vegetation.

There are four items of recommendation that should be completed prior to the next rainy season within the report. It was noted most of the items would be HOA responsibility.

There was brief discussion regarding the responsibility of the pond weir. Mr. Dvorak gave an overview of the process for repair and noted it is a simple fix. It was noted this would be an HOA responsibility.

Mr. Dvorak noted the Calloway Court pipe crossing would also be CDD responsibility, as it relates to the storm drains. He recommended including this project in the Finn Outdoor contract work that will be taking place in the first week of April.

Mr. Wagner gave an overview of the non-native overgrowth and their locations. He recommended removal, especially of the water lettuce.

There was brief discussion regarding the Collier Place area. It was noted that it is a dry retention area. Mr. Wagner recommended clearing out the vegetation in that location and leaving the native trees.

It was noted that green waste disposal by residents is affecting the water flow in these open space locations. It was recommended to create a space for residents to dump green waste and have a contractor come in on a monthly basis to pick it up. This would be an HOA project. There was brief discussion regarding the recommendation.

Mr. Johnson noted the construction workers have used the drains as a garbage dump in the new area and they need to be cleaned out.

There was brief discussion regarding waste dumping.

It was noted the routine maintenance keeps everything working correctly and in good condition.

#### **Ratification of Payment Authorization Nos. 246-248**

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

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board ratified Payment Authorization Nos. 246 - 248.

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

Ms. Ripoll stated that the District financials are updated through September 2025.

The Board reviewed the financial statements.

Mr. Montejano noted a few line items will have to be adjusted within the budget for the previous fiscal year. Once reviewed and approved, it will be posted on the District's website.

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 –** Mr. Cohen gave an overview of the management agreement.

**District Engineer –** No report.

**District Manager –** Ms. Ripoll noted the next Board meeting is November 11, 2025. The previous fiscal year's budget will be amended at that meeting.

**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. Davis, seconded by Mr. Sverapa, with all in favor, the October 14, 2025, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:25 a.m.

Vanessa Ripoll  
Secretary/Assistant Secretary

  
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Chair/Vice Chair