

MINUTES OF MEETING

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES

**Tuesday, November 11, 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	(via phone)

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	
Karla Armstrong	District Counsel	
Kirk Glover	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. Davis, seconded by Mr. Fegley, with all in favor, the Board approved to allow Mr. Sverapa 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
October 14, 2025, Board of Supervisors'
Meeting**

The Board reviewed the minutes.

Mr. Sprout requested clarification on the maintenance responsibility for pond weirs. Mr. Dvorak gave clarification and noted that the CDD is responsible for maintaining the drainage in the roadways.

Mr. Dvorak will provide a maintenance responsibility map to the Board. It is currently being worked on.

On MOTION by Mr. Johnson, seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the October 14, 2025, Board of Supervisors' Meeting.

**Review and Consideration of
Resolution 2026-01, Adopting a
Revised Budget for FY25**

Ms. Ripoll noted the overall budget remains the same, but line items have been adjusted as needed. This is for auditing purposes.

The Board reviewed the revised line items. It was noted that once approved, the revised budget will be posted on the District's website.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board approved Resolution 2026-01, Adopting a Revised Budget for FY25.

**Update on Grand Palm Master
Proposals:**

- a. Transfer Southwest Florida Water Management District Permits to Master HOA**
- b. Discussion to Manage and Maintain on a Fee Basis all HOA Stormwater Components and Permit Inspections/Reporting**

Ms. Ripoll noted a letter has been sent to the HOA President, but they are in an election period.

Mr. Johnson gave an overview of the permitting and noted everything has been sent to the HOA. He is awaiting signatures and once finalized, will be sent to Southwest Florida Water Management District.

Mr. Dvorak noted that Southwest Florida Water Management District is aware of the change in responsibility and once transferred, all past due inspections will be addressed.

There was brief discussion regarding communication with Southwest Florida Water Management District and the permitting.

Mr. Johnson gave an overview of the stormwater permit inspections and reporting. He noted this will most likely not be addressed until January with the HOA. He requested a liaison to work with the HOA on this item.

There was brief discussion on working with the HOA.

This item will be kept on the agenda.

Ratification of Payment Authorization Nos. 249

Ms. Ripoll stated this is 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. 249.

Review of District Financial Statements

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

The Board reviewed the financial statements.

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 the annual Ethics Training is due by December 31, 2025. Mr. Cohen will send the resources memo to Ms. Ripoll for distribution to the Board.

District Engineer –

Mr. Dvorak noted there is a different phase of inspection done every year regarding drainage. Phase 1 and Phase 3 have been completed in previous years.

There was brief discussion regarding the drainage inspection this year and locations within the phases. Mr. Johnson will send a map to the District Engineer of the different phases. It was noted Destin Loop, River Road, Collier, and Sebring need to be inspected, along with the new construction.

Mr. Dvorak noted Finn Outdoors will be doing their clean out maintenance.

There was discussion regarding the Collier and Sebring swale area and the need for drainage. This included discussion of the maintenance responsibility for this area.

District Counsel recommended requesting this topic be put on the HOA's meeting agenda and have a CDD Board Supervisor attend. Ms. Ripoll noted this will be the purpose of the workshop.

There was continued discussion regarding communication with the HOA and maintenance responsibility.

Ms. Ripoll noted once the map is received, she will send it to the HOA and contact them for a follow-up.

Mr. Glover noted the Pond 28 bank needs to be raised, which the landscaping vendor can do. It is not an emergency but does need to be fixed.

There was brief discussion regarding the pond bank. It was noted an estimated cost is around \$1,500.00.

The District Engineer will get a proposal for the pond bank and weirs repair and bring back to the December Board meeting.

District Manager – FY 2025 Goals and Objectives

Ms. Ripoll noted the next Board meeting is December 9, 2025, at 11:00 a.m., at the same location.

Ms. Ripoll noted the District has met the FY 2025 Goals and Objectives. Once approved, these will be placed on the District's website.

On MOTION by Mr. Sprout, seconded by Mr. Davis, with all in favor, the Board approved FY 2025 Goals and Objectives.

It was noted everything the District Engineer has completed for the FY 2025 Goals and Objectives are on the District's website.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Mr. Johnson will be stepping down as Chair but will continue as a Board Supervisor. Ms. Ripoll noted this will be a resolution at the December Board meeting.

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 November 12, 2025, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:44 a.m.

Vernessa Ripoll
Secretary/Assistant Secretary

Mark A. Zeply
Chair/Vice Chair