

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES**

**Tuesday, May 12, 2026, at 11:00 a.m.
6853 Energy Ct., Lakewood Ranch, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Assistant Secretary
Kirk Fegley	Chairperson
Michael Sprout	Vice Chairperson
Phil Davis	Assistant Secretary
James Sverapa	Assistant Secretary

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Gazmin Kerr	ADM - PFM Group Consulting LLC	(via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC	(via phone @11:05 a.m.)
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 members of the public present at this time.

Appointment of Auditor Selection Committee

On MOTION by Mr. Johnson, seconded by Mr. Sverapa, with all in favor, the Board appointed themselves as the Auditor Selection Committee.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the April 14, 2026, Board of Supervisors' Meeting

The Board reviewed the minutes.

On MOTION by Mr. Davis, seconded by Mr. Sprout, with all in favor, the Board approved the Minutes of the April 14, 2026, Board of Supervisors' Meeting.

Update on District Engineer Project(s)

Mr. Dvorak gave an update on the FY 2026 maintenance project and the bank and weir project. It was noted both projects were with Finn Outdoor as the vendor and this project was funded by the Master Homeowners Association.

There was discussion regarding the inspection reports and the scope of work. It was noted there were clogged flow ways that needed to be cleaned out. Mr. Dvorak will follow up.

Ms. Ripoll noted that once the completed scope of work is confirmed, she will email the HOA the final inspection report.

Mr. Sprout requested that the pond numbers be enlarged on the map and noted the map can just be labeled with the numbers.

There was discussion regarding the pond numbers. It was noted that the pond numbers referenced on the map are the ones in the permit. However, Mr. Dvorak can add the aquatic pond vendor numbers for easier reference.

Mr. Sprout will send Mr. Dvorak the HOA map related to the pond numbers.

The Board agreed to keep using the official permit numbers on the map, not the aquatic pond numbers.

There was discussion regarding the HOA responsibilities versus the CDD responsibilities.

Mr. Cohen noted there were four series of bonds, and he was able to review the Engineer's Report from two of those, both in 2018. The CDD responsibilities are noted as curbs, gutters, stormwater culverts, stormwater pipes, or similar stormwater and drainage facilities, and utility extensions. It was noted all offsite responsibilities were deeded to the County.

There was continued discussion regarding the CDD responsibilities. It was noted this includes the curbs of the roadway drainage system.

Mr. Johnson noted there needs to be a document that clearly defines the maintenance responsibilities for future reference. It was noted this could be called Major Facilities and

Ownership Mapping. Mr. Cohen provided an example from another District and noted a Memorandum of Understanding would be attached to the mapping for HOA signature.

There was discussion regarding the documentation and acquiring HOA signature. The Board reviewed the details of what maintenance items should be included.

The Board reviewed the next steps in creating the final documentation. It was noted it would be reviewed by the District Engineer and District Counsel.

Mr. Dvorak will create the exhibit, and District Staff will review.

This item will be on the June agenda.

**Consideration of Resolution 2026-04,
Approving a Preliminary Budget for FY
2027 and Setting a Public Hearing Date**

Ms. Ripoll noted the recommended date for the Public Hearing is August 11, 2026. The Chair as reviewed the budget prior to the meeting.

The Board reviewed the budget adjustments.

Mr. Montejano gave an overview of the budget and carry forward.

There was discussion regarding the storm water reserve. It was noted the last reserve study was completed in 2023 and the storm water analysis report is due in 2027.

Ms. Ripoll will send the reserve study to the Board for review.

There was brief discussion regarding the budget adjustments and the reserve amount. The Board agreed to adjust the legal advertisement and District Management line items back to the original amounts.

Ms. Ripoll requested that the reserve study be adjusted for inflation. Mr. Montejano will follow up.

There was discussion regarding the change in assessments and budget process timeline. It was noted the budget can always decrease but cannot be increased. The final budget is approved in August.

The Board agreed to keep the assessments the same at this time. It was noted the amounts can be adjusted within the line items.

On MOTION by Mr. Fegley, seconded by Mr. Davis, with all in favor, the Board approved Resolution 2026-04, Approving a Preliminary Budget for FY 2027, with a flat budget and assessments, and Setting a Public Hearing Date as August 11, 2026.

There was brief discussion regarding the advertisement.

**Review and Consideration of Persson,
Cohen, Mooney, Fernandez, & Jackson
P.A., CPI Attorney Fees**

Mr. Cohen gave an overview of the CPI increase and noted this will take effect October 1, 2026.

On MOTION by Mr. Johnson, seconded by Mr. Sverapa, with all in favor, the Board approved Persson, Cohen, Mooney, Fernandez, and Jackson P.A., CPI Attorney Fees.

**Letter from the Supervisor of Elections –
Sarasota County**

Ms. Ripoll noted that as of April 15, 2026, there are 2,649 registered voters within the District.

No action was required.

Discussion of Workshop

This item will be kept on the agenda.

**Ratification of Payment Authorization
Nos. 260-262**

Ms. Ripoll stated these are for contractual obligations and solely for ratification.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board ratified Payment Authorization Nos. 260 - 262.

Review of District Financial Statements

Ms. Ripoll stated that the District financials are updated through April 2026.

The Board reviewed the financial statements.

Mr. Montejano noted the 2015 Bond is up for redemption in May of next year.

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 –

- **Bank Repair and Eroded Weir Proposals**

No report. It was noted the proposals are no longer needed to be on the agenda.

District Manager –

Ms. Ripoll noted the next Board meeting is June 9, 2026, at 11:00 a.m., at the current location.

There was brief discussion regarding the General Election.

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. Fegley, seconded by Mr. Johnson, with all in favor, the May 12, 2026, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 12:08 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair