

Blackburn Creek Community Development District

12051 Corporate Boulevard, Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

www.blackburncreekcdd.com

The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Wednesday, October 13, 2021 at 12:00 p.m.** located at **5800 Lakewood Ranch Blvd, Sarasota, FL 34240**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 790 562 990 #

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

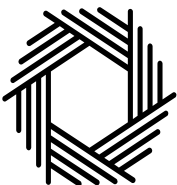
General Business Matters

1. Consideration of the Minutes of the September 8, 2021 Board of Supervisors' Meeting
2. Consideration of Resolution 2022-01, Designating the Primary Administrative Office
3. Consideration of Resolution 2022-02, Designating Registered Agent & Office
4. Ratification of Payment Authorizations 159-161
5. Review of District Financial Statements *(under separate cover)*

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - a. Status Report of the Turnover of Assets
 - District Manager
- Audience Comments
- Supervisors Requests

Adjournment



pfm

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Consideration of the Minutes of the September
8, 2021 Board of Supervisors' Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Wednesday September 8, 2021 at 12:00 p.m.
5800 Lakewood Ranch Blvd., Sarasota, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson	(via phone)
David Trast	Vice Chairperson	
Kirk Fegley	Assistant Secretary	
Pete Williams	Assistant Secretary	
Jerald Dell	Assistant Secretary	

Also Present via Speaker or in Person:

Vivian Carvalho	District Manager- PFM Group Consulting LLC	
Venessa Ripoll	Assistant District Manager- PFM Group Consulting LLC	
	(via phone)	
Kim Ashton	District Counsel- Vogler Ashton	(via phone)
Bill Conerly	District Engineer- Kimley-Horn	(via phone)
Pam Curran	Neal Communities	
John Leinaweaver	Neal Communities	
John Blakley	Neal Communities	
John McKay	Neal Communities	
Dale Weidemiller	Neal Communities	
Jim Schier	Neal Communities	(joined at 12:08 p.m.)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Carvalho called to order at 12:03 p.m. the meeting of the Board of Supervisors of the Blackburn Creek Community Development District and proceeded with roll call. The persons in attendance via speaker phone are outlined above.

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 11, 2021 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the August 11, 2021 Board of Supervisors' Meeting.

On MOTION by Mr. Williams, seconded by Mr. Johnson, with all in favor, the Board approved the Minutes of the August 11, 2021 Board of Supervisors' Meeting.

Ratification of Payment Authorizations 157-158

The Board reviewed Payment Authorizations 157–158.

On MOTION by Mr. Johnson, seconded by Mr. Williams, with all in favor, the Board ratified Payment Authorizations 157–158.

Review of District Financial Statements

Ms. Carvalho noted the District does not have the District Financial Statements this month. PFM had an issue with the server in Philadelphia due to the flooding that occurred. Next month the Board will see the Financial Statements for September and August. Ms. Carvalho asked the Board to send her an email if they want a copy of the District Financial Statements between now and the next meeting.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report

District Engineer – Mr. Conerly stated the District had conversation last meeting about the completion of the project. The physical work has been completed and he is in the process of certifying the lake through the Water Management District. He made a misstatement last meeting that the operations and maintenance entity once the lakes have been completed and certified through the Water Management District would be the CDD. Mr. Ashton corrected him that for Blackburn Creek the operation and maintenance entity is not the CDD and in most cases it will be the Neighborhood Association. The District does not have that responsibility. Ms. Ashton stated the pond maintenance is the responsibility of Blackburn Water Conservation, LLC. The CDD maintains the stormwater pipes only and Blackburn Water Conservation, LLC maintains the lakes.

District Manager – Ms. Carvalho noted Jim Shier joined the meeting in progress at 12:08 p.m. The next meeting is scheduled for October 13, 2021 which will be the first meeting of the new fiscal year.

Mr. Williams requested District staff to send the August District Financial Statements to the Board once they are available.

Mr. Williams asked Ms. Carvalho what meeting she is proposing to review the year end District Financial Statements. Ms. Carvalho answered it will be the November meeting because the books will have closed and the District will have an idea if there is any amendment to the Budget the Board needs to consider and it must be done before November 30, 2021.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisors Requests

There were no Supervisor requests or audience comments.

FIFTH ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. Williams, seconded by Mr. Johnson, with all in favor, the September 8, 2021 Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 12:09 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Consideration of Resolution 2022-01,
Designating the Primary Administrative Office

RESOLUTION 2022-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT RE-DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Blackburn Creek Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the Sarasota County, Florida; and

WHEREAS, the District desires to re-designate its primary administrative office as the location where the District's public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District's Record's Custodian in order to provide citizens with the ability to access the District's records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District also desires to specify the location of the District's principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District's records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District's primary administrative office for purposes of Chapter 119, Florida Statutes, shall be located at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817.

SECTION 2. The District's principal headquarters for purposes of establishing proper venue shall be located at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240, within Sarasota County, Florida.

SECTION 3. The District's local records office shall be located at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240.

SECTION 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 13th day of October, 2021.

ATTEST:

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Consideration of Resolution 2022-02,
Designating Registered Agent & Office

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Blackburn Creek Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the Sarasota, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Vivian Carvalho is hereby designated as Registered Agent for the Blackburn Creek Community Development District.

Section 2. The District's Registered Office shall be located at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817.

Section 3. In accordance with Section 189.014, *Florida Statutes*, the District's Secretary is hereby directed to file certified copies of this resolution with Sarasota County and the Florida Department of Economic Opportunity.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 13th day of OCTOBER, 2021.

ATTEST:

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations 159-161

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 159-161

PA #	Description	Amount	Total
159	Supervisor Fees - 08/11/2021 Meeting		
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
	VGlobalTech		
		\$ 125.00	
			\$1,125.00
160	CA Florida Holdings		
		\$ 412.50	
	Supervisor Fees - 09/08/2021 Meeting		
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
			\$1,412.50
161	PFM Group Consulting		
		\$ 1,250.00	
		\$ 2,500.00	
	VGlobalTech		
		\$ 125.00	
			\$3,875.00
		Total	\$6,412.50

Amanda Lane

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Friday, August 27, 2021 11:25 AM
To: Amanda Lane
Subject: Re: Blackburn Creek - PA 159 - review and approval to pay requested

ALERT: This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Amanda,
You are authorized to pay Payment Authorization #159 for Blackburn Creek CDD.
regards
Kevin

On Fri, Aug 27, 2021 at 10:23 AM Amanda Lane <lanea@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #159 for Blackburn Creek. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Amanda Lane

Assistant Chief District Accountant

PFM Group Consulting LLC

LaneA@pfm.com | web pfm.com

phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901

[3501 Quadrangle Blvd., Ste. 270](#) | [Orlando, FL 32817](#)

(New address as of July 29, 2021)

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Kevin Johnson

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 159

8/27/2021

Item No.	Payee	Invoice No.	General Fund
1	Supervisor Fees - 08/11/2021 Meeting		
	David Trast	--	\$ 200.00
	Pete Williams	--	\$ 200.00
	Kirk Fegley	--	\$ 200.00
	Kevin Johnson	--	\$ 200.00
	Jerald Dell	--	\$ 200.00
2	VGlobalTech		
	August Website Maintenance	2980	\$ 125.00
TOTAL			\$ 1,125.00

Secretary / Assistant Secretary

Chairman / Vice Chairman

Amanda Lane

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Friday, September 10, 2021 3:13 PM
To: Amanda Lane
Subject: Re: Blackburn Creek - PA 160 - review and approval to pay requested

ALERT: This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Amanda,
You are hereby authorized to pay for Payment Authorization #160 for Blackburn Creek CDD.
regards
Kevin

On Fri, Sep 10, 2021 at 2:59 PM Amanda Lane <lanea@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #160 for Blackburn Creek. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Amanda Lane

Assistant Chief District Accountant

PFM Group Consulting LLC

LaneA@pfm.com | web pfm.com

phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901

3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817

(New address as of July 29, 2021)

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 160

9/10/2021

Item No.	Payee	Invoice No.	General Fund
1	CA Florida Holdings		
	Legal Advertising Through 08/03/2021	4039572	\$ 412.50
2	Supervisor Fees - 09/08/2021 Meeting		
	David Trast	--	\$ 200.00
	Pete Williams	--	\$ 200.00
	Kirk Fegley	--	\$ 200.00
	Kevin Johnson	--	\$ 200.00
	Jerald Dell	--	\$ 200.00
TOTAL			\$ 1,412.50

Secretary / Assistant Secretary

Chairman / Vice Chairman

Amanda Lane

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Friday, September 17, 2021 1:53 PM
To: Amanda Lane
Subject: Re: Blackburn Creek - PA 161 - review and approval to pay requested

ALERT: This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Amanda,
You are hereby authorized to pay Payment Authorization #161 for Blackburn Creek CDD.
regards
Kevin Johnson

On Fri, Sep 17, 2021 at 1:24 PM Amanda Lane <lanea@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #161 for Blackburn Creek. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Amanda Lane

Assistant Chief District Accountant

PFM Group Consulting LLC

LaneA@pfm.com | web pfm.com

phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901

3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817

(New address as of July 29, 2021)

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 161

9/17/2021

Item No.	Payee	Invoice No.	General Fund
1	PFM Group Consulting		
	Series 2013A, 2015A Dissemination Services 07/01/2021 - 09/30/2021	116940	\$ 1,250.00
	Series 2018A, 2019A Dissemination Services 07/01/2021 - 09/30/2021	116940	\$ 2,500.00
2	VGlobalTech		
	September Website Maintenance	3069	\$ 125.00
TOTAL			\$ 3,875.00

Secretary / Assistant Secretary

Chairman / Vice Chairman

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Review of District Financial Statements
(under separate cover)