

Blackburn Creek Community Development District

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The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Wednesday, November 9, 2022, at 11:30 a.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 October 12, 2022, Board of Supervisors' Meeting
2. Update of Stormwater Structures Piping Inspection
3. Discussing pertaining to the Transfer of Infrastructure to the HOA
4. Update of Capital Projects Turnover and Completion Status
5. Ratification of Payment Authorization 185
6. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
- Audience Comments
- Supervisors Requests

Adjournment



**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the October 12, 2022,
Board of Supervisors' Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Wednesday, October 12, 2022, at 11:30 a.m.
5800 Lakewood Ranch Blvd., Sarasota, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson
Jerald Dell	Vice Chairperson
David Trast	Assistant Secretary
Kirk Fegley	Assistant Secretary
Pete Williams	Assistant Secretary

Also Present via Speaker or in Person:

Vivian Carvalho	District Manager- PFM Group Consulting LLC	
Venessa Ripoll	District Manager- PFM Group Consulting LLC	(via phone)
Jorge Jimenez	ADM- PFM Group Consulting LLC	(via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC	(via phone)
Ed Vogler	Vogler Ashton	(via phone)
Bill Conerly	District Engineer- Kimley-Horn	(via phone)
John Blakley	Audience Member	
John McKay	Audience Member	
Tom Paneseny	Neal Communities	(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 11:31 a.m. by Ms. Carvalho and she proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above either in person or via speaker phone.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

General Business Matters

**Discussion Pertaining to Damages
Caused by Hurricane Ian / Scheduling
Inspection**

The Board suggested looking into the transformers in the District placed by Florida Power & Light and why they were put in the positions they were as it caused power outages during Hurricane Ian. Stormwater piping, structure, and curbs were also mentioned in the discussion. A Board Member requested that the ponds and stormwater be assessed by the HOA since they are responsible for the maintenance of the ponds. It was suggested that cost be looked at if an assessment was needed for the stormwater structure since the District is responsible for the structure. There was a suggestion made to authorize the District Chair to approve and execute proposals for the assessment.

Mr. Paneseny joined the meeting in progress via speakerphone.

ON MOTION by Mr. Williams seconded by Mr. Dell, with all in favor, the Board authorized the District Chair to approve and execute proposals given for the assessment of the Stormwater Structure due to the recent Hurricane Ian.

Consideration of the Minutes of the September 14, 2022, Board of Supervisors' Meeting

The Board reviewed Minutes of the September 14, 2022, Board of Supervisors' Meeting.

ON MOTION by Mr. Williams seconded by Mr. Fegley, with all in favor, the Board approved the Minutes of the September 14, 2022, Board of Supervisors' Meeting.

District Engineer Presentation of Capital Projects Turnover and Completion Status

Mr. Conerly provided an update through all permitting agencies. The capital funds are currently being reconciled and should be completed by the end of next week. After this, the project can be deemed complete. Everything should be given to the District Manager in 2 weeks, and all should be complete by the end of October. There was no further action required by the Board at this time.

Discussion of the River Road Project and Noise Impact to the Community

The project falls under State Route 777 as the State has taken over the funding, design, and construction of the project from the County. There was a noise abatement procedure in 2019 that allows them to make changes to on a final design based on a federal regulation. The final design for this project has not yet been completed. Mr. Vogler wanted to know what the District's responsibility is concerning the project. A suggestion was made that the District Engineer review the impact on River Road and the drainage issue.

ON MOTION by Mr. Williams seconded by Mr. Trast, with all in favor, the Board authorized the Engineer to create a report on the impact on River Road.

There was a suggestion that the Chair collaborate with the HOA and the State and see if they are willing to add a barrier.

ON MOTION by Mr. Williams seconded by Mr. Johnson, with all in favor, the Board authorized the Chair to collaborate with the HOA and the State in order to provide the District with a sound barrier.

**Ratification of Payment Authorizations
183-184**

Ms. Carvalho requested a motion to ratify payment authorizations 183-184.

ON MOTION by Mr. Williams seconded by Mr. Trast, with all in favor, the Board ratified Payment Authorizations 183-184.

THIRD ORDER OF BUSINESS

Staff Reports

- District Counsel –** A few comments were made about the damage Hurricane Ian had caused.
- District Engineer –** Mr. Conerly confirmed to the Board that the water flow of the stormwater systems outfall is to the Myakka River. In addition, he mentioned that the length of the area for the barrier wall would be a total of 5,300 linear feet.
- District Manager –** Ms. Carvalho noted the next meeting is scheduled for November 9, 2022, at 11:30 a.m. at this location.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no further comments.

FIFTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Mr. Fegley, seconded by Mr. Trast, with all in favor, the October 12, 2022, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 12:13 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Stormwater Structures Piping Inspection

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Transfer of Infrastructure to the HOA

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Capital Projects Turnover
and Completion Status

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Payment Authorization 185

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 185

PA #	Description	Amount	Total
185	Egis	\$ 6,918.00	
	Florida Department of Economic Opportunity	\$ 175.00	
	PFM Group Consulting	\$ 3.55	
		\$ 7.26	
		\$ 3,750.00	
		\$ 2,750.00	
		\$ 15,000.00	
	Supervisor Fees		
	David Trast	\$ 200.00	
	Pete Williams	\$ 200.00	
	Kirk Fegley	\$ 200.00	
	Kevin Johnson	\$ 200.00	
	Jerald Dell	\$ 200.00	
			\$29,603.81
		Total	\$29,603.81

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 185

10/14/2022

Item No.	Payee	Invoice No.	GF FY22	GF FY23
1	Egis Insurance Policy FY 2023	16713		\$ 6,918.00
2	Florida Department of Economic Opportunity Special District Fee	87124		\$ 175.00
3	PFM Group Consulting			
	Postage Fees - May 2022	OE-EXP-06-0004	\$ 3.55	
	Postage Fees - Sep 2022	OE-EXP-10-2022-04	\$ 7.26	
	Q4 Dissemination Jul-Sep Series 2013A, 2018A, 20	121697	\$ 3,750.00	
	District Mgmt Fees - Oct 2022	DM-10-2022-04		\$ 2,750.00
	FY23 Tax Roll	121944		\$ 15,000.00
4	Supervisor Fees - 10/12/2022 Meeting			
	David Trast	2022.10.12		\$ 200.00
	Pete Williams	2022.10.12		\$ 200.00
	Kirk Fegley	2022.10.12		\$ 200.00
	Kevin Johnson	2022.10.12		\$ 200.00
	Jerald Dell	2022.10.12		\$ 200.00
SUBTOTAL			\$ 3,760.81	\$ 25,843.00
TOTAL			<u>\$ 29,603.81</u>	

Venessa Ripoll

Secretary / Assistant Secretary

Chairman / Vice Chairman

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Financial Statements

Blackburn Creek CDD
Statement of Financial Position
As of 9/30/2022

	General Fund	Debt Service Fund 2013 & 2019*	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013	Capital Projects Fund - 2015	Capital Projects Fund - 2018	Long Term Debt Group	Total
<u>Assets</u>									
<u>Current Assets</u>									
General Checking Account	\$17,718.07								\$17,718.07
Money Market Account	88,465.39								88,465.39
Prepaid Expenses	5,220.80								5,220.80
3 MO CD	35,916.36								35,916.36
Debt Service Reserve 2013A Bond		\$171,575.00							171,575.00
Debt Service Reserve 2019A Bond		91,809.05							91,809.05
Revenue 2013A Bond		246,881.32							246,881.32
Revenue 2019A Bond		141,868.12							141,868.12
Interest 2013A Bond		0.12							0.12
Interest 2019A1 Bond		0.03							0.03
Interest 2019A2 Bond		0.02							0.02
Prepayment 2013A Bond		15,475.99							15,475.99
Sinking Fund 2013A Bond		0.09							0.09
Sinking Fund 2019A1 Bond		0.02							0.02
Sinking Fund 2019A2 Bond		0.01							0.01
Prepayment 2019A1 Bond		12,237.38							12,237.38
Prepayment 2019A2 Bond		5,389.55							5,389.55
Debt Service Reserve 2015A1 Bond			\$228,000.00						228,000.00
Debt Service Reserve 2015A2 Bond			82,343.75						82,343.75
Revenue 2015A Bond			238,576.43						238,576.43
Interest 2015A1 Bond			0.03						0.03
Interest 2015A2 Bond			0.01						0.01
Prepayment 2015A1 Bond			2,117.02						2,117.02
Prepayment 2015A2 Bond			13,416.68						13,416.68
Sinking Fund 2015A1 Bond			0.02						0.02
Sinking Fund 2015A2 Bond			0.01						0.01
Revenue 2018A Bond				\$457,521.81					457,521.81
Interest 2018A1 Bond				0.11					0.11
Sinking Fund 2018A1 Fund				0.06					0.06
Prepayment 2018A1 Bond				61,392.85					61,392.85
Debt Service Reserve 2018A1 Bond				242,729.72					242,729.72
Sinking Fund 2018A2 Bond				0.01					0.01
Prepayment 2018A2 Bond				9,931.31					9,931.31
Acquisition/Construction 2019 Bond					\$357,347.60				357,347.60
Acquisition/Construction 2015 Bond						\$138,536.15			138,536.15
Acquisition/Construction 2018 Bond							\$143,302.98		143,302.98
Total Current Assets	\$147,320.62	\$685,236.70	\$564,453.95	\$771,575.87	\$357,347.60	\$138,536.15	\$143,302.98	\$0.00	\$2,807,773.87

Blackburn Creek CDD
Statement of Financial Position
As of 9/30/2022

	General Fund	Debt Service Fund 2013 & 2019*	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013	Capital Projects Fund - 2015	Capital Projects Fund - 2018	Long Term Debt Group	Total
Investments									
Amount Available in Debt Service Funds								\$2,021,266.52	\$2,021,266.52
Amount To Be Provided								20,802,733.48	20,802,733.48
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,824,000.00	\$22,824,000.00
Total Assets	\$147,320.62	\$685,236.70	\$564,453.95	\$771,575.87	\$357,347.60	\$138,536.15	\$143,302.98	\$22,824,000.00	\$25,631,773.87
Liabilities and Net Assets									
Current Liabilities									
Accounts Payable	\$3,757.26								\$3,757.26
Total Current Liabilities	\$3,757.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,757.26
Long Term Liabilities									
Revenue Bonds Payable - Long-Term								\$22,824,000.00	\$22,824,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,824,000.00	\$22,824,000.00
Total Liabilities	\$3,757.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,824,000.00	\$22,827,757.26
Net Assets									
Net Assets, Unrestricted	(\$3,421.82)								(\$3,421.82)
Current Year Net Assets, Unrestricted	723.58								723.58
Net Assets - General Government	147,400.25								147,400.25
Current Year Net Assets - General Government	(1,138.65)								(1,138.65)
Net Assets, Unrestricted		\$717,632.75							717,632.75
Current Year Net Assets, Unrestricted		(32,396.05)							(32,396.05)
Net Assets, Unrestricted			\$549,004.07						549,004.07
Current Year Net Assets, Unrestricted			15,449.88						15,449.88
Net Assets, Unrestricted				\$860,738.07					860,738.07
Current Year Net Assets, Unrestricted				(89,162.20)					(89,162.20)
Net Assets, Unrestricted					\$397,423.62				397,423.62
Current Year Net Assets, Unrestricted					(40,076.02)				(40,076.02)
Net Assets, Unrestricted						\$140,748.16			140,748.16
Current Year Net Assets, Unrestricted						(2,212.01)			(2,212.01)
Net Assets, Unrestricted							\$149,356.37		149,356.37
Current Year Net Assets, Unrestricted							(6,053.39)		(6,053.39)
Total Net Assets	\$143,563.36	\$685,236.70	\$564,453.95	\$771,575.87	\$357,347.60	\$138,536.15	\$143,302.98	\$0.00	\$2,804,016.61
Total Liabilities and Net Assets	\$147,320.62	\$685,236.70	\$564,453.95	\$771,575.87	\$357,347.60	\$138,536.15	\$143,302.98	\$22,824,000.00	\$25,631,773.87

*For the purpose of fitting the financials onto one sheet across, Series 2013 & 2019 have been combined into one column.

Blackburn Creek CDD
Statement of Activities
As of 9/30/2022

	General Fund	Debt Service Fund 2013 & 2019*	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013	Capital Projects Fund - 2015	Capital Projects Fund - 2018	Total
Revenues								
On-Roll Assessments	\$114,230.05							\$114,230.05
Off-Roll Assessments	32,188.52							32,188.52
Other Revenue	723.58							723.58
On-Roll Assessments		\$453,198.51						453,198.51
Off-Roll Assessments		214,162.18						214,162.18
Other Assessments		30,642.87						30,642.87
Inter-Fund Group Transfers In		1,710.66						1,710.66
On-Roll Assessments			\$311,801.27					311,801.27
Off-Roll Assessments			24,972.84					24,972.84
Other Assessments			10,159.13					10,159.13
Inter-Fund Group Transfers In			(1,710.66)					(1,710.66)
On-Roll Assessments				\$476,153.78				476,153.78
Off-Roll Assessments				294,305.20				294,305.20
Other Assessments				169,618.27				169,618.27
Total Revenues	\$147,142.15	\$699,714.22	\$345,222.58	\$940,077.25	\$0.00	\$0.00	\$0.00	\$2,132,156.20
Expenses								
Supervisor Fees	\$11,800.00							\$11,800.00
Public Officials' Insurance	2,633.00							2,633.00
Trustee Services	15,731.88							15,731.88
Management	33,000.00							33,000.00
Dissemination Agent	15,000.00							15,000.00
District Counsel	6,383.00							6,383.00
Assessment Administration	15,000.00							15,000.00
Reamortization Schedules	500.00							500.00
Audit	8,000.00							8,000.00
Arbitrage Calculation	1,000.00							1,000.00
Postage & Shipping	104.01							104.01
Legal Advertising	4,312.00							4,312.00
Miscellaneous	125.00							125.00
Office Supplies	20.33							20.33
Web Site Maintenance	2,470.00							2,470.00
Dues, Licenses, and Fees	175.00							175.00
Stormwater Management	27,500.00							27,500.00
General Insurance	3,803.00							3,803.00

Blackburn Creek CDD
Statement of Activities
As of 9/30/2022

	General Fund	Debt Service Fund 2013 & 2019*	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013	Capital Projects Fund - 2015	Capital Projects Fund - 2018	Total
Principal Payment - 2013A1, 2019A1		\$210,000.00						210,000.00
Principal Payment - 2019A2		20,000.00						20,000.00
Interest Payments - 2013A1, 2019A1		424,785.00						424,785.00
Interest Payments - 2019A2		78,680.00						78,680.00
Principal Payments - 2015A1 bond			\$70,000.00					70,000.00
Principal Payments - 2015A2 bond			20,000.00					20,000.00
Interest Payments - 2015A1 bond			177,612.50					177,612.50
Interest Payments - 2015A2 bond			62,187.50					62,187.50
Principal Payment - 2018A1 Bond				\$314,000.00				314,000.00
Principal Payment - 2018A2 Bond				86,000.00				86,000.00
Interest Payment - 2018A1 Bond				529,243.00				529,243.00
Interest Payment - 2018A2 Bond				100,034.50				100,034.50
Engineering					\$40,093.68			40,093.68
Engineering						\$2,218.60		2,218.60
Engineering							\$6,060.07	6,060.07
Total Expenses	\$147,557.22	\$733,465.00	\$329,800.00	\$1,029,277.50	\$40,093.68	\$2,218.60	\$6,060.07	\$2,288,472.07
<u>Other Revenues (Expenses) & Gains (Losses)</u>								
Interest Income		\$1,352.61						\$1,352.61
Dividend Income		2.12						2.12
Interest Income			\$27.30					27.30
Interest Income				\$38.05				38.05
Interest Income					\$17.66			17.66
Interest Income						\$5.59		5.59
Interest Income							\$6.68	6.68
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$1,354.73	\$27.30	\$38.05	\$17.66	\$5.59	\$6.68	\$1,450.01
Change In Net Assets	(\$415.07)	(\$32,396.05)	\$15,449.88	(\$89,162.20)	(\$40,076.02)	(\$2,213.01)	(\$6,053.39)	(\$154,865.86)
Net Assets At Beginning Of Year	\$143,978.43	\$717,632.75	\$549,004.07	\$860,738.07	\$397,423.62	\$140,748.16	\$149,356.37	\$2,958,881.47
Net Assets At End Of Year	\$143,563.36	\$685,236.70	\$564,453.95	\$771,575.87	\$357,347.60	\$138,535.15	\$143,302.98	\$2,804,015.61

*For the purpose of fitting the financials onto one sheet across, Series 2013 & 2019 have been combined into one column.

Blackburn Creek CDD
 Budget to Actual
 For the Month Ending 9/30/2022

	Year To Date			FY 2022 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$114,230.05	\$144,755.00	\$(30,524.95)	\$144,755.00
Off-Roll Assessments	32,188.52	-	32,188.52	0.00
Other Revenue	723.58	-	723.58	0.00
Carry Forward Revenue	143,658.17	111,065.97	32,592.20	111,065.97
Net Revenues	<u>\$290,800.32</u>	<u>\$255,820.97</u>	<u>\$34,979.35</u>	<u>\$255,820.97</u>
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$11,800.00	\$12,000.00	\$(200.00)	\$12,000.00
Public Officials' Insurance	2,633.00	2,600.00	33.00	2,600.00
Trustee Services	15,731.88	16,000.00	(268.12)	16,000.00
Management	33,000.00	33,000.00	-	33,000.00
Engineering	-	10,000.00	(10,000.00)	10,000.00
Dissemination Agent	15,000.00	15,000.00	-	15,000.00
District Counsel	6,383.00	20,000.00	(13,617.00)	20,000.00
Assessment Administration	15,000.00	15,000.00	-	15,000.00
Reamortization Schedules	500.00	1,000.00	(500.00)	1,000.00
Audit	8,000.00	4,500.00	3,500.00	4,500.00
Arbitrage Calculation	1,000.00	1,000.00	-	1,000.00
Postage & Shipping	104.01	450.00	(345.99)	450.00
Legal Advertising	4,312.00	3,500.00	812.00	3,500.00
Bank Fees	-	250.00	(250.00)	250.00
Miscellaneous	125.00	200.00	(75.00)	200.00
Office Supplies	20.33	250.00	(229.67)	250.00
Web Site Maintenance	2,470.00	2,700.00	(230.00)	2,700.00
Dues, Licenses, and Fees	175.00	175.00	-	175.00
Stormwater Management	27,500.00	80,296.18	(52,796.18)	80,296.18
General Insurance	3,803.00	3,755.00	48.00	3,755.00
General Repair & Maintenance	-	1,875.00	(1,875.00)	1,875.00
Hardscape Maintenance	-	32,269.79	(32,269.79)	32,269.79
Total General & Administrative Expenses	<u>\$147,557.22</u>	<u>\$255,820.97</u>	<u>\$(108,263.75)</u>	<u>\$255,820.97</u>
Total Expenses	<u>\$147,557.22</u>	<u>\$255,820.97</u>	<u>\$(108,263.75)</u>	<u>\$255,820.97</u>
Net Income (Loss)	<u>\$143,243.10</u>	<u>\$ -</u>	<u>\$143,243.10</u>	<u>\$ -</u>