

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 **Tuesday, March 12, 2024, at 11:00 a.m.** located at **6853 Energy Ct, Lakewood Ranch, FL 34240**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2538 286 6774 #

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 February 13, 2024, Board of Supervisors' Meeting
2. District Engineer Project Update
 - a. Preventative Maintenance Plan
3. Discussion Regarding HOA Turnover
4. Ratification of Payment Authorization No. 213
5. Review of District Financial Statements

Other Business

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

Adjournment



**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the February 13, 2024,
Board of Supervisors Meeting

MINUTES OF MEETING

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

**Tuesday, February 13, 2024, at 11:00 a.m.
6853 Energy Ct., Lakewood Ranch, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson
David Trast	Vice Chairperson
Kirk Fegley	Assistant Secretary
Phil Davis	Assistant Secretary
James Sverapa	Assistant Secretary

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Jorge Jimenez	ADM- PFM Group Consulting LLC	(via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC	(via phone)
Andy Cohen	District Counsel	
Bill Conerly	Kimley-Horn	(via phone)
Robert Dvorak	BDi	

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 11:00 a.m. by Ms. Ripoll 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

Consideration of the Minutes of the January 9, 2024, Auditor Selection Committee Meeting, the Minutes of the January 9, 2024, Board of Supervisors' Meeting, and the Minutes of the January 9, 2024, Board Workshop Meeting

The Board reviewed the minutes.

ON MOTION by Mr. Johnson seconded by Mr. Trast, with all in favor, the Board approved the Minutes of the January 9, 2024, Auditor Selection Committee Meeting, the Minutes of the January 9, 2024, Board of Supervisors' Meeting, and the Minutes of the January 9, 2024, Board Workshop Meeting.

Consideration of FY 2023 Audit Engagement Letter

Mr. Cohen reviewed the audit letter for the Board. They included a 30-day termination clause.

ON MOTION by Mr. Trast seconded by Mr. Fegley, with all in favor, the Board approved the FY 2023 Audit Engagement Letter.

Presentation from Brletic Dvorak Inc.

Mr. Dvorak provided his background in the engineering industry. The Board stated that they are looking for an ongoing maintenance program and that the drainage area is cleaned. Mr. Dvorak provided an overview of the services that BDI provides.

ON MOTION by Mr. Johnson seconded by Mr. Davis, with all in favor, the Board awarded the contract to BDI and authorized PFM to negotiate a contract for execution by the Chair.

District Engineer Project Update a. Preventative Maintenance Plan

Mr. Conerly provided an update concerning the preventative maintenance plan. The Board requested an email that states the function of the culvert and mention that it is a wetlands area. Mr. Conerly mentioned that the new FEMA maps have not yet been implemented but will be soon.

Discussion Regarding HOA Turnover

This item was tabled.

Ratification of Payment Authorizations 211 – 212

Ms. Ripoll requested a motion to ratify payment authorizations 211 – 212.

ON MOTION by Mr. Fegley seconded by Mr. Sverapa, with all in favor, the Board ratified Payment Authorizations 211 – 212.

Review of District Financial Statements

The Board reviewed the Financial Statements as of January 31, 2024.

ON MOTION by Mr. Johnson seconded by Mr. Trast, with all in favor, the Board approved the District Financial Statements.

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel –	No report.
District Engineer –	No report.
District Manager –	Ms. Ripoll noted the next meeting is scheduled for March 12, 2024, at 11:00 a.m.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no comments 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. Fegley, with all in favor, the February 13, 2024, the Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:44 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Engineer Project Update

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Discussion Regarding HOA Turnover

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Payment Authorization
No. 213

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 213

PA #	Description	Amount	Total
213	Gannett Florida LocalIQ	\$ 220.00	
	Persson, Cohen, Mooney, Fernandez & Jackson	\$ 1,401.25	
	PFM Group Consulting	\$ 3,025.00	
	Supervisor Fees - 2/13/24 Meeting/Workshop		
	David Trast	\$ 200.00	
	Phil Davis	\$ 200.00	
	Kirk Fegley	\$ 200.00	
	Kevin Johnson	\$ 200.00	
	James Sverapa	\$ 200.00	
			\$5,646.25
		Total	\$5,646.25

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 213

2/21/2024

Item No.	Payee	Invoice No.	General Fund
1	Gannett Florida LocalIQ Legal Ad 01/02/2024 (Ad: 9647279)	6202098	\$ 220.00
2	Persson, Cohen, Mooney, Fernandez & Jackson District Counsel through 01/31/2024	4660	\$ 1,401.25
3	PFM Group Consulting February District Management Fee	DM-02-2024-04	\$ 3,025.00
4	Supervisor Fees - 2/13/2024 Meeting		
	David Trast	2024.02.13	\$ 200.00
	Phil Davis	2024.02.13	\$ 200.00
	Kirk Fegley	2024.02.13	\$ 200.00
	Kevin Johnson	2024.02.13	\$ 200.00
	James Sverapa	2024.02.13	\$ 200.00
TOTAL			<u>\$ 5,646.25</u>

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Kevin Johnson <kjohnson4@blackburncreekcdd.com>
Sent: Wednesday, February 21, 2024 2:23 PM
To: Rick Montejano
Subject: RE: FW: Blackburn Creek CDD
Attachments: Blackburn Creek PA No. 213 excuted.pdf

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

Rick,
Approved for processing for payment (Payment Authorization request #213)
Thanks
Kevin

On 02/21/2024 1:57 PM EST Rick Montejano <montejanor@pfm.com> wrote:

Yes speaking of PAs 😊

Kevin –

Please review the latest payment authorization for approval of payment.

Thank you,

Rick

From: Kevin Johnson <kjohnson4@blackburncreekcdd.com>
Sent: Wednesday, February 21, 2024 12:14 PM
To: Rick Montejano <montejanor@pfm.com>
Subject: RE: FW: Blackburn Creek CDD

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Speaking of PAs?

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Financial Statements

Blackburn Creek CDD
 Budget to Actual
 For the Month Ending 2/29/2024

	Year To Date			FY 2024 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On/Off Roll Assessments	\$333,417.70	\$154,166.65	\$179,251.05	\$370,000.00
Carry Forward Revenue	41,671.25	41,671.25	-	100,010.96
Net Revenues	\$375,088.95	\$195,837.90	\$179,251.05	\$470,010.96
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$5,800.00	\$5,000.00	\$800.00	\$12,000.00
Public Officials' Insurance	2,943.00	1,297.10	1,645.90	3,113.00
Trustee Services	9,874.46	6,666.65	3,207.81	16,000.00
Management	15,125.00	15,125.00	-	36,300.00
Engineering	6,169.05	4,166.65	2,002.40	10,000.00
Disclosure Agent	3,750.00	6,250.00	(2,500.00)	15,000.00
District Counsel	8,909.00	8,333.35	575.65	20,000.00
Assessment Administration	15,000.00	6,250.00	8,750.00	15,000.00
Reamortization Schedules	625.00	416.65	208.35	1,000.00
Audit	-	2,291.65	(2,291.65)	5,500.00
Arbitrage Calculation	-	416.65	(416.65)	1,000.00
Postage & Shipping	11.80	187.50	(175.70)	450.00
Legal Advertising	1,127.50	1,458.35	(330.85)	3,500.00
Bank Fees	-	104.15	(104.15)	250.00
Miscellaneous	-	83.35	(83.35)	200.00
Office Supplies	-	104.15	(104.15)	250.00
Web Site Maintenance	840.00	1,175.00	(335.00)	2,820.00
Dues, Licenses, and Fees	175.00	72.90	102.10	175.00
Reserve Study	-	3,125.00	(3,125.00)	7,500.00
Stormwater Reserve	-	89,897.90	(89,897.90)	215,755.00
Stormwater Maintenance	-	29,079.45	(29,079.45)	69,790.67
General Insurance	4,252.00	1,873.75	2,378.25	4,497.00
Hardscape Maintenance	-	12,462.70	(12,462.70)	29,910.29
Total General & Administrative Expenses	\$74,601.81	\$195,837.90	\$(121,236.09)	\$470,010.96
Total Expenses	\$74,601.81	\$195,837.90	\$(121,236.09)	\$470,010.96
Income (Loss) from Operations	\$300,487.14	\$0.00	\$300,487.14	\$0.00
<u>Other Income (Expense)</u>				
Interest Income	\$6,034.25	\$0.00	\$6,034.25	\$0.00
Total Other Income (Expense)	\$6,034.25	\$0.00	\$6,034.25	\$0.00
Net Income (Loss)	\$306,521.39	\$0.00	\$306,521.39	\$0.00

Blackburn Creek CDD

Statement of Activities

As of 2/29/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund 2023	Long Term Debt Group	Total
Revenues								
On-Roll Assessments	\$311,252.16							\$311,252.16
Off-Roll Assessments	22,165.54							22,165.54
On-Roll Assessments		\$193,672.95						193,672.95
Off-Roll Assessments		29,447.03						29,447.03
Inter-Fund Group Transfers In		(4,906.75)						(4,906.75)
On-Roll Assessments			\$267,229.73					267,229.73
Off-Roll Assessments			5,843.90					5,843.90
On-Roll Assessments				\$564,158.62				564,158.62
Off-Roll Assessments				34,175.39				34,175.39
Other Assessments				568,330.01				568,330.01
On roll Assessments					\$266,721.72			266,721.72
Inter-Fund Transfer In					15,511.42	(\$10,604.67)		4,906.75
Total Revenues	\$333,417.70	\$218,213.23	\$273,073.63	\$1,166,664.02	\$282,233.14	(\$10,604.67)	\$0.00	\$2,262,997.05
Expenses								
Supervisor Fees	\$5,800.00							\$5,800.00
Public Officials' Insurance	2,943.00							2,943.00
Trustee Services	9,874.46							9,874.46
Management	15,125.00							15,125.00
Engineering	6,169.05							6,169.05
Disclosure Agent	3,750.00							3,750.00
District Counsel	8,909.00							8,909.00
Assessment Administration	15,000.00							15,000.00
Reamortization Schedules	625.00							625.00
Postage & Shipping	11.80							11.80
Legal Advertising	1,127.50							1,127.50
Web Site Maintenance	840.00							840.00
Dues, Licenses, and Fees	175.00							175.00
General Insurance	4,252.00							4,252.00
Principal Payment - 2013A1, 2019A1		\$10,000.00						10,000.00
Principal Payment - 2019A2		5,000.00						5,000.00
Interest Payments - 2013A1, 2019A1		82,375.00						82,375.00
Interest Payments - 2019A2		37,940.00						37,940.00
Principal Payments - 2015A1 bond			\$15,000.00					15,000.00
Interest Payments - 2015A1 bond			85,206.25					85,206.25
Interest Payments - 2015A2 bond			29,531.25					29,531.25
Principal Payment - 2018A1 Bond				\$70,000.00				70,000.00
Principal Payment - 2018A2 Bond				120,000.00				120,000.00
Interest Payment - 2018A1 Bond				249,925.25				249,925.25
Interest Payment - 2018A2 Bond				47,421.25				47,421.25
Interest Payment - S2023					\$51,244.84			51,244.84
Trustee Fees						\$5,925.00		\$5,925.00
Total Expenses	\$74,601.81	\$135,315.00	\$129,737.50	\$487,346.50	\$51,244.84	\$5,925.00	\$0.00	\$884,170.65

Blackburn Creek CDD
Statement of Activities
As of 2/29/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund 2023	Long Term Debt Group	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>								
Interest Income	\$6,034.25							\$6,034.25
Interest Income		\$5,409.22						5,409.22
Interest Income			\$10,311.15					10,311.15
Interest Income				\$13,818.46				13,818.46
Interest income					\$2,184.54	\$120.64		2,305.18
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$6,034.25</u>	<u>\$5,409.22</u>	<u>\$10,311.15</u>	<u>\$13,818.46</u>	<u>\$2,184.54</u>	<u>\$120.64</u>	<u>\$0.00</u>	<u>\$37,878.26</u>
Change In Net Assets	\$264,850.14	\$88,307.45	\$153,647.28	\$693,135.98	\$233,172.84	(\$16,409.03)	\$0.00	\$1,416,704.66
Net Assets At Beginning Of Year	<u>\$84,162.69</u>	<u>\$333,037.59</u>	<u>\$583,696.99</u>	<u>\$637,006.45</u>	<u>\$65,566.83</u>	<u>\$16,409.03</u>	<u>\$0.00</u>	<u>\$1,719,879.58</u>
Net Assets At End Of Year	<u><u>\$349,012.83</u></u>	<u><u>\$421,345.04</u></u>	<u><u>\$737,344.27</u></u>	<u><u>\$1,330,142.43</u></u>	<u><u>\$298,739.67</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,136,584.24</u></u>

Blackburn Creek CDD
Statement of Financial Position
As of 2/29/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund - 2023	Long Term Debt Group	Total
<u>Assets</u>								
<u>Current Assets</u>								
General Checking Account	\$408,170.12							\$408,170.12
Money Market Account	39,537.94							39,537.94
Assessments Receivable	14,404.15							14,404.15
Prepaid Expenses	384.31							384.31
Assessment Receivable - Off Roll	22,590.94							22,590.94
Assessments Receivable		\$13,608.10						13,608.10
Debt Service Reserve 2019A Bond		163,410.00						163,410.00
Revenue 2019A Bond		251,619.80						251,619.80
Interest 2019A1 Bond		1,019.38						1,019.38
Interest 2019A2 Bond		469.51						469.51
Sinking Fund 2019A1 Bond		0.02						0.02
Sinking Fund 2019A2 Bond		0.01						0.01
Prepayment 2019A1 Bond		4,145.99						4,145.99
Prepayment 2019A2 Bond		680.33						680.33
Assessment Receivable - Off Roll		86,950.13						86,950.13
Assessments Receivable			\$18,776.43					18,776.43
Debt Service Reserve 2015A1 Bond			228,000.00					228,000.00
Debt Service Reserve 2015A2 Bond			81,406.25					81,406.25
Revenue 2015A Bond			422,196.61					422,196.61
Prepayment 2015A1 Bond			1,274.56					1,274.56
Prepayment 2015A2 Bond			4,466.85					4,466.85
Assessment Receivable - Off Roll			16,932.22					16,932.22
Revenue 2018A Bond				\$634,168.83				634,168.83
Prepayment 2018A1 Bond				431,788.10				431,788.10
Debt Service Reserve 2018A1 Bond				248,982.55				248,982.55
Prepayment 2018A2 Bond				15,202.95				15,202.95
Assessments Receivable				39,639.64				39,639.64
Assessment Receivable - Off Roll				135,445.03				135,445.03
Revenue 2023 Bond					\$286,174.50			286,174.50
Prepayment 2023 Bond					11,931.02			11,931.02
Interest 2023 Bond					634.15			634.15
Assessment Receivable (23)					18,740.74			18,740.74
Total Current Assets	<u>\$485,087.46</u>	<u>\$521,903.27</u>	<u>\$773,052.92</u>	<u>\$1,505,227.10</u>	<u>\$317,480.41</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,602,751.16</u>
<u>Investments</u>								
Amount Available in Debt Service Funds							\$2,787,571.41	\$2,787,571.41
Amount To Be Provided							18,839,428.59	18,839,428.59
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$21,627,000.00</u>	<u>\$21,627,000.00</u>
Total Assets	<u><u>\$485,087.46</u></u>	<u><u>\$521,903.27</u></u>	<u><u>\$773,052.92</u></u>	<u><u>\$1,505,227.10</u></u>	<u><u>\$317,480.41</u></u>	<u><u>\$0.00</u></u>	<u><u>\$21,627,000.00</u></u>	<u><u>\$25,229,751.16</u></u>

Blackburn Creek CDD
Statement of Financial Position
As of 2/29/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund - 2023	Long Term Debt Group	Total
<u>Liabilities and Net Assets</u>								
<u>Current Liabilities</u>								
Due To Other Funds	99,079.54							183,929.39
Deferred Revenue	14,404.15							14,404.15
Deferred Revenue - Off Roll	22,590.94							22,590.94
Deferred Revenue		\$13,608.10						13,608.10
Deferred Revenue - Off Roll		86,950.13						86,950.13
Deferred Revenue			\$18,776.43					18,776.43
Deferred Revenue - Off Roll			16,932.22					16,932.22
Deferred Revenue				\$39,639.64				39,639.64
Deferred Revenue - Off Roll				135,445.03				135,445.03
Deferred Revenue (23)					\$18,740.74			18,740.74
Total Current Liabilities	<u>\$136,074.63</u>	<u>\$100,558.23</u>	<u>\$35,708.65</u>	<u>\$175,084.67</u>	<u>\$18,740.74</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$466,166.92</u>
<u>Long Term Liabilities</u>								
Revenue Bonds Payable - Long-Term							\$21,627,000.00	\$21,627,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$21,627,000.00</u>	<u>\$21,627,000.00</u>
Total Liabilities	<u>\$136,074.63</u>	<u>\$100,558.23</u>	<u>\$35,708.65</u>	<u>\$175,084.67</u>	<u>\$18,740.74</u>	<u>\$0.00</u>	<u>\$21,627,000.00</u>	<u>\$22,093,166.92</u>
<u>Net Assets</u>								
Net Assets, Unrestricted	(\$2,698.24)							(\$2,698.24)
Net Assets - General Government	86,860.93							86,860.93
Current Year Net Assets - General Govt	264,850.14							264,850.14
Net Assets, Unrestricted		\$333,037.59						333,037.59
Current Year Net Assets, Unrestricted		88,307.45						88,307.45
Net Assets, Unrestricted			\$583,696.99					583,696.99
Current Year Net Assets, Unrestricted			153,647.28					153,647.28
Net Assets, Unrestricted				\$637,006.45				637,006.45
Current Year Net Assets, Unrestricted				693,135.98				693,135.98
Net Assets, Unrestricted					\$65,566.83			65,566.83
Current Year Net Assets, Unrestricted					233,172.84			233,172.84
Total Net Assets	<u>\$349,012.83</u>	<u>\$421,345.04</u>	<u>\$737,344.27</u>	<u>\$1,330,142.43</u>	<u>\$298,739.67</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,136,584.24</u>
Total Liabilities and Net Assets	<u>\$485,087.46</u>	<u>\$521,903.27</u>	<u>\$773,052.92</u>	<u>\$1,505,227.10</u>	<u>\$317,480.41</u>	<u>\$0.00</u>	<u>\$21,627,000.00</u>	<u>\$25,229,751.16</u>

\$0.00