

# 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, June 18, 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 May 14, 2024, Board of Supervisors' Meeting
2. District Engineer Project Update
  - a. Preventative Maintenance Plan
3. Audit Report Update
4. Landscape Remediation Proposals
5. Discussion Regarding HOA Turnover

### **Other Business** of District Financial Statements

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

### **Adjournment**



**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

Consideration of the Minutes of the May 14,  
2024, Board of Supervisors' Meeting

**MINUTES OF MEETING**

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

**Tuesday, May 14, 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)
David Jackson	District Counsel	
Robert Dvorak	District Engineer	(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 11:00 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 public comments at this time.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Minutes of the April 9, 2024, Board of Supervisors' Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Davis, seconded by Mr. Johnson, with all in favor, the Board approved the Minutes of the April 9, 2024, Board of Supervisors' Meeting.

**Consideration of Resolution 2024-05,  
General Election**

Ms. Ripoll stated that Seat 1 and Seat 5 are up for election, currently filled by Mr. David Trast and Mr. Kirk Fegley. She stated that the qualifying period is from June 10, 2024, at noon to June 14, 2024, at noon.

ON MOTION by Mr. Johnson, seconded by Mr. Fegley, with all in favor, the Board approved Resolution 2024-05, General Election.

**Consideration of Resolution 2024-06,  
Approving a Preliminary Budget for FY  
2025 and Setting a Public Hearing Date**

Ms. Ripoll stated that the budget had been reviewed with the Chair prior to the meeting. She stated that the budget did not increase, so there will be no mailed notices needed.

ON MOTION by Mr. Johnson, seconded by Mr. Trast, with all in favor, the Board approved Resolution 2024-06, Approving a Preliminary Budget for FY 2025 and Setting a Public Hearing Date of August 13, 2024, at 11:00 a.m. at 6853 Energy Ct, Lakewood Ranch, FL 34240.

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

Ms. Ripoll stated that there were 2,447 registered voters in Blackburn Creek.

ON MOTION by Mr. Johnson, seconded by Mr. Sverapa, with all in favor, the Board accepted the Letter from the Supervisor of Elections – Sarasota County.

**Review and Acceptance of Arbitrage  
Rebate Report Series 2013 – 2023**

Ms. Ripoll stated that this was a clean report and there were no penalties.

ON MOTION by Mr. Fegley, seconded by Mr. Davis, with all in favor, the Board approved the Arbitrage Rebate Report Series 2013-2023.

**District Engineer Project Update**

- a. Preventative Maintenance Plan
- b. SWFLWMD Reminder of Notice of Inspection Report Coming Due, Permit 43024192.005
- c. Stormwater System Inspection Phase 1 Report

Mr. Dvorak stated that the pipe systems in Phase 1 were free and clear of debris and operating at full capacity. He noted removal of vegetation and debris around the swales and drain inlets in Phase 1. He recommended the same course of action for the other Phases and offered to obtain bids for these items from qualified contractors.

Mr. Dvorak presented the Notice of Inspection coming due in the name of the HOA.

Mr. Johnson requested a copy of the Notice of Inspection to present to the Grand Palm Master HOA for consideration to contract with Mr. Dvorak separately. There was discussion regarding the sub HOA's permits being switched to the master HOA name.

There was discussion regarding the responsibilities assigned to the HOA vs. the CDD with specific regard to the stormwater system and related areas, such as swales, pipes, drainage easements, etc.

Mr. Dvorak will check the plats and the HOA declarations to verify who is responsible for maintenance of these areas.

Mr. Dvorak will proceed to obtain bids for the work to repeat the preventative maintenance performed in Phase 1 to the remainder of the Phases to present at the June meeting.

Mr. Dvorak left the meeting at 11:30 a.m.

**Discussion regarding Memo on Public Funds and Private Property**

Ms. Ripoll presented the memo regarding the use of public funds on private property. There was discussion about the CDD being a public agency and noting the limitations therein regarding privately owned property expenses.

**Audit Report Update**

The audit is under review and will be deferred to the next meeting.

**Discussion Regarding HOA Turnover**

This item was tabled.

**Ratification of Payment Authorization No. 215**

Ms. Ripoll noted that this has been approved by the Chairman prior to the meeting.

ON MOTION by Mr. Fegley, seconded by Mr. Trast, with all in favor, the Board ratified Payment Authorization 215.

**Review of District Financial Statements**

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

ON MOTION by Mr. Johnson, seconded by Mr. Davis, 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 June 18, 2024.
- District Accountant-** No Report.

**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. Sverapa, with all in favor, the May 14, 2024, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:36 a.m.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

District Engineer Project Update



**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

Audit Report Update

**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

Landscape Remediation Proposals

**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

Discussion Regarding HOA Turnover

**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

Review of District Financial Statements

**Blackburn Creek CDD**  
Statement of Financial Position  
As of 5/31/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Fund - 2023	Long Term Debt Group	Total
<b><u>Assets</u></b>								
<b><u>Current Assets</u></b>								
General Checking Account	\$311,734.09							\$311,734.09
Money Market Account	40,036.95							40,036.95
Assessments Receivable	371.05							371.05
Prepaid Expenses	3,523.90							3,523.90
Assessment Receivable - Off Roll	11,508.18							11,508.18
Assessments Receivable		\$2,383.56						2,383.56
Debt Service Reserve 2019A Bond		163,410.00						163,410.00
Revenue 2019A Bond		128,087.74						128,087.74
Interest 2019A1 Bond		1,032.59						1,032.59
Interest 2019A2 Bond		475.60						475.60
Sinking Fund 2019A1 Bond		0.02						0.02
Sinking Fund 2019A2 Bond		0.01						0.01
Prepayment 2019A1 Bond		18,202.22						18,202.22
Prepayment 2019A2 Bond		6,829.85						6,829.85
Assessment Receivable - Off Roll		28,056.07						28,056.07
Assessments Receivable			\$3,288.83					3,288.83
Debt Service Reserve 2015A1 Bond			226,875.00					226,875.00
Debt Service Reserve 2015A2 Bond			81,406.25					81,406.25
Revenue 2015A Bond			269,709.64					269,709.64
Prepayment 2015A1 Bond			2,417.37					2,417.37
Prepayment 2015A2 Bond			4,524.77					4,524.77
Assessment Receivable - Off Roll			5,244.42					5,244.42
Revenue 2018A Bond				\$272,459.60				272,459.60
Sinking Fund 2018A1 Fund				161,000.00				161,000.00
Prepayment 2018A1 Bond				29,936.56				29,936.56
Debt Service Reserve 2018A1 Bond				252,210.73				252,210.73
Sinking Fund 2018A2 Bond				26,000.00				26,000.00
Prepayment 2018A2 Bond				8,882.68				8,882.68
Assessments Receivable				6,943.18				6,943.18
Assessment Receivable - Off Roll				67,094.29				67,094.29
Revenue 2023 Bond					\$105,700.42			105,700.42
Prepayment 2023 Bond					2,085.71			2,085.71
Interest 2023 Bond					642.37			642.37
Assessment Receivable					3,282.58			3,282.58
<b>Total Current Assets</b>	<b>\$367,174.17</b>	<b>\$348,477.66</b>	<b>\$593,466.28</b>	<b>\$824,527.04</b>	<b>\$111,711.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,245,356.23</b>
<b><u>Investments</u></b>								
Amount Available in Debt Service Funds							\$1,263,928.03	\$1,263,928.03
Amount To Be Provided							19,885,071.97	19,885,071.97
<b>Total Investments</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,149,000.00</b>	<b>\$21,149,000.00</b>
<b>Total Assets</b>	<b>\$367,174.17</b>	<b>\$348,477.66</b>	<b>\$593,466.28</b>	<b>\$824,527.04</b>	<b>\$111,711.08</b>	<b>\$0.00</b>	<b>\$21,149,000.00</b>	<b>\$23,394,356.23</b>

**Blackburn Creek CDD**  
**Statement of Financial Position**  
As of 5/31/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Fund - 2023	Long Term Debt Group	Total
<b><u>Liabilities and Net Assets</u></b>								
<b><u>Current Liabilities</u></b>								
Accounts Payable	\$2,002.39							\$2,002.39
Due To Other Funds	14,322.90							14,322.90
Deferred Revenue	371.05							371.05
Deferred Revenue - Off Roll	11,508.18							11,508.18
Deferred Revenue		\$2,383.56						2,383.56
Deferred Revenue - Off Roll		28,056.07						28,056.07
Deferred Revenue			\$3,288.83					3,288.83
Deferred Revenue - Off Roll			5,244.42					5,244.42
Deferred Revenue				\$6,943.18				6,943.18
Deferred Revenue - Off Roll				67,094.29				67,094.29
Deferred Revenue					\$3,282.58			3,282.58
Total Current Liabilities	<u>\$28,204.52</u>	<u>\$30,439.63</u>	<u>\$8,533.25</u>	<u>\$74,037.47</u>	<u>\$3,282.58</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$144,497.45</u>
<b><u>Long Term Liabilities</u></b>								
Revenue Bonds Payable - Long-Term							\$21,149,000.00	\$21,149,000.00
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>\$21,149,000.00</u>	<u>\$21,149,000.00</u>
<b>Total Liabilities</b>	<u>\$28,204.52</u>	<u>\$30,439.63</u>	<u>\$8,533.25</u>	<u>\$74,037.47</u>	<u>\$3,282.58</u>	<u>\$0.00</u>	<u>\$21,149,000.00</u>	<u>\$21,293,497.45</u>
<b><u>Net Assets</u></b>								
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	254,806.96							254,806.96
Net Assets, Unrestricted		\$333,037.59						333,037.59
Current Year Net Assets, Unrestricted		(14,999.56)						(14,999.56)
Net Assets, Unrestricted			\$583,696.99					583,696.99
Current Year Net Assets, Unrestricted			1,236.04					1,236.04
Net Assets, Unrestricted				\$637,006.45				637,006.45
Current Year Net Assets, Unrestricted				113,483.12				113,483.12
Net Assets, Unrestricted					\$65,566.83			65,566.83
Current Year Net Assets, Unrestricted					42,861.67			42,861.67
<b>Total Net Assets</b>	<u>\$338,969.65</u>	<u>\$318,038.03</u>	<u>\$584,933.03</u>	<u>\$750,489.57</u>	<u>\$108,428.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,100,858.78</u>
<b>Total Liabilities and Net Assets</b>	<u>\$367,174.17</u>	<u>\$348,477.66</u>	<u>\$593,466.28</u>	<u>\$824,527.04</u>	<u>\$111,711.08</u>	<u>\$0.00</u>	<u>\$21,149,000.00</u>	<u>\$23,394,356.23</u>

**Blackburn Creek CDD**  
**Statement of Activities**  
**As of 5/31/2024**

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Funds - 2023	Long Term Debt Group	Total
<b>Revenues</b>								
On-Roll Assessments	\$325,285.26							\$325,285.26
Off-Roll Assessments	33,248.30							33,248.30
On-Roll Assessments		\$204,897.49						204,897.49
Off-Roll Assessments		88,341.09						88,341.09
Other Assessments		20,707.18						20,707.18
Inter-Fund Group Transfers In		(4,906.75)						(4,906.75)
On-Roll Assessments			\$282,717.33					282,717.33
Off-Roll Assessments			17,531.70					17,531.70
On-Roll Assessments				\$596,855.08				596,855.08
Off-Roll Assessments				102,526.13				102,526.13
Other Assessments				605,158.20				605,158.20
On roll Assessments					\$282,179.88			282,179.88
Inter-Fund Transfer In					15,511.42	(10,604.67)		4,906.75
<b>Total Revenues</b>	<b>\$358,533.56</b>	<b>\$309,039.01</b>	<b>\$300,249.03</b>	<b>\$1,304,539.41</b>	<b>\$297,691.30</b>	<b>(\$10,604.67)</b>	<b>\$0.00</b>	<b>\$2,559,447.64</b>
<b>Expenses</b>								
Supervisor Fees	\$8,800.00							\$8,800.00
Public Officials' Insurance	2,943.00							2,943.00
Trustee Services	15,076.12							15,076.12
Management	21,175.00							21,175.00
Engineering	15,293.94							15,293.94
Disclosure Agent	11,250.00							11,250.00
District Counsel	12,227.75							12,227.75
Assessment Administration	15,000.00							15,000.00
Reamortization Schedules	625.00							625.00
Audit	4,800.00							4,800.00
Postage & Shipping	36.84							36.84
Legal Advertising	1,127.50							1,127.50
Web Site Maintenance	1,545.00							1,545.00
Dues, Licenses, and Fees	175.00							175.00
General Insurance	4,252.00							4,252.00
Principal Payment - 2013A1, 2019A1		\$65,000.00						65,000.00
Principal Payment - 2019A2		30,000.00						30,000.00
Interest Payments - 2013A1, 2019A1		164,473.75						164,473.75
Interest Payments - 2019A2		75,740.00						75,740.00
Principal Payments - 2015A1 bond			\$70,000.00					70,000.00
Principal Payments - 2015A2 bond			20,000.00					20,000.00
Interest Payments - 2015A1 bond			169,925.00					169,925.00
Interest Payments - 2015A2 bond			59,062.50					59,062.50
Principal Payment - 2018A1 Bond				\$500,000.00				500,000.00
Principal Payment - 2018A2 Bond				135,000.00				135,000.00
Interest Payment - 2018A1 Bond				497,831.25				497,831.25
Interest Payment - 2018A2 Bond				89,753.75				89,753.75
Principal Payments S2023					\$121,000.00			121,000.00
Interest Payment - S2023					139,937.84			139,937.84
Trustee Fees - S2023						\$5,925.00		5,925.00
<b>Total Expenses</b>	<b>\$114,327.15</b>	<b>\$335,213.75</b>	<b>\$318,987.50</b>	<b>\$1,222,585.00</b>	<b>\$260,937.84</b>	<b>\$5,925.00</b>	<b>\$0.00</b>	<b>\$2,257,976.24</b>

**Blackburn Creek CDD**  
Statement of Activities  
As of 5/31/2024

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Funds - 2023	Long Term Debt Group	Total
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>								
Interest Income	\$10,600.55							\$10,600.55
Interest Income		\$11,175.18						11,175.18
Interest Income			\$19,974.51					19,974.51
Interest Income				\$31,528.71				31,528.71
Interest income					\$6,108.21			6,108.21
Interest income						\$120.64		120.64
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$10,600.55</u>	<u>\$11,175.18</u>	<u>\$19,974.51</u>	<u>\$31,528.71</u>	<u>\$6,108.21</u>	<u>\$120.64</u>	<u>\$0.00</u>	<u>\$79,507.80</u>
<b>Change In Net Assets</b>	\$254,806.96	(\$14,999.56)	\$1,236.04	\$113,483.12	\$42,861.67	(\$16,409.03)	\$0.00	\$380,979.20
<b>Net Assets At Beginning Of Year</b>	<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>
<b>Net Assets At End Of Year</b>	<u><u>\$338,969.65</u></u>	<u><u>\$318,038.03</u></u>	<u><u>\$584,933.03</u></u>	<u><u>\$750,489.57</u></u>	<u><u>\$108,428.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,100,858.78</u></u>



**Blackburn Creek CDD**  
 Budget to Actual  
 For The Month Ending 5/31/2024

	Year To Date			FY 2024 Adopted Budget
	Actual	Budget	Variance	
<b><u>Revenues</u></b>				
On/Off-Roll Assessments	\$358,533.56	\$246,666.64	\$111,866.92	\$370,000.00
Carry Forward Revenue	66,674.00	66,674.00	-	100,010.96
<b>Net Revenues</b>	<b><u>\$425,207.56</u></b>	<b><u>\$313,340.64</u></b>	<b><u>\$111,866.92</u></b>	<b><u>\$470,010.96</u></b>
<b><u>General &amp; Administrative Expenses</u></b>				
Supervisor Fees	\$8,800.00	\$8,000.00	\$800.00	\$12,000.00
Public Officials' Insurance	2,943.00	2,075.36	867.64	3,113.00
Trustee Services	15,076.12	10,666.64	4,409.48	16,000.00
Management	21,175.00	24,200.00	(3,025.00)	36,300.00
Engineering	15,293.94	6,666.64	8,627.30	10,000.00
Disclosure Agent	11,250.00	10,000.00	1,250.00	15,000.00
District Counsel	12,227.75	13,333.36	(1,105.61)	20,000.00
Assessment Administration	15,000.00	10,000.00	5,000.00	15,000.00
Reamortization Schedules	625.00	666.64	(41.64)	1,000.00
Audit	4,800.00	3,666.64	1,133.36	5,500.00
Arbitrage Calculation	-	666.64	(666.64)	1,000.00
Postage & Shipping	36.84	300.00	(263.16)	450.00
Legal Advertising	1,127.50	2,333.36	(1,205.86)	3,500.00
Bank Fees	-	166.64	(166.64)	250.00
Miscellaneous	-	133.36	(133.36)	200.00
Office Supplies	-	166.64	(166.64)	250.00
Web Site Maintenance	1,545.00	1,880.00	(335.00)	2,820.00
Dues, Licenses, and Fees	175.00	116.64	58.36	175.00
Reserve Study	-	5,000.00	(5,000.00)	7,500.00
Stormwater Reserve	-	143,836.64	(143,836.64)	215,755.00
Stormwater Maintenance	-	46,527.12	(46,527.12)	69,790.67
General Insurance	4,252.00	2,998.00	1,254.00	4,497.00
Hardscape Maintenance	-	19,940.32	(19,940.32)	29,910.29
<b>Total General &amp; Administrative Expenses</b>	<b><u>\$114,327.15</u></b>	<b><u>\$313,340.64</u></b>	<b><u>\$(199,013.49)</u></b>	<b><u>\$470,010.96</u></b>
<b>Total Expenses</b>	<b><u>\$114,327.15</u></b>	<b><u>\$313,340.64</u></b>	<b><u>\$(199,013.49)</u></b>	<b><u>\$470,010.96</u></b>
<b>Income (Loss) from Operations</b>	<b>\$310,880.41</b>	<b>\$0.00</b>	<b>\$310,880.41</b>	<b>\$0.00</b>
<b><u>Other Income (Expense)</u></b>				
Interest Income	\$10,600.55	\$0.00	\$10,600.55	\$0.00
<b>Total Other Income (Expense)</b>	<b><u>\$10,600.55</u></b>	<b><u>\$0.00</u></b>	<b><u>\$10,600.55</u></b>	<b><u>\$0.00</u></b>
<b>Net Income (Loss)</b>	<b><u><u>\$321,480.96</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$321,480.96</u></u></b>	<b><u><u>\$0.00</u></u></b>