

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, September 8, 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 August 11, 2021 Board of Supervisors' Meeting
2. Ratification of Payment Authorizations 157-158
3. Review of District Financial Statements (under separate cover)

Other Business

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

Adjournment



**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Consideration of the Minutes of the August 11,
2021 Board of Supervisors' Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Wednesday August 11, 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)	
Amanda Lane	District Accountant – PFM Group Consulting LLC	
	(via phone)	
Bill Conerly	District Engineer- Kimley-Horn	(via phone joined
meeting in progress)		
Pam Curran	Neal Communities	
John Blakley	Neal Communities	
John Leinaweaver	Neal Communities	
John McKay	Neal Communities	
Sandy Foster	Neal Communities	(joined at 12:14 p.m.)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Carvalho called to order at 12:02 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 July 14, 2021 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the July 14, 2021 Board of Supervisors' Meeting.

On MOTION by Mr. Williams, seconded by Mr. Trast, with all in favor, the Board approved the Minutes of the July 14, 2021 Board of Supervisors' Meeting.

**Review & Acceptance of Fiscal
Year 2020 Audit Report**

Ms. Carvalho stated the Audit was filed on time with the Auditor General. It was a straight forward audit and there were no material events. District Chair, the District Accountant, and District Counsel reviewed the Audit prior to its filling.

Mr. Johnson previously questioned the aspect of negative assets. Mr. Williams stated the District paid for a lot of structure which depreciates or is given to other governmental entities so the physical asset is declining in value but the District has a big Bond Debt that is paid over the 30 life of the Bonds. The District will always have that type of negative liability situation and it is standards with all the District's. Mr. Williams stated assets were also transferred to the County to reduce the asset total.

On MOTION by Mr. Williams, seconded by Mr. Johnson, with all in favor, the Board accepted the Fiscal Year 2020 Audit Report.

**Public Hearing on Adopting the
Fiscal Year 2022 Budget and
Appropriating Funds**
a) **Public Comments and
Testimony**
b) **Board Comments**
c) **Consideration of Resolution
2021-08, Adopting the Fiscal
Year 2022 Budget and
Appropriating Funds**

Ms. Carvalho requested a motion to open the Public Hearing.

On MOTION by Mr. Williams, seconded by Mr. Dell, with all in favor, the Board opened the Public Hearing.

Ms. Carvalho noted there were no members of the public present. The O&M and Debt Service Budget are attached to the Resolution as an exhibit. The O&M Budget is the exact same budget that the Board saw and approved in preliminary form at the May meeting. The Debt Service budget which is also attached to the Resolution is the repayment of the various series Bonds that are for the District. Also attached are the description of the different line items.

Ms. Carvalho asked if there were any questions on the budget. Once the budget is approved in final form the District Accountant will certify it to the Tax Collector for collecting assessments. Mr. Williams explained the District added money to the stormwater drainage and hardscape repair and maintenance items in the amount of \$30,000.00. The District agreed to take \$30,000.00 from prior year's surplus as a carry forward so the District would not increase assessments this year. Ms. Carvalho requested a motion to close the Public Hearing.

On MOTION by Mr. Williams seconded by Mr. Johnson, with all in favor, the Board closed the Public Hearing.

Ms. Carvalho requested a motion to approve Resolution 2021-08 with a Total Net Revenue of \$255,820.97.

On MOTION by Mr. Williams seconded by Mr. Johnson, with all in favor, the Board approved Resolution 2021-08, Adopting the Fiscal Year 2022 Budget and Appropriating Funds with a total Net Revenue of \$255,820.97.

Consideration of Resolution 2021-09, Adopting an Assessment Roll for Fiscal Year 2022 and Certifying Special Assessments for Collection

Ms. Carvalho explained the Resolution is a standard resolution that outlines a different method of collecting for on roll and off roll assessments. Attached as exhibits to the Resolution are the Budget, Debt Service, and Preliminary Assessment Roll.

On MOTION by Mr. Williams, seconded by Mr. Dell with all in favor, the Board approved Resolution 2021-09, Adopting an Assessment Roll for Fiscal Year 2022 and Certifying Special Assessments for Collection.

Consideration of Resolution 2021-10, Adopting the Annual Meeting Schedule for Fiscal Year 2021-2022

Ms. Carvalho presented the Annual Meeting Schedule for Fiscal Year 2021-2022 which is the second Wednesday of the Month at 12:00 at 5800 Lakewood Ranch Blvd., Sarasota, FL 34240.

Mr. Williams stated if the Board adopts this today it can always be amended throughout the Fiscal Year.

On MOTION by Mr. Johnson, seconded by Mr. Williams, with all in favor, the Board approved Resolution 2021-10, Adopting the Annual Meeting Schedule for Fiscal Year 2021-2022.

Ratification of Payment Authorizations 155-156

The Board reviewed Payment Authorizations 155-156.

On MOTION by Mr. Williams, seconded by Mr. Dell, with all in favor, the Board ratified Payment Authorizations 155-156.

Review of District Financial Statements

The Board reviewed the Financial Statements through July 31, 2021.

On MOTION by Mr. Williams, seconded by Mr. Fegley, with all in favor, the Board accepted the District Financial Statements through July 31, 2021.

Ms. Foster joined the meeting in progress at 12:14 p.m.

THIRD ORDER OF BUSINESS

**Other Business
Staff Reports**

District Counsel – Not Present

District Engineer – Mr. Conerly stated there is 1/3 of the project that is under an opened Environmental Resource Permit and therefore is not the responsibility of the District for maintenance. The areas in question are still the responsibility of the Developer and he is coordinating with the Developer to resolve these open permits. The permits are a result of excavation of stormwater ponds where lakes could not be dug to provide sufficient treatment for the Stormwater Management System. This is the last item which would allow the District to convey all the assets to the District and the responsibilities to the District. Once they are certified and transfer for the operations and maintenance responsibility to the District it will allow the District to close the Capital Construction Account.

Mr. Williams advised Mr. Conerly that Mr. Johnson is now the Chairman and he asked Ms. Ripoll to forward information to Mr. Johnson and asked she provide Mr. Conerly the email address to Mr. Johnson’s for future communication and items pertaining to the District.

Mr. Conerly stated there are areas demonstrated in the graphic he provided. The areas that are white or unshaded are still the responsibility of the Developer. Mr. Johnson asked who the responsible party after it is transferred to operation and maintenance. Mr. Conerly replied it is likely the District’s responsibility. Mr. Johnson had more questions relating to operations and maintenance responsibilities. Mr. Conerly replied the Engineer’s Report has the description of the responsibilities of the District.

District Manager – Ms. Carvalho will send out calendar invites for the meetings for Fiscal Year 2022. Everything that was approved today will be uploaded to the District website per Statute requirements. The next regularly scheduled meeting is September 8, 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. Trast, seconded by Mr. Johnson, with all in favor, the August 11, 2021 Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 12:21 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations 157-158

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 157-158

PA #	Description	Amount	Total
157	PFM Group Consulting		
		\$ 2,500.00	
		\$ 10.30	
	Supervisor Fees - 07/14/2021 Meeting		
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
	VGlobalTech		
		\$ 300.00	
		\$ 125.00	
			\$3,935.30
158	CA Florida Holdings, LLC		
		\$ 275.00	
	PFM Group Consulting		
		\$ 2,500.00	
		\$ 4.34	
	Vogler Ashton		
		\$ 588.50	
			\$3,367.84
	Total		\$7,303.14

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 157

7/30/2021

Item No.	Payee	Invoice No.	General Fund
1	PFM Group Consulting		
	DM Fee: July 2021	DM-07-2021-05	\$ 2,500.00
	June Reimbursables	OE-EXP-07-08	\$ 10.30
2	Supervisor Fees - 07/14/2021 Meeting		
	David Trast	--	\$ 200.00
	Pete Williams	--	\$ 200.00
	Kirk Fegley	--	\$ 200.00
	Kevin Johnson	--	\$ 200.00
	Jerald Dell	--	\$ 200.00
3	VGlobalTech		
	Quarter 2 ADA Audit	2830	\$ 300.00
	July Website Maintenance	2899	\$ 125.00
TOTAL			\$ 3,935.30

Secretary / Assistant Secretary

Chairman / Vice Chairman

Amanda Lane

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Saturday, July 31, 2021 11:06 AM
To: Amanda Lane
Subject: Re: Blackburn Creek - PA 157 - 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 #157 for Blackburn Creek CDD.
regards
Kevin Johnson

On Sat, Jul 31, 2021 at 10:02 AM Amanda Lane <lanea@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #157 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. 158

8/20/2021

Item No.	Payee	Invoice No.	General Fund
1	CA Florida Holdings, LLC Legal Advertising on 07/07/2021; Ad: 6014605	3984721	\$ 275.00
2	PFM Group Consulting DM Fee: August 2021 July Reimbursables	DM-08-2021-05 OE-EXP-08-06	\$ 2,500.00 \$ 4.34
3	Vogler Ashton General Counsel Through 07/31/2021	7053	\$ 588.50
TOTAL			\$ 3,367.84

Secretary / Assistant Secretary

Chairman / Vice Chairman

Amanda Lane

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Friday, August 20, 2021 12:07 PM
To: Amanda Lane
Subject: Re: Blackburn Creek - PA 158 - 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 #158 for Blackburn Creek CDD.
regards
Kevin Johnson

On Fri, Aug 20, 2021 at 10:21 AM Amanda Lane <lanea@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #158 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

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(New address as of July 29, 2021)

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Review of District Financial Statements
(under separate cover)