

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, January 12, 2022 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 December 8, 2021 Board of Supervisors' Meeting
2. Update from the District Engineer on a written status for the Capital Projects
3. Update from District Counsel on written document that summarizes what the District is responsible
4. Ratification of Payment Authorizations 169--170
5. 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**

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

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Wednesday, December 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	
Jerald Dell	Vice Chairperson	
David Trast	Assistant Secretary	
Kirk Fegley	Assistant Secretary	
Pete Williams	Assistant Secretary	(via phone)

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)	
Ed Vogler	District Counsel- Vogler Ashton	(via phone)
John Leinaweaver	Neal Communities	
John McKay	Neal Communities	
Sete Zare	MBS	(via phone)
Misty Taylor	Bryant Miller Olive	(via phone at 12:05 p.m.)
Mike Kennedy	Stantec	
John Blakley	Audience	
Dale Weidemiller	Audience	(joined at 12:03 p.m.)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Carvalho called to order at 12:00 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 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 November 10, 2021 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the November 10, 2021 Board of Supervisors' Meeting. Mr. Johnson noted an item needs to be updated on the second page. Ms. Carvalho stated that she has received the change and it will be updated in the final minutes.

On MOTION by Mr. Williams, seconded by Mr. Dell, with all in favor, the Board approved the Minutes of the November 10, 2021 Board of Supervisors' Meeting, as amended.

Ms. Carvalho noted that Mr. Weidemiller joined the meeting at 12:03 p.m.

**Ratification of Payment
Authorizations 165-168**

The Board reviewed Payment Authorizations 165-168.

On MOTION by Mr. Williams, seconded by Mr. Johnson, with all in favor, the Board ratified Payment Authorizations 165-168.

**Review of District Financial
Statements**

The Board reviewed the District Financial Statements through October 31, 2021.

On MOTION by Mr. Williams, seconded by Mr. Johnson, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report

District Engineer – No Report

District Manager – Ms. Carvalho noted that she followed up with the District Engineer and District Counsel regarding the request from the last meeting. The team is working on putting together a map and a detailed memo of the areas that the District is responsible for and will bring it before the Board at the January meeting which is scheduled for January 12, 2022.

Ms. Carvalho noted that Ms. Taylor joined the meeting at 12:05 p.m.

FOURTH ORDER OF BUSINESS

**Audience Comments and
Supervisors Requests**

There were no Supervisor requests for 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. Johnson, seconded by Mr. Fegley, with all in favor, the December 8, 2021 Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 12:06 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Update from the District Engineer on a written
status for the Capital Projects

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Update from District Counsel on a written document that summarizes what the District is responsible

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations 169-170

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 169-170

PA #	Description	Amount	Total
169	CA Florida Holdings		
		\$ 302.50	
	PFM Financial Advisors		
		\$ 875.00	
		\$ 500.00	
	PFM Group Consulting		
		\$ 7.16	
			\$1,684.66
170	PFM Group Consulting		
		\$ 2,750.00	
		\$ 6.30	
		\$ 3,750.00	
	Supervisor Fees - 12/8/2021 Meeting		
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
	VGlobalTech		
		\$ 125.00	
		\$ 300.00	
	US Bank		
		\$ 3,843.13	
			\$11,774.43
		Total	\$13,459.09

Amanda Lane

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Saturday, December 4, 2021 10:11 AM
To: Amanda Lane
Subject: Re: Blackburn Creek - PA 169 - review and approval to pay requested

Amanda,
You are hereby authorized to pay Payment Authorization #169 for Blackburn Creek CDD.
regards
Kevin Johnson

On Sat, Dec 4, 2021 at 9:57 AM Amanda Lane <lanea@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #169 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. 169

12/3/2021

Item No.	Payee	Invoice No.	General Fund	Fiscal Year
1	CA Florida Holdings Legal Advertising on 11/03/2021 ; Ad: 6460075	4219590	\$ 302.50	FY 2022
2	PFM Financial Advisors Re-amortization Services ; S2013A, S2015A1/2, S2018A1	118030	\$ 875.00	FY 2021
	Re-amortization Services ; S2013A, S2015A1, S2018A1/2	118042	\$ 500.00	FY 2022
3	PFM Group Consulting October Reimbursables	OE-EXP-11-04	\$ 7.16	FY 2022

TOTAL	\$ 1,684.66
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875.00	FY 2021
809.66	FY 2022

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Wednesday, December 15, 2021 1:27 PM
To: Rick Montejano
Subject: Re: Blackburn PA 170 - Review and Approval

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

Rick,
You are hereby authorized to pay Payment Authorization #170 for Blackburn Creek CDD.
regards
Kevin Johnson

On Wed, Dec 15, 2021 at 1:06 PM Rick Montejano <montejanor@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #170 for Blackburn Creek. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Rick Montejano

District Accountant

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 170

12/15/2021

Item No.	Payee	Invoice No.	General Fund
1	PFM Group Consulting		
	District Mgmt Fees - Dec 2021	DM-12-2021-44	\$ 2,750.00
	Fedex Fees - Nov 2021	OE-EXP-12-32	\$ 6.30
	Q1 Dissemination Oct-Dec Series 2014, 2018, 2019	118314	\$ 3,750.00
2	Supervisor Fees - 12/8/2021 Meeting		
	David Trast	--	\$ 200.00
	Pete Williams	--	\$ 200.00
	Kirk Fegley	--	\$ 200.00
	Kevin Johnson	--	\$ 200.00
	Jerald Dell	--	\$ 200.00
3	VGlobalTech		
	Web Maintenance - Dec	3372	\$ 125.00
	Quarterly ADA & WCAG Audits	3432	\$ 300.00
4	US Bank		
	Administration Fees 11/1/2021-10/31/2022	6338667	\$ 3,843.13
TOTAL			\$ 11,774.43

Secretary / Assistant Secretary

Chairman / Vice Chairman

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Review of District Financial Statements

Blackburn Creek CDD
Statement of Financial Position
As of 11/30/2021

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Projects Fund - 2018	Long Term Debt Group	Total
<u>Assets</u>									
<u>Current Assets</u>									
General Checking Account	\$585,195.76								\$585,195.76
Assessment Receivable									73,695.23
Prepaid Expenses	320.26								320.26
Assessment Receivable		\$292,379.88							292,379.88
Due From Other Funds	73,695.23								154,905.97
Interest Receivable									2.12
Debt Service Reserve 2013A Bond		154,905.97							171,575.00
Debt Service Reserve 2019A Bond		91,809.05							91,809.05
Revenue 2013A Bond		171,575.23							129,327.44
Revenue 2019A Bond		2.12	59,165.40						59,165.40
Interest A1 Bond			0.06						0.06
Prepayment 2013A Bond		3,302.95							3,302.95
Sinking Fund 2013A Bond		0.04							0.04
Sinking Fund 2019A1 Bond		0.02							0.02
Sinking Fund 2019A2 Bond		0.01							0.01
Assessment Receivable			\$201,157.82						201,157.82
Due From Other Funds									106,575.54
Interest Receivable									1.77
Debt Service Reserve 2015A1 Bond			106,575.54						229,812.50
Debt Service Reserve 2015A2 Bond			82,343.75						82,343.75
Revenue 2015A Bond			229,812.50						97,294.23
Interest 2015A1 Bond			1.77	0.03					0.03
Interest 2015A2 Bond				0.01					0.01
Prepayment 2015A1 Bond				219.19					219.19
Prepayment 2015A2 Bond				3,650.50					3,650.50
Sinking Fund 2015A1 Bond				0.01					0.01
Assessment Receivable				\$307,189.43					307,189.43
Due From Other Funds									162,752.21
Interest Receivable									2.13
Revenue 2018A Bond				162,752.21					247,445.62
Interest 2018A1 Bond				247,445.62	0.11				0.11
Sinking Fund 2018A1 Fund				2.13	0.06				0.06
Prepayment 2018A1 Bond				9,306.22					9,306.22
Debt Service Reserve 2018A1 Bond				242,719.61					242,719.61
Sinking Fund 2018A2 Bond				0.01					0.01
Prepayment 2018A2 Bond				18,947.47					18,947.47
Acquisition/Construction 2019A Bond					\$397,425.23				397,425.23
Interest Receivable									1.63
Acquisition/Construction 2015A Bond						\$140,748.93			140,748.93
Interest Receivable									0.58
Acquisition/Construction 2018A Bond					1.63		\$149,357.00		149,357.00
Interest Receivable									0.61

Blackburn Creek CDD
Statement of Financial Position
As of 11/30/2021

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Projects Fund - 2018	Long Term Debt Group	Total
Total Current Assets	\$659,211.25	\$902,467.94	\$721,055.35	\$988,362.87	\$397,426.86	\$140,749.51	\$149,357.61	\$0.00	\$3,958,631.39

Blackburn Creek CDD
Statement of Financial Position
As of 11/30/2021

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Projects Fund - 2018	Long Term Debt Group	Total
Investments									
Amount Available in Debt Service Funds								\$1,386,919.32	\$1,386,919.32
Amount To Be Provided								21,947,080.68	21,947,080.68
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,334,000.00	\$23,334,000.00
Total Assets	\$659,211.25	\$902,467.94	\$721,055.35	\$988,362.87	\$397,426.86	\$140,749.51	\$149,357.61	\$23,334,000.00	\$27,292,631.39
Liabilities and Net Assets									
Current Liabilities									
Accounts Payable	\$153,718.27								\$153,718.27
Due To Other Funds									
Deferred Revenue									279,606.08
Deferred Revenue	279,606.08	\$292,379.88							279,606.08
Deferred Revenue	73,695.23		\$201,157.82						73,695.23
Deferred Revenue				\$307,189.43					292,379.88
Total Current Liabilities	\$507,019.58	\$292,379.88	\$201,157.82	\$307,189.43	\$0.00	\$0.00	\$0.00	\$0.00	\$1,307,746.71
Long Term Liabilities									
Revenue Bonds Payable - Long-Term								\$23,334,000.00	\$23,334,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,334,000.00	\$23,334,000.00
Total Liabilities	\$507,019.58	\$292,379.88	\$201,157.82	\$307,189.43	\$0.00	\$0.00	\$0.00	\$23,334,000.00	\$24,641,746.71
Net Assets									
Net Assets, Unrestricted	\$143,978.43								\$143,978.43
Current Year Net Assets - General Government	8,213.24								8,213.24
Net Assets, Unrestricted		\$717,632.75							717,632.75
Current Year Net Assets, Unrestricted		(107,544.69)							(107,544.69)
Net Assets, Unrestricted			\$549,004.07						549,004.07
Current Year Net Assets, Unrestricted			(29,106.54)						(29,106.54)
Net Assets, Unrestricted				\$860,738.07					860,738.07
Current Year Net Assets, Unrestricted				(179,564.63)					(179,564.63)
Net Assets, Unrestricted					\$397,423.54				397,423.54
Current Year Net Assets, Unrestricted					3.32				3.32
Net Assets, Unrestricted						\$140,748.33			140,748.33
Current Year Net Assets, Unrestricted						1.18			1.18
Net Assets, Unrestricted							\$149,356.37		149,356.37
Current Year Net Assets, Unrestricted							1.24		1.24

Blackburn Creek CDD
Statement of Financial Position
As of 11/30/2021

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Projects Fund - 2018	Long Term Debt Group	Total
Total Net Assets	<u>\$152,191.67</u>	<u>\$610,088.06</u>	<u>\$519,897.53</u>	<u>\$681,173.44</u>	<u>\$397,426.86</u>	<u>\$140,749.51</u>	<u>\$149,357.61</u>	<u>\$0.00</u>	<u>\$2,650,884.68</u>
Total Liabilities and Net Assets	<u><u>\$659,211.25</u></u>	<u><u>\$902,467.94</u></u>	<u><u>\$721,055.35</u></u>	<u><u>\$988,362.87</u></u>	<u><u>\$397,426.86</u></u>	<u><u>\$140,749.51</u></u>	<u><u>\$149,357.61</u></u>	<u><u>\$23,334,000.00</u></u>	<u><u>\$27,292,631.39</u></u>

Blackburn Creek CDD
Statement of Activities
As of 11/30/2021

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Project Fund - 2018	Long Term Debt Group	Total
Revenues									
On-Roll Assessments	\$39,044.53								\$39,044.53
Off-Roll Assessments GF	8,047.13								8,047.13
On-Roll Assessments DSF		\$154,905.97							154,905.97
Off-Roll Assessments DSF		53,540.55							53,540.55
Inter-Fund Group Transfers In		1,710.66							1,710.66
Inter-Fund Group Transfers In			(1,710.66)						(1,710.66)
On-Roll Assessments 2015			\$106,575.54						106,575.54
Off-Roll Assessments 2015			6,243.21						6,243.21
On-Roll Assessments 2018				\$162,752.21					162,752.21
Off-Roll Assessments 2018				73,576.30					73,576.30
Other Assessments 2018				25,622.50					25,622.50
Total Revenues	\$47,091.66	\$210,157.18	\$111,108.09	\$261,951.01	\$0.00	\$0.00	\$0.00	\$0.00	\$630,307.94
Expenses									
Supervisor Fees	\$2,000.00								\$2,000.00
Public Officials' Insurance	2,633.00								2,633.00
Trustee Services	8,743.67								8,743.67
Management	5,500.00								5,500.00
District Counsel	622.50								622.50
Assessment Administration	15,000.00								15,000.00
Legal Advertising	151.25								151.25
Web Site Maintenance	250.00								250.00
Dues, Licenses, and Fees	175.00								175.00
General Insurance	3,803.00								3,803.00
Principal Payments DSF		\$65,000.00							65,000.00
Interest Payments DSF		252,707.50							252,707.50
Principal Payments 2015			\$20,000.00						20,000.00
Interest Payments 2015			120,218.75						120,218.75
Principal Payments 2018				\$125,000.00					125,000.00
Interest Payments 2018				316,521.50					316,521.50
Total Expenses	\$38,878.42	\$317,707.50	\$140,218.75	\$441,521.50	\$0.00	\$0.00	\$0.00	\$0.00	\$621,804.67
Other Revenues (Expenses) & Gains (Losses)									
		\$5.63	\$4.12	\$5.86	\$3.32	\$1.18	\$1.24		\$21.35
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$5.63	\$4.12	\$5.86	\$3.32	\$1.18	\$1.24	\$0.00	\$21.35
Change In Net Assets	\$8,213.24	(\$107,544.69)	(\$29,106.54)	(\$179,564.63)	\$3.32	\$1.18	\$1.24	\$0.00	\$8,524.62
Net Assets At Beginning Of Year	\$143,978.43	\$717,632.75	\$549,004.07	\$860,738.07	\$397,423.54	\$140,748.33	\$149,356.37	\$0.00	\$2,958,881.56
Net Assets At End Of Year	\$152,191.67	\$610,088.06	\$519,897.53	\$681,173.44	\$397,426.86	\$140,749.51	\$149,357.61	\$0.00	\$2,967,406.18

Blackburn Creek CDD
 Budget to Actual
 For the Month Ending 11/30/2021

	Year To Date			FY 2022 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$ 39,044.53	\$ 24,125.83	\$ 14,918.70	\$ 144,755.00
Off-Roll Assessments	8,047.13	-	8,047.13	-
Carry Forward Revenue	153,025.05	18,511.00	134,514.06	111,065.97
Net Revenues	\$ 200,116.71	\$ 42,636.83	\$ 157,479.88	\$ 255,820.97
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 12,000.00
Public Officials' Insurance	2,633.00	433.33	2,199.67	2,600.00
Trustee Services	8,743.67	2,666.67	6,077.00	16,000.00
Management	5,500.00	5,500.00	-	33,000.00
Engineering	-	1,666.67	(1,666.67)	10,000.00
Dissemination Agent	-	2,500.00	(2,500.00)	15,000.00
District Counsel	622.50	3,333.33	(2,710.83)	20,000.00
Assessment Administration	15,000.00	2,500.00	12,500.00	15,000.00
Reamortization Schedules	-	166.67	(166.67)	1,000.00
Audit	-	750.00	(750.00)	4,500.00
Arbitrage Calculation	-	166.67	(166.67)	1,000.00
Postage & Shipping	-	75.00	(75.00)	450.00
Legal Advertising	151.25	583.33	(432.08)	3,500.00
Bank Fees	-	41.67	(41.67)	250.00
Miscellaneous	-	33.33	(33.33)	200.00
Office Supplies	-	41.67	(41.67)	250.00
Web Site Maintenance	250.00	450.00	(200.00)	2,700.00
Dues, Licenses, and Fees	175.00	29.17	145.83	175.00
Stormwater Management	-	13,382.70	(13,382.70)	80,296.18
General Insurance	3,803.00	625.83	3,177.17	3,755.00
General Repair & Maintenance	-	312.50	(312.50)	1,875.00
Hardscape Maintenance	-	5,378.30	(5,378.30)	32,269.79
Total General & Administrative Expenses	\$ 38,878.42	\$ 42,636.83	\$ (3,758.41)	\$ 255,820.97
Total Expenses	\$ 38,878.42	\$ 42,636.83	\$ (3,758.41)	\$ 255,820.97
Income (Loss) from Operations	\$ 161,238.29	\$ (0.00)	\$ 161,238.29	\$ -
<u>Other Income (Expense)</u>				
Interest Income	\$ -	\$ -	\$ -	\$ -
Total Other Income (Expense)	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 161,238.29	\$ (0.00)	\$ 161,238.29	\$ -