

# Blackburn Creek Community Development District

12051 Corporate Boulevard, Orlando, FL 32817

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[www.blackburncreekcdd.com](http://www.blackburncreekcdd.com)

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The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Wednesday, February 9, 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 January 12, 2022, Board of Supervisors' Meeting
2. District Engineer Presentation of Capital Projects Turnover and Completion Status
3. District Counsel Presentation of Legal Basis for Long Term District O& M Responsibilities
4. 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 January 12,  
2022, Board of Supervisors' Meeting

**MINUTES OF MEETING**

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING MINUTES  
Wednesday, January 12, 2022 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

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)
Rick Montejano	Accountant – PFM Group Consulting LLC (via phone)
John Leinaweaver	Board of Supervisor
John Blakley	Board of Supervisor
Pam Curran	Neal Communities
John McKay	J.H. McKay, LLC (joined meeting in progress)
Dale Weidemiller	Board of Supervisor (joined meeting in progress)

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll Call**

Ms. Carvalho called to order at 12:04 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 December 8, 2021 Board of  
Supervisors' Meeting**

The Board reviewed the Minutes of the December 8, 2021 Board of Supervisors' Meeting.

On MOTION by Mr. Williams seconded by Mr. Johnson, with all in favor, the Board approved the Minutes of the December 8, 2021 Board of Supervisors' Meeting.

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

Ms. Johnson requested an update on the open construction account and the anticipated timeframe of the project being complete. Furthermore, he requested an update from the District Engineer regarding the summary requested 2 meetings ago for the assets that are owned and maintained by the CDD. Ms. Carvalho will follow up with the District Engineer on this matter.

**Update from District Counsel on  
written document that  
summarized what the District is  
responsible**

This item is related to the Capital Construction account that was addressed earlier in the meeting.

**Ratification of Payment  
Authorizations 169-170**

The Board reviewed Payment Authorizations 169-170. These are contractual obligations for the District.

On MOTION by Mr. Williams, seconded by Mr. Trast, with all in favor, the Board ratified Payment Authorizations 169-170.

**Review of District Financial  
Statements**

The Board reviewed the District Financial Statements through November 30, 2021.

Ms. Carvalho requested a motion from the Board to accept the District Financials as presented.

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** – Not Present

**District Engineer** – Not Present

**District Manager** – Ms. Carvalho noted the next meeting is scheduled for February 9, 2022 at 12:00 p.m. at this location.

**FOURTH ORDER OF BUSINESS**

**Audience Comments and Supervisors Requests**

Mr. Johnson wanted to reflect on the record the lack of progress and dissatisfaction he has with the District Engineer as it relates to the requested information of CDD responsibilities from 2 meetings ago.

**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. Dell, with all in favor, the January 12, 2022 Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 12:11 p.m.

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

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

# **BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT**

District Engineer Presentation of Capital  
Projects Turnover and Completion Status

**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

District Counsel Presentation of Legal Basis  
for Long Term District O&M Responsibilities

**BLACKBURN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

Review of District Financial Statements



**Blackburn Creek CDD**  
Statement of Financial Position  
As of 12/31/2021

	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
<b>Assets</b>									
<b>Current Assets</b>									
General Checking Account	\$241,651.68								\$241,651.68
Assessment Receivable									8,172.40
Prepaid Expenses	320.26								320.26
Assessment Receivable		\$32,423.34							32,423.34
Due From Other Funds	8,172.40								12,094.78
Interest Receivable									3.94
Debt Service Reserve 2013A Bond		12,094.78							171,575.00
Debt Service Reserve 2019A Bond		91,809.05							91,809.05
Revenue 2013A Bond		171,575.00							427,638.07
Revenue 2019A Bond		3.94	163,626.71						163,626.71
Interest A1 Bond				0.06					0.06
Prepayment 2013A Bond		3,302.98							3,302.98
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				\$22,307.32					22,307.32
Due From Other Funds									8,321.22
Interest Receivable									2.20
Debt Service Reserve 2015A1 Bond				8,321.22					228,000.00
Debt Service Reserve 2015A2 Bond				82,343.75					82,343.75
Revenue 2015A Bond				228,000.00					374,400.73
Interest 2015A1 Bond				2.20					0.03
Interest 2015A2 Bond									0.01
Prepayment 2015A1 Bond				2,031.69					2,031.69
Prepayment 2015A2 Bond				3,650.52					3,650.52
Sinking Fund 2015A1 Bond				0.01					0.01
Assessment Receivable						\$34,065.65			34,065.65
Due From Other Funds									12,707.40
Interest Receivable									2.98
Revenue 2018A Bond				12,707.40					671,181.39
Interest 2018A1 Bond									0.11
Sinking Fund 2018A1 Fund				671,181.39					0.06
Prepayment 2018A1 Bond				2.98		34,489.34			34,489.34
Debt Service Reserve 2018A1 Bond						242,720.61			242,720.61
Sinking Fund 2018A2 Bond						0.01			0.01
Prepayment 2018A2 Bond						23,107.33			23,107.33
Acquisition/Construction 2019A Bond						\$397,426.86			397,426.86
Interest Receivable									1.69
Acquisition/Construction 2015A Bond							\$140,749.51		140,749.51
Interest Receivable									0.60
Acquisition/Construction 2018A Bond								\$149,357.61	149,357.61
Interest Receivable									0.63
<b>Total Current Assets</b>	<b>\$250,144.34</b>	<b>\$902,474.00</b>	<b>\$721,057.48</b>	<b>\$1,018,274.88</b>	<b>\$397,428.55</b>	<b>\$140,750.11</b>	<b>\$149,358.24</b>	<b>\$0.00</b>	<b>\$3,579,487.60</b>

0.60

0.63

**Blackburn Creek CDD**  
Statement of Financial Position  
As of 12/31/2021

	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
<b>Investments</b>									
Amount Available in Debt Service Funds								\$2,519,877.53	\$2,519,877.53
Amount To Be Provided								20,814,122.47	20,814,122.47
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,334,000.00	\$23,334,000.00
<b>Total Assets</b>	<b>\$250,144.34</b>	<b>\$902,474.00</b>	<b>\$721,057.48</b>	<b>\$1,018,274.88</b>	<b>\$397,428.55</b>	<b>\$140,750.11</b>	<b>\$149,358.24</b>	<b>\$23,334,000.00</b>	<b>\$26,913,487.60</b>
<b>Liabilities and Net Assets</b>									
<b>Current Liabilities</b>									
Accounts Payable	\$33,843.90								\$33,843.90
Deferred Revenue		\$32,423.34							
Deferred Revenue			\$22,307.32						8,172.40
Deferred Revenue	8,172.40			\$34,065.65					32,423.34
Retainage Payable									22,307.32
Total Current Liabilities	\$42,016.30	\$32,423.34	\$22,307.32	\$34,065.65	\$0.00	\$0.00	\$0.00	\$0.00	\$130,812.61
<b>Long Term Liabilities</b>									
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
<b>Total Liabilities</b>	<b>\$42,016.30</b>	<b>\$32,423.34</b>	<b>\$22,307.32</b>	<b>\$34,065.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,334,000.00</b>	<b>\$23,464,812.61</b>

**Blackburn Creek CDD**  
Statement of Financial Position  
As of 12/31/2021

	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
<b>Net Assets</b>									
Net Assets, Unrestricted	(\$3,421.82)								(\$3,421.82)
Net Assets - General Government	147,400.25								147,400.25
Current Year Net Assets - General Government	64,149.61								64,149.61
Net Assets, Unrestricted		\$717,632.75							717,632.75
Current Year Net Assets, Unrestricted		152,417.91							152,417.91
Net Assets, Unrestricted			\$549,004.07						549,004.07
Current Year Net Assets, Unrestricted			149,746.09						149,746.09
Net Assets, Unrestricted				\$860,738.07					860,738.07
Current Year Net Assets, Unrestricted				123,471.16					123,471.16
Net Assets, Unrestricted					\$397,423.54				397,423.54
Current Year Net Assets, Unrestricted					5.01				5.01
Net Assets, Unrestricted						\$140,748.33			140,748.33
Current Year Net Assets, Unrestricted						1.78			1.78
Net Assets, Unrestricted							\$149,356.37		149,356.37
Current Year Net Assets, Unrestricted							1.87		1.87
<b>Total Net Assets</b>	<u>\$208,128.04</u>	<u>\$870,050.66</u>	<u>\$698,750.16</u>	<u>\$984,209.23</u>	<u>\$397,428.55</u>	<u>\$140,750.11</u>	<u>\$149,358.24</u>	<u>\$0.00</u>	<u>\$3,448,674.99</u>
<b>Total Liabilities and Net Assets</b>	<u>\$250,144.34</u>	<u>\$902,474.00</u>	<u>\$721,057.48</u>	<u>\$1,018,274.88</u>	<u>\$397,428.55</u>	<u>\$140,750.11</u>	<u>\$149,358.24</u>	<u>\$23,334,000.00</u>	<u>\$26,913,487.60</u>

**Blackburn Creek CDD**  
**Statement of Activities**  
 As of 12/31/2021

	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
<b>Revenues</b>									
On-Roll Assessments	\$104,567.36								\$104,567.36
Off-Roll Assessments GF	8,047.13								8,047.13
On-Roll Assessments DSF		\$414,862.51							414,862.51
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									285,426.04
Off-Roll Assessments 2015									6,243.21
On-Roll Assessments 2018			285,426.04	\$435,875.99					435,875.99
Off-Roll Assessments 2018			6,243.21						73,576.30
Other Assessments 2018				55,531.53					55,531.53
<b>Total Revenues</b>	<b>\$112,614.49</b>	<b>\$470,113.72</b>	<b>\$289,958.59</b>	<b>\$564,983.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,437,670.62</b>
<b>Expenses</b>									
Supervisor Fees	\$3,000.00								\$3,000.00
Public Officials' Insurance	2,633.00								2,633.00
Miscellaneous	125.00								125.00
Trustee Services	8,743.67								8,743.67
Management	8,250.00								8,250.00
Dissemination Agent	3,750.00								3,750.00
District Counsel	1,343.00								1,343.00
Assessment Administration	15,000.00								15,000.00
Reamortization Schedules	500.00								500.00
Postage & Shipping	13.46								13.46
Legal Advertising	453.75								453.75
Web Site Maintenance	675.00								675.00
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
<b>Total Expenses</b>	<b>\$48,464.88</b>	<b>\$317,707.50</b>	<b>\$140,218.75</b>	<b>\$441,521.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$631,391.13</b>
<b>Other Revenues (Expenses) &amp; Gains (Losses)</b>									
Interest Income		\$11.69	\$6.25	\$8.84	\$5.01	\$1.78	\$1.87		\$35.44
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$0.00</b>	<b>\$11.69</b>	<b>\$6.25</b>	<b>\$8.84</b>	<b>\$5.01</b>	<b>\$1.78</b>	<b>\$1.87</b>	<b>\$0.00</b>	<b>\$35.44</b>
<b>Change In Net Assets</b>	<b>\$64,149.61</b>	<b>\$152,417.91</b>	<b>\$149,746.09</b>	<b>\$123,471.16</b>	<b>\$5.01</b>	<b>\$1.78</b>	<b>\$1.87</b>	<b>\$0.00</b>	<b>\$489,793.43</b>
<b>Net Assets At Beginning Of Year</b>	<b>\$143,978.43</b>	<b>\$717,632.75</b>	<b>\$549,004.07</b>	<b>\$860,738.07</b>	<b>\$397,423.54</b>	<b>\$140,748.33</b>	<b>\$149,356.37</b>	<b>\$0.00</b>	<b>\$2,958,881.56</b>
<b>Net Assets At End Of Year</b>	<b>\$208,128.04</b>	<b>\$870,050.66</b>	<b>\$698,750.16</b>	<b>\$984,209.23</b>	<b>\$397,428.55</b>	<b>\$140,750.11</b>	<b>\$149,358.24</b>	<b>\$0.00</b>	<b>\$3,448,674.99</b>

**Blackburn Creek CDD**  
 Budget to Actual  
 For the Month Ending 12/31/2021

	Year To Date			FY 2022 Adopted Budget
	Actual	Budget	Variance	
<b><u>Revenues</u></b>				
On-Roll Assessments	\$ 104,567.36	\$ 36,188.75	\$ 68,378.61	\$ 144,755.00
Off-Roll Assessments	8,047.13	-	8,047.13	-
Carry Forward Revenue	143,658.17	27,766.49	115,891.68	111,065.97
<b>Net Revenues</b>	<b>\$ 256,272.66</b>	<b>\$ 63,955.24</b>	<b>\$ 192,317.42</b>	<b>\$ 255,820.97</b>
<b><u>General &amp; Administrative Expenses</u></b>				
Supervisor Fees	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 12,000.00
Public Officials' Insurance	2,633.00	650.00	1,983.00	2,600.00
Trustee Services	8,743.67	4,000.00	4,743.67	16,000.00
Management	8,250.00	8,250.00	-	33,000.00
Engineering	-	2,500.00	(2,500.00)	10,000.00
Dissemination Agent	3,750.00	3,750.00	-	15,000.00
District Counsel	1,343.00	5,000.00	(3,657.00)	20,000.00
Assessment Administration	15,000.00	3,750.00	11,250.00	15,000.00
Reamortization Schedules	500.00	250.00	250.00	1,000.00
Audit	-	1,125.00	(1,125.00)	4,500.00
Arbitrage Calculation	-	250.00	(250.00)	1,000.00
Postage & Shipping	13.46	112.50	(99.04)	450.00
Legal Advertising	453.75	875.00	(421.25)	3,500.00
Bank Fees	-	62.50	(62.50)	250.00
Miscellaneous	125.00	50.00	75.00	200.00
Office Supplies	-	62.50	(62.50)	250.00
Web Site Maintenance	675.00	675.00	-	2,700.00
Dues, Licenses, and Fees	175.00	43.75	131.25	175.00
Stormwater Management	-	20,074.05	(20,074.05)	80,296.18
General Insurance	3,803.00	938.75	2,864.25	3,755.00
General Repair & Maintenance	-	468.75	(468.75)	1,875.00
Hardscape Maintenance	-	8,067.45	(8,067.45)	32,269.79
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 48,464.88</b>	<b>\$ 63,955.24</b>	<b>\$ (15,490.36)</b>	<b>\$ 255,820.97</b>
<b>Total Expenses</b>	<b>\$ 48,464.88</b>	<b>\$ 63,955.24</b>	<b>\$ (15,490.36)</b>	<b>\$ 255,820.97</b>
<b>Income (Loss) from Operations</b>	<b>\$ 207,807.78</b>	<b>\$ -</b>	<b>\$ 207,807.78</b>	<b>\$ -</b>
<b><u>Other Income (Expense)</u></b>				
Interest Income	\$ -	\$ -	\$ -	\$ -
<b>Total Other Income (Expense)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 207,807.78</b>	<b>\$ -</b>	<b>\$ 207,807.78</b>	<b>\$ -</b>