

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, March 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 February 9, 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 M&O Responsibilities
4. Ratification of Payment Authorizations 171--172
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 February 9,
2022, Board of Supervisors' Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
Wednesday, February 9, 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 Fengley	Assistant Secretary
Pete Williams	Assistant Secretary

Also Present via Speaker or in Person:

Vivian Carvalho	District Manager- PFM Group Consulting LLC
Venessa Ripoll	District Manager- PFM Group Consulting LLC (via phone)
Rick Montejano	Accountant – PFM Group Consulting LLC (via phone)
Ed Vogler	District Counsel- Vogler Ashton (via phone)
John Leinaweaver	Audience Member
John Blakley	Audience Member
Bill Conerly	District Engineer- Kimley-Horn (via phone)
Mike Kennedy	Stantec
John McKay	J.H. McKay, LLC
Dale Weidemiller	Audience Member
Sandy Foster	Audience Member (joined meeting at 12:11 p.m.)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Board of Supervisors' Meeting for Blackburn Creek CDD was called to order at 12:01 p.m. Ms. Carvalho 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 at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of
the January 12, 2022 Board of
Supervisors' Meeting**

The Board reviewed the Minutes of the January 12, 2022 Board of Supervisors' Meeting.

ON MOTION by Mr. Johnson seconded by Mr. Dell, with all in favor, the Board approved the Minutes of the January 12, 2022 Board of Supervisors' Meeting, as amended.

District Engineer Presentation of Capital Projects Turnover and Completion Status

Mr. Conerly stated that he would prepare a formal report and will be presented to the Board at the next Board of Supervisors' Meeting. Mr. Conerly advised the Board his report would consist of what Blackburn Creek CDD would own and be responsible for. The Capital Projects include, construction of the infrastructure, storm water management system, piping, water main, facilities, and sanitary sewer system. In early phases, roadway improvements were also included. Most of the improvements financed with bonds have been turned over to Sarasota County. Mr. Conerly asked Mr. Vogler to confirm if all items mentioned were owned by Blackburn Creek CDD. Mr. Vogler advised those items are District owned. The Board discussed land ownership rights for creek flow and other portions under the roadways. Lengthy discussion ensued.

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

This item was part of the District Engineer report in which District Engineer will provide report at the next Board Meeting.

Review of District Financial Statements

Mr. Williams requested a motion to authorize the Chairman to work with District Management to invest the carry forward revenue into various investment instead of leaving it in the operation general fund account.

ON MOTION by Mr. Williams, seconded by Mr. Trast, with all in favor, the Board approved the motion to authorize the Chairman to work with District Management to invest the carry forward revenue into various investment instead of leaving it in the operation general fund account.

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

Ms. Carvalho requested a motion to accept the District Financial Statements as presented.

ON MOTION by Mr. Fengley, seconded by Mr. Dell, with all in favor, the Board accepted the District Financial Statements.

Staff Reports

District Counsel – No report

District Engineer – No report

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

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisors Requests

There were no audience comments or supervisor requests.

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. Fengley, with all in favor, the January 12, 2022 Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 12:19 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 M&O Responsibilities

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations 171--
172

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 171-172

PA #	Description	Amount	Total
171	CA Florida Holdings	\$ 283.25	
	Deluxe Corporation	\$ 125.00	
	PFM Group Consulting	\$ 5.34	
	Supervisor Fees - 01/12/2022 Meeting	\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
	VGlobalTech	\$ 125.00	
	Vogler Ashton	\$ 720.50	
			\$2,259.09
172	PFM Group Consulting	\$ 2,750.00	
	Supervisor Fees - 02/09/2022 Meeting	\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
		\$ 200.00	
			\$3,750.00
		Total	\$6,009.09

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 171

1/26/2022

Item No.	Payee	Invoice No.	General Fund
1	CA Florida Holdings Legal Advertising on 12/01/2021 (Ad: 6576473)	4283891	\$ 283.25
2	Deluxe Corporation Check Order	439161	\$ 125.00
3	PFM Group Consulting Fedex Fees - December 2021	OE-EXP-01-006	\$ 5.34
4	Supervisor Fees - 01/12/2022 Meeting David Trast	--	\$ 200.00
	Pete Williams	--	\$ 200.00
	Kirk Fegley	--	\$ 200.00
	Kevin Johnson	--	\$ 200.00
	Jerald Dell	--	\$ 200.00
5	VGlobalTech Website Maintenance - January 2022	3508	\$ 125.00
6	Vogler Ashton District Counsel Through 11/30/2021	7406	\$ 720.50
TOTAL			\$ 2,259.09

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Thursday, January 27, 2022 9:25 AM
To: Rick Montejano
Subject: Re: Blackburn Creek - PA 171

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

Rick,
Take 2!
Approved to pay Payment Authorization #171
regards
Kevin Johnson

On Thu, Jan 27, 2022 at 12:19 AM Rick Montejano <montejanor@pfm.com> wrote:

Kevin,

Please see attached for Payment Authorization(s) #171 for Blackburn Creek. Please provide authorization to pay (via email or signed cover sheet). If you have any questions, please let me know.

Thank you,

Rick Montejano

District Accountant

PFM Group Consulting LLC

407.723.5900 ext. 5951

3501 Quadrangle Blvd., Suite 270 | Orlando, FL 32817

MontejanoR@pfm.com

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 172

2/10/2022

Item No.	Payee	Invoice No.	General Fund
1	PFM Group Consulting		
	District Mgmt Fees - Jan 2022	DM-01-2022-005	\$ 2,750.00
2	Supervisor Fees - 02/09/2022 Meeting		
	David Trast	--	\$ 200.00
	Pete Williams	--	\$ 200.00
	Kirk Fegley	--	\$ 200.00
	Kevin Johnson	--	\$ 200.00
	Jerald Dell	--	\$ 200.00
TOTAL			\$ 3,750.00

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Kevin Johnson <johnsonkmrj@gmail.com>
Sent: Thursday, February 10, 2022 4:59 PM
To: Rick Montejano
Subject: Re: Blackburn Creek - PA 172

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

Rick,
Approved to pay Payment Authorization #172.
regards
Kevin Johnson

On Thu, Feb 10, 2022 at 3:05 PM Rick Montejano <montejanor@pfm.com> wrote:

Hi Kevin –

Attached is the latest payment authorization for Blackburn Creek CDD. Please review for approval.

Thanks.

Rick Montejano

District Accountant

PFM Group Consulting LLC

407.723.5900 ext. 5951

3501 Quadrangle Blvd., Suite 270 | Orlando, FL 32817

MontejanoR@pfm.com

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Review of District Financial Statements

Blackburn Creek CDD
Statement of Financial Position
As of 1/31/2022

	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	\$ 238,506.11								\$ 238,506.11
Assessment Receivable									5,466.06
Prepaid Expenses	320.26								320.26
Assessment Receivable		\$ 21,686.10							21,686.10
Due From Other Funds	5,466.06								10,737.24
Interest Receivable									4.18
Debt Service Reserve 2013A Bond		10,737.24							171,575.00
Debt Service Reserve 2019A Bond		91,809.05							91,809.05
Revenue 2013A Bond		171,575.00	436,598.08						436,598.08
Revenue 2019A Bond		4.18	166,764.40						166,764.40
Interest A1 Bond				0.06					0.06
Prepayment 2013A Bond		3,303.00							3,303.00
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			\$ 14,920.08						14,920.08
Due From Other Funds									7,387.24
Interest Receivable									2.96
Debt Service Reserve 2015A1 Bond			7,387.24						228,000.00
Debt Service Reserve 2015A2 Bond			82,343.75						82,343.75
Revenue 2015A Bond			228,000.00	382,724.15					382,724.15
Interest 2015A1 Bond			2.96	0.03					0.03
Interest 2015A2 Bond				0.01					0.01
Prepayment 2015A1 Bond				2,031.69					2,031.69
Prepayment 2015A2 Bond				3,650.54					3,650.54
Sinking Fund 2015A1 Bond				0.01					0.01
Assessment Receivable				\$ 22,784.55					22,784.55
Due From Other Funds									11,281.10
Interest Receivable									4.21
Revenue 2018A Bond				11,281.10					683,890.74
Interest 2018A1 Bond				683,890.74	0.11				0.11
Sinking Fund 2018A1 Fund				4.21	0.06				0.06
Prepayment 2018A1 Bond				50,691.65					50,691.65
Debt Service Reserve 2018A1 Bond				242,721.64					242,721.64
Sinking Fund 2018A2 Bond				0.01					0.01
Prepayment 2018A2 Bond				28,774.93					28,774.93
Acquisition/Construction 2019A Bond						\$ 397,428.55			397,428.55
Interest Receivable									1.69
Acquisition/Construction 2015A Bond							\$ 140,750.11		140,750.11
Interest Receivable									0.60
Acquisition/Construction 2018A Bond					1.69		\$ 149,358.24		149,358.24
Interest Receivable									0.63
Total Current Assets	\$ 244,292.43	\$ 902,477.18	\$ 721,060.46	\$ 1,040,149.00	\$ 397,430.24	\$ 140,750.71	\$ 149,358.87	\$ -	\$ 3,595,518.89

Blackburn Creek CDD
Statement of Financial Position
As of 1/31/2022

	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								\$ 2,574,878.98	\$ 2,574,878.98
Amount To Be Provided								20,759,121.02	20,759,121.02
Total Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,334,000.00	\$ 23,334,000.00
Total Assets	<u>\$ 244,292.43</u>	<u>\$ 902,477.18</u>	<u>\$ 721,060.46</u>	<u>\$ 1,040,149.00</u>	<u>\$ 397,430.24</u>	<u>\$ 140,750.71</u>	<u>\$ 149,358.87</u>	<u>\$ 23,334,000.00</u>	<u>\$ 26,929,518.89</u>
Liabilities and Net Assets									
Current Liabilities									
Accounts Payable	\$ -								\$ -
Due To Other Funds									
Deferred Revenue		\$ 21,686.10							29,405.58
Deferred Revenue	29,405.58		\$ 14,920.08						5,466.06
Deferred Revenue	5,466.06			\$ 22,784.55					21,686.10
Total Current Liabilities	\$ 34,871.64	\$ 21,686.10	\$ 14,920.08	\$ 22,784.55	\$ -	\$ -	\$ -	\$ -	\$ 94,262.37
									22,784.55
Long Term Liabilities									
Revenue Bonds Payable - Long-Term								\$ 23,334,000.00	\$ 23,334,000.00
Total Long Term Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,334,000.00	\$ 23,334,000.00
Total Liabilities	<u>\$ 34,871.64</u>	<u>\$ 21,686.10</u>	<u>\$ 14,920.08</u>	<u>\$ 22,784.55</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,334,000.00</u>	<u>\$ 23,428,262.37</u>

Blackburn Creek CDD
Statement of Financial Position
As of 1/31/2022

	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
Net Assets									
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	65,442.36								65,442.36
Net Assets, Unrestricted		\$ 717,632.75							717,632.75
Current Year Net Assets, Unrestricted		163,158.33							163,158.33
Net Assets, Unrestricted			\$ 549,004.07						549,004.07
Current Year Net Assets, Unrestricted			157,136.31						157,136.31
Net Assets, Unrestricted				\$ 860,738.07					860,738.07
Current Year Net Assets, Unrestricted				156,626.38					156,626.38
Net Assets, Unrestricted					\$ 397,423.54				397,423.54
Current Year Net Assets, Unrestricted					6.70				6.70
Net Assets, Unrestricted						\$ 140,748.33			140,748.33
Current Year Net Assets, Unrestricted						2.38			2.38
Net Assets, Unrestricted							\$ 149,356.37		149,356.37
Current Year Net Assets, Unrestricted							2.50		2.50
Total Net Assets	<u>\$ 209,420.79</u>	<u>\$ 880,791.08</u>	<u>\$ 706,140.38</u>	<u>\$ 1,017,364.45</u>	<u>\$ 397,430.24</u>	<u>\$ 140,750.71</u>	<u>\$ 149,358.87</u>	<u>\$ -</u>	<u>\$ 3,501,256.52</u>
Total Liabilities and Net Assets	<u>\$ 244,292.43</u>	<u>\$ 902,477.18</u>	<u>\$ 721,060.46</u>	<u>\$ 1,040,149.00</u>	<u>\$ 397,430.24</u>	<u>\$ 140,750.71</u>	<u>\$ 149,358.87</u>	<u>\$ 23,334,000.00</u>	<u>\$ 26,929,518.89</u>

Blackburn Creek CDD
Statement of Activities
As of 1/31/2022

	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	\$ 107,273.70								\$ 107,273.70
Off-Roll Assessments GF	8,047.13								8,047.13
On-Roll Assessments DSF		\$ 425,599.75							425,599.75
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			292,813.28						292,813.28
Off-Roll Assessments 2015			6,243.21						6,243.21
On-Roll Assessments 2018				\$ 447,157.09					447,157.09
Off-Roll Assessments 2018				73,576.30					73,576.30
Other Assessments 2018				77,401.44					77,401.44
Total Revenues	\$ 115,320.83	\$ 480,850.96	\$ 297,345.83	\$ 598,134.83	\$ -	\$ -	\$ -	\$ -	\$ 1,491,652.45
Expenses									
Supervisor Fees	\$ 4,000.00								\$ 4,000.00
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	18.80								18.80
Legal Advertising	737.00								737.00
Web Site Maintenance	800.00								800.00
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	\$ 49,878.47	\$ 317,707.50	\$ 140,218.75	\$ 441,521.50	\$ -	\$ -	\$ -	\$ -	\$ 949,326.22
Other Revenues (Expenses) & Gains (Losses)									
Interest Income		\$ 12.75	\$ 9.23	\$ 13.05	\$ 6.70	\$ 2.38	\$ 2.50		\$ 46.61
Dividend Income		2.12							2.12
Total Other Revenues (Expenses) & Gains (Losses)	\$ -	\$ 14.87	\$ 9.23	\$ 13.05	\$ 6.70	\$ 2.38	\$ 2.50	\$ -	\$ 48.73
Change In Net Assets	\$ 65,442.36	\$ 163,158.33	\$ 157,136.31	\$ 156,626.38	\$ 6.70	\$ 2.38	\$ 2.50	\$ -	\$ 542,374.96
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	\$ -	\$ 2,958,881.56
Net Assets At End Of Year	\$ 209,420.79	\$ 880,791.08	\$ 706,140.38	\$ 1,017,364.45	\$ 397,430.24	\$ 140,750.71	\$ 149,358.87	\$ -	\$ 3,501,256.52

Blackburn Creek CDD
 Budget to Actual
 For the Month Ending 1/31/2022

	Year To Date			FY 2022 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$ 107,273.70	\$ 48,251.68	\$ 59,022.02	\$ 144,755.00
Off-Roll Assessments	8,047.13	-	8,047.13	-
Carry Forward Revenue	143,658.17	37,022.00	106,636.17	111,065.97
Net Revenues	\$ 258,979.00	\$ 85,273.68	\$ 173,705.32	\$ 255,820.97
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 12,000.00
Public Officials' Insurance	2,633.00	866.68	1,766.32	2,600.00
Trustee Services	8,743.67	5,333.32	3,410.35	16,000.00
Management	8,250.00	11,000.00	(2,750.00)	33,000.00
Engineering	-	3,333.32	(3,333.32)	10,000.00
Dissemination Agent	3,750.00	5,000.00	(1,250.00)	15,000.00
District Counsel	1,343.00	6,666.68	(5,323.68)	20,000.00
Assessment Administration	15,000.00	5,000.00	10,000.00	15,000.00
Reamortization Schedules	500.00	333.32	166.68	1,000.00
Audit	-	1,500.00	(1,500.00)	4,500.00
Arbitrage Calculation	-	333.32	(333.32)	1,000.00
Postage & Shipping	18.80	150.00	(131.20)	450.00
Legal Advertising	737.00	1,166.68	(429.68)	3,500.00
Bank Fees	-	83.32	(83.32)	250.00
Miscellaneous	125.00	66.72	58.28	200.00
Office Supplies	-	83.32	(83.32)	250.00
Web Site Maintenance	800.00	900.00	(100.00)	2,700.00
Dues, Licenses, and Fees	175.00	58.32	116.68	175.00
Stormwater Management	-	26,765.40	(26,765.40)	80,296.18
General Insurance	3,803.00	1,251.68	2,551.32	3,755.00
General Repair & Maintenance	-	625.00	(625.00)	1,875.00
Hardscape Maintenance	-	10,756.60	(10,756.60)	32,269.79
Total General & Administrative Expenses	\$ 49,878.47	\$ 85,273.68	\$ (35,395.21)	\$ 255,820.97
Total Expenses	\$ 49,878.47	\$ 85,273.68	\$ (35,395.21)	\$ 255,820.97
Net Income (Loss)	\$ 209,100.53	\$ -	\$ 209,100.53	\$ -