



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
October 11, 2018**

**District Office:
5844 Old Pasco Road, Suite 100
Pasco, Florida 33544
813.994.1615**

www.concordstationcdd.com

**CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT AGENDA
OCTOBER 11, 2018 at 10:00 a.m.**

Concord Station Clubhouse, located at 18636 Mentmore Boulevard, Land O' Lakes, FL
34638

District Board of Supervisors	David Walz Karen Hillis Donna Matthias-Gorman Steven Christie Grace Birtchet	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Gregory B. Cox	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley & Robin
District Engineer	Tonja Stewart	Stantec

All Cellular phones and pagers must be turned off during the meeting.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at 813-933-5571. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL
33544**

October 4, 2018

**Board of Supervisors
Concord Station Community
Development District**

AGENDA

Dear Board Members:

The regular meetings of the Board of Supervisors of Concord Station Community Development District will be held on **Thursday, October 11, 2018 at 10:00 a.m.** at the Concord Station Clubhouse, located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638. The following are the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meetings held on September 13, 2018 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for August 2018..... Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - i. Splash Pad Update
 - C. Clubhouse Manager Updates
 - i. Review of Monthly Report..... Tab 3
 - D. Field Operations Manager
 - i. Aquatics Report Tab 4
 - ii. Consideration of Mid Fly Proposal Tab 5
 - iii. Field Inspection Report Tab 6
 - iv. Greenview Weekly Reports..... Tab 7
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of District Management Contract Tab 8
 - B. Consideration of Field Services Contract..... Tab 9
 - C. Consideration of Water Tank Proposals Tab 10
 - D. Consideration of Resolution 2019-01; Designating Officers Tab 11
 - E. Discussion Regarding Pasco County Sheriff

6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

Gregory B. Cox

Gregory B. Cox
District Manager

cc: John Vericker, Straley & Robin
Tonja Stewart, Stantec Consulting

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Thursday, September 13, 2018 at 10:00 a.m.** at the Concord Station Clubhouse, located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638.

Present and constituting a quorum:

David Walz	Board Supervisor, Chairman
Karen Hillis	Board Supervisor, Vice Chairman
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Steven Christie	Board Supervisor, Assistant Secretary
Grace Birtchet	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley & Robin
Tonja Stewart	District Engineer, Stantec (<i>via conf. call</i>)
Tyree Brown	Field Services Manager, Rizzetta & Co., Inc.
Scott Green	Field Services Manager, Rizzetta & Co., Inc.
Brenda Gray	Clubhouse Manager

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Mr. Cox called the meeting to order and performed the roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Comments on Agenda Items

The Board heard audience comments regarding midge flies at 4133 Shrewberry Place and requested that Aquatic Systems check the pond to see if maintenance may be necessary.

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On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman with all in favor, the Board of Supervisors authorized staff to provide a 30 day termination notice to Vesta, for the Concord Station Community Development District.

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SIXTH ORDER OF BUSINESS

Staff Reports

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A. District Counsel

No report. Mr. Vericker provided an explanation of the CDD's involvement in foreclosure processes on homes and explained that having the tax collector collect assessments takes that burden off of the CDD unless there is an issue in a direct billing for assessments.

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The Board discussed the question of whether automatic gate closing mechanisms can create issues for ADA compliance with gate access. The Board requested staff to research the issue further.

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B. Field Operations Manager

Mr. Brown provided the Board with a landscape inspection update.

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Mr. Brown presented the issue of replacing Maple Trees that had been removed. The Board approved a NTE amount of \$4,000 to have 12 Japanese Blueberry trees installed where the Maple trees used to be.

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On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved to have 12 Japanese Blueberry trees installed with a not to exceed amount of \$4,000.00, for the Concord Station Community Development District.

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The Board asked staff to have a one-time cleanup of the parcel where the Lennar trailer had been and to ensure the parcel is added to the landscape map. The Board also requested staff to look at options to improve that parcel such as move hedges, design it as a pocket park, add no parking signage, and other methods to prevent people from parking on it and to make it look better.

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Mr. Brown introduced Mr. Green as his replacement as the District's Field Service Manager. The Board provided positive comments on Scott's recent reports in the agenda and requested that he align the numbering of the pictures and written descriptions for clarity.

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The Board discussed maintenance of the Mentmore fence landscaping and requested staff to get a proposal to do what is necessary to make the landscaping

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of the entrance monuments more consistent with one another.

C. District Engineer

Ms. Stewart, Mr. Cox, and Mr. Vericker provided an update of the Splash Pad project. Mr. Cox informed the Board that Mr. Vericker, Ms. Stewart, and he had held two conference calls regarding the Splash Pad with the second one including representatives from Cornerstone. Mr. Cox explained that Cornerstone had provided a proposal to perform the tasks required from the District's side of the project (water, power, sanitary over-fill disposal), that their estimate of maximum costs was \$50K, and that it was anticipated that the actual cost would be less. Mr. Cox also explained that there would be a requirement for a 4" wide path around the pad and possibly a short sidewalk connection to the pool deck for ADA purposes. The Board discussed the financial status of the project and approved the proposal from Cornerstone for the work required for the Splash Pad so that staff could provide Cornerstone's information to Splash Pad USA in order to complete permitting.

D. Aquatics Report

Mr. Cox presented the aquatic pond report to the Board.

E. Clubhouse Manager

Ms. Gray presented her update and the Board discussed an incident of tape removing paint from the wall after a party, cracks in the basketball court, and deposit check processing.

F. District Manager

Mr. Cox reminded the Board that the next meeting will be held on October 11, 2018, at 6:30 p.m.

Mr. Cox provided the Board with information from the County that the County was asking for support for four General Obligation Bonds being considered in November. The Board decided that, as a CDD Board, they would remain neutral on the issue.

SEVENTH ORDER OF BUSINESS

**Consideration of Christmas Lights
Proposal**

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Birtchet, with all in favor, the Board of Supervisors approved the Illuminations Holiday Lighting proposal in the amount of \$11,400.00, for the Concord Station Community Development District.
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154 **EIGHTH ORDER OF BUSINESS** **Discussion Regarding Pasco County**
155 **Deputy**
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157 The Board tabled the discussion regarding the replacement of their Community
158 Resource Deputy to the next meeting.

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160 **NINTH ORDER OF BUSINESS** **Consideration of Fiscal Year 2018-2019**
161 **Insurance Proposal**
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163 Mr. Cox presented the EGIS insurance proposal for Fiscal Year 2018-2019.
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On a Motion by Mr. Christie, seconded by Mr. Walz, with all in favor, the Board approved the EGIS Insurance Proposal for Fiscal Year 2018-2019, for the Concord Station Community Development District.

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166 **TENTH ORDER OF BUSINESS** **Presentation of Fiscal Year 2016-2017**
167 **Audit**
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169 Mr. Cox presented the Board with the financial audit report for Fiscal Year 2016-
170 2017 and discussed the issue of the auditor's note that the District had not provided
171 sufficient documentation. Mr. Cox informed the Board that he would send them an email
172 with more descriptive explanation of the topic.
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On a Motion by Ms. Birtchet, seconded by Mr. Walz, with all in favor, the Board received and filed the 2016-2017 Audit, for the Concord Station Community Development District.

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175 **ELEVENTH ORDER OF BUSINESS** **Audience Comments**
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177 There were no audience comments.
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179 **TWELFTH ORDER OF BUSINESS** **Supervisor Requests**
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181 Ms. Gray discussed a request from a resident to remove landscape plants located
182 on their own property so they could expand their fence. Since the landscaping was
183 apparently provided by the developer, the Board concluded that if it can be confirmed that
184 the CDD had not installed the plants then the resident could do as they wish regarding
185 the plants. However, if the plants were recently planted along the fence line by the CDD,
186 then the CDD will be responsible for removal.
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188 Ms. Gray presented a proposal for the purchase of a water tank for mobile
189 pressure washing. The Board tabled this item.
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192 The Board discussed a previously approved proposal for a lighted information sign
193 outside the clubhouse and the issues with obtaining County approval. The Board
194 approved to have staff work to cancel the project and to get back the deposit that had
195 been provided to the vendor.
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On a Motion by Ms. Hillis, seconded by Ms. Matthias-Gorman, with all in favor, the Board directed staff to cancel the lighted information sign project and get back the deposit that had been provided to the vendor, for the Concord Station Community Development District.

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198 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**
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On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, the Board of Supervisors adjourned the meeting at 1:39 p.m., for the Concord Station Community Development District.

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204 _____ Secretary/Assistant Secretary Chairman/Vice Chairman
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