



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
November 8, 2018**

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

www.concordstationcdd.com

**CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT AGENDA
NOVEMBER 8, 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**

November 1, 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, November 8, 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 October 11, 2018..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for September 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. Field Inspection Report Tab 5
 - iii. Greenview Weekly Reports..... Tab 6
 - E. District Manager
- 5. BUSINESS ITEMS**
 - A. Presentation of Series 2016 Arbitrage Report Tab 7
 - B. Consideration of Personal Trainer Contract..... Tab 8
 - C. Discussion of Wetland Buffer Areas
- 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, October 11, 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>)
Scott Smith	Regional Manager Community Services, Rizzetta & Company, Inc.
Scott Green	Field Services Manager, Rizzetta & Co., Inc.
Brenda Gray	Clubhouse Manager
Lisa Kagan	Vesta Property Services
Jimmy Taylor	Representative, Aquatic Systems, Inc.
Deputy Halstead	Pasco County Sheriff's Office
Lt. Jeremy Colhouer	Pasco County Sheriff's Office

Audience **Present**

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.

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SECOND ORDER OF BUSINESS

Comments on Agenda Items

The Board heard comments from Ms. Debbie Olivarria regarding topics of the wetland buffer area near her house; issues with neighbors and their FWC issued water sprayer; and the clearing of invasive vegetation in the wetland area. The Board requested staff to add these items to the next meeting agenda so that the Board could review the documents Ms. Olivarria had submitted.

The Board heard comments from Ms. Wendy Fisher regarding concerns over a neighbor blocking the sidewalk with their vehicle.

The Board heard comments from Mr. Fred Berdequez regarding pond issues.

THIRD ORDER OF BUSINESS

Discussion Regarding Pasco County Sheriff's Contract

Lt. Jeremy Colhouer, with the Pasco County Sheriff's Office, was present to discuss the new PCSO contract with the District and to discuss the potential replacement of Deputy Halstead as the Community Deputy. The Board discussed the contract and the fact that it is \$5,965 higher than the previous one. The Board heard comments from the audience regarding a motion to approve the new contract.

On a Motion by Mr. Christie, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the new contract with Pasco County Sheriff's Office, for the Concord Station Community Development District.

Mr. Waltz requested that Deputy Halstead try to determine why there were no flashing lights indicating the start of a school speed zone in the area.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting Held on September 13, 2018

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the minutes of the Board of Supervisors meeting held September 13, 2018, for the Concord Station Community Development District.

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83 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**
84 **Maintenance Expenditures for August**
85 **2018**
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On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors ratified the payment of the August 2018 Operation and Maintenance expenditure invoices, totaling \$120,353.68, for the Concord Station Community Development District.

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89 The Board requested clarification that only one of the two ADT invoices in the
90 report was paid when one appeared to be a duplication of the other.

91
92 Ms. Hillis requested staff to look into the possibility of replacing current landscape
93 light bulbs with LED bulbs.

94
95 **SIXTH ORDER OF BUSINESS** **Staff Reports**

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97 **A. District Counsel**

98 No report. Mr. Vericker reminded the Board to forward any public records requests
99 they might receive to the District Manager.

100
101 **B. District Engineer**

102 Ms. Stewart and Mr. Cox provided an update of the status of the Splash Pad
103 project.

104
105 **C. Clubhouse Manager**

106 Ms. Gray presented her update to the Board and discussed the clubhouse
107 inventory report she provided. The Board requested that staff work to verify which
108 items are owned by the CDD versus owned by Vesta. The Board also asked staff
109 to verify if the copier was formally conveyed to the CDD by the HOA.

110
111 Mr. Smith, with Rizzetta Amenity Services, Inc. (RASI), provided an update of the
112 progress for personnel hiring for the new contract and noted that interviews of the
113 current personnel were scheduled.

114
115 The Board considered and approved the new contract with RASI for amenity
116 management services.

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On a Motion by Ms. Birtchet, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Rizzetta Amenity Services, Inc., contract, for the Concord Station Community Development District.

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119 **D. Aquatics Report**
120 Mr. Taylor presented the monthly pond maintenance report and a proposal for
121 midge fly treatments for \$3,929 (3 treatments).
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On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the midge fly proposal (3 treatments) in the amount of \$3,929.00, for the Concord Station Community Development District.

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124 **E. Field Inspection Report**
125 Mr. Green presented his Field Inspection report to the Board.
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127 The Board requested staff prepare a letter to the homeowner who had damaged
128 the CDD property during their unapproved use of CDD property to access their
129 back yard for a pool installation.

130
131 Ms. Matthias-Gorman requested that Mr. Green check into areas where the
132 landscape mowers are mowing further away from the conservation easement
133 areas.

134
135 Ms. Hillis discussed the home where the CDD had planted plants on the private
136 property. The Board approved a motion for staff to confirm the plants were actually
137 on private property and if so, have the plants removed and relocated to other
138 needed areas.
139

On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors authorized staff to confirm the plants were on private property and if so, have the plants removed and relocated to other needed areas for the Concord Station Community Development District.

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141 The Board discussed the former Lennar trailer area and the need to have it
142 maintained and redesigned in such a manner as to prevent vehicles from parking
143 there.

144
145 The Board requested staff verify the plans to take steps to ensure that both sides
146 of the entrance monuments were landscape balanced.

147
148 **F. District Manager**
149 Mr. Cox reminded the Board that the next meeting will be held on November 8,
150 2018 at 10:00 a.m.

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154 **SIXTH ORDER OF BUSINESS** **Consideration of District Management**
155 **Contract**
156

157 Mr. Cox presented a revised District Services contract and explained the changes.
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On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Rizzetta & Company contract for District Management Services for the Concord Station Community Development District.

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160 **SEVENTH ORDER OF BUSINESS** **Consideration of Field Services**
161 **Contract**
162

163 Mr. Cox presented the Field Services Contract and explained the changes.
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On a Motion by Ms. Birtchet, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Rizzetta & Company contract for Field Services for the Concord Station Community Development District.

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166 **EIGHTH ORDER OF BUSINESS** **Consideration of Water Tank Proposals**
167

168 This item was tabled.
169

170 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2019-01;**
171 **Designating Officers**
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173 Mr. Cox presented Resolution 2019-01; Designating Officers which kept all the
174 current officers in place but added Mr. Cox as an Assistant Secretary.
175

On a Motion by Ms. Birtchet, seconded by Ms. Hillis, with all in favor, the Board adopted Resolution 2019-01, Designating Officers for the Concord Station Community Development District.

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177 **TENTH ORDER OF BUSINESS** **Audience Comments**
178

179 Mr. Reggie Lewis (resident) requested approval from the Board to be permitted to
180 give free instructions to those using the fitness center for how to use the equipment
181 properly. The Board discussed the proposed service from Mr. Lewis and determined that
182 he would need to be processed as would any vendor and requested staff to start the
183 process.
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