



Rizzetta & Company

# Concord Station Community Development District

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## Board of Supervisors' Meeting January 10, 2019

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

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

**CONCORD STATION  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
JANUARY 10, 2019 at 10:00 a.m.**

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

<b>District Board of Supervisors</b>	David Walz Karen Hillis Donna Matthias-Gorman Steven Christie Fred Berdeguez	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Gregory B. Cox	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley & Robin
<b>District Engineer</b>	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**

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January 2, 2019

**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, January 10, 2019 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 December 13, 2018 ..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for November 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 (under separate cover)
    - iii. Greenview Weekly Reports..... Tab 5
  - E. District Manager
- 5. BUSINESS ITEMS**
  - A. Consideration of Resolution 2019-03, Policy for Easement Encroachment..... Tab 6
  - B. Consideration of Easement Encroachment Request ..... Tab 7
  - C. Consideration of Fire Protection Inspection Agreement Renewal ..... Tab 8

**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

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**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, December 13, 2018 at 10:01 a.m.** at the Concord Station Clubhouse, located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638.

Present and constituting a quorum:

David Walz	<b>Board Supervisor, Chairman</b>
Karen Hillis	<b>Board Supervisor, Vice Chairman</b>
Donna Matthias-Gorman	<b>Board Supervisor, Assistant Secretary</b>
Steven Christie	<b>Board Supervisor, Assistant Secretary</b>
Fred Berdeguez	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Jordan Lansford	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley &amp; Robin</b>
Tonja Stewart	<b>District Engineer, Stantec (<i>via conf. call</i>)</b>
Michael Speidel	<b>Clubhouse Manager, Rizzetta Amenity Services, Inc.</b>
Justin Lawrence	<b>Clubhouse Attendant, Rizzetta Amenity Services, Inc.</b>
Tyree Brown	<b>Field Services Manager, Rizzetta &amp; Co., Inc.</b>
Gregg Gruhl	<b>Amenity Services Manager, Rizzetta Amenity Services, Inc.</b>
Jimmy Taylor	<b>Representative, Aquatic Services, Inc.</b>
Deputy Halstead	<b>Pasco County Sheriff's Office</b>

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.

45  
46 **SECOND ORDER OF BUSINESS** **Administer Oath of Office to Newly**  
47 **Elected Supervisors**  
48

49 Mr. Cox, a notary public in the State of Florida, administered the Oath of Office to  
50 Mr. Steven Christie, Ms. Karen Hillis and Mr. Fred Berdeguez. These three Supervisors  
51 were recently elected during the November General Elections.

52  
53 **THIRD ORDER OF BUSINESS** **Comments on Agenda Items**  
54

55 The Board heard comments from Ken Chapman (HOA Chairman) regarding the  
56 idea of positioning the to-be-hired HOA Manager in the Clubhouse office with the CDD  
57 Clubhouse manager. The Board discussed the idea and approved to have staff proceed  
58 with the concept of creating office space for the HOA Manager along with the creation of  
59 a lease with the HOA for the use of the space.

60  
61 The Board heard from Ms. Debbie Olavarria regarding her issue of being asked to  
62 stop putting bird feed out onto CDD owned property and her request to have invasive  
63 vegetation removed from the wetland area behind her house. Mr. Cox indicated that he  
64 will put together a message to be sent out to the community regarding not putting bird or  
65 wildlife feed on CDD property.

66  
67 The Board discussed the plants behind the home owned by Ms. Shelly Discepola  
68 and agreed to remove the plants and to have the drip line moved back to accommodate  
69 the installation of their new fence.

70  
71 **FOURTH ORDER OF BUSINESS** **Staff Reports**  
72

73 **A. Deputy Halstead**  
74

75 The Board heard an update from Deputy Halstead who informed the Board that  
76 this was his last day with the CDD and that he would be replaced by Deputy William  
77 Phillips.

78  
79 **B. Aquatics Report**  
80

81 Mr. Taylor provided an Aquatics maintenance update to the Board. Mr. Taylor was  
82 asked to visit the area behind Ms. Olavarria's house to evaluate the wetland and the need  
83 to remove invasive plants.

84  
85 **C. Field Inspection Report**  
86

87 Mr. Brown presented his Field Inspection Report to the board. He explained that  
88 the proposal that was approved in September for the former trailer location will be

**CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT**  
**December 13, 2018 Minutes of Meeting**  
**Page 3**

89 completed this month. The Board approved to add Japanese Blueberry plants to the  
90 area.

91  
92 The Board requested that Mr. Brown review the area at Chislehurst and Mentmore  
93 to see if plants can be installed to prevent vehicles from parking on the ROW.

94  
95 Mr. Cox presented the Greenview landscape report to the Board.

96  
97 The Board considered but did not approved proposal #91 (Viburnum install) and  
98 requested it be modified to only add sod.

99

On a Motion by Mr. Berdeguez, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Greenview proposal for Italian Cypress and Loropetalum in the amount of \$5,160.00, for the Concord Station Community Development District.

100

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Greenview proposal for pine bark mulch in the amount of \$24,000.00, for the Concord Station Community Development District.

101

102 **FIFTH ORDER OF BUSINESS** **Consideration of Easement Requests**

103

104 Mr. Cox presented five requests for Board approval to authorize encroachment  
105 over easements behind homes. The Board approved easement encroachment requests  
106 for 3838 Tristram Loop, 3742 Tristram Loop (Paver Patio), 18006 Glastonbury Lane, and  
107 3610 LeFays Point. The application for 3647 LaFays Point was tabled for further review.

108

On a Motion by Ms. Donna Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved four of the Easement Encroachment Agreements for 3838 Tristram Loop, 3742 Tristram Loop (Paver Patio), 18006 Glastonbury Lane, and 3610 LeFays Point and requested 3647 LeFays Point be evaluated further, for the Concord Station Community Development District.

109

110 **SIXTH ORDER OF BUSINESS** **Consideration of the Minutes of the**  
111 **Board of Supervisors' Meeting Held on**  
112 **November 8, 2018**

113

114 The Board made amendments to the minutes.

115

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the minutes, as amended, of the Board of Supervisors meeting held November 8, 2018, for the Concord Station Community Development District.

116  
117 **SEVENTH ORDER OF BUSINESS** **Consideration of Operation and**  
118 **Maintenance Expenditures for October**  
119 **2018**  
120

121 Ms. Hillis requested staff to investigate if it is the right time to convert the Spectrum  
122 service at the Clubhouse to Frontier or another available service provider.  
123

124 Ms. Hillis requested staff to check the contract for Christmas decorations to see if  
125 there was the appropriate number of wreaths at several of the entrances.  
126  
127

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified the payment of the October 2018 Operation and Maintenance expenditure invoices, totaling \$91,623.27, for the Concord Station Community Development District.

128  
129 **EIGHTH ORDER OF BUSINESS** **Staff Reports (Continued)**  
130

131 **A. District Counsel**  
132 Mr. Vericker presented Resolution 2019-03 which describes the process for  
133 handling the applications for easement encroachments and requested the Board  
134 members to review it for discussion at the January meeting.  
135

136 **B. District Engineer**  
137 Ms. Stewart provided an update on the status of the Splash Pad. Mr. Cox  
138 indicated that he had received the permit application and is forwarding it to Splash  
139 Pad USA for their submission to Pasco County. Ms. Stewart informed the Board  
140 that she was continuing to evaluate the installation by Splash Pad USA at Sterling  
141 Hill in Hernando County to determine how they might perform for Concord Station.  
142

143 **C. Clubhouse Manager**  
144  
145 Mr. Gregg Gruhl, with RASI, introduced Mr. Michael Speidel (Clubhouse Manager)  
146 and Justin Lawrence (Clubhouse Attendant) to the Board.  
147

148 Mr. Speidel presented the Clubhouse Operations and Maintenance report.  
149  
150 The Board requested Mr. Speidel look into a maintenance program for the new  
151 playground as well as the "mule".  
152  
153  
154  
155



156  
157 **D. District Manager**  
158  
159 Mr. Cox reminded the Board that the next meeting will be held on January 10,  
160 2019 at 6:30 p.m. and introduced Jordan Lansford as a District Manager in training  
161 to the Board.  
162

163 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2019-02;**  
164 **Designating Officers**  
165

166 Mr. Cox presented Resolution 2019-02, Designation of Officers, and explained its  
167 purpose and content. Mr. Christie nominated Mr. Walz as Chairman and no other  
168 nominations were made. Mr. Christie nominated Ms. Hillis as Vice-Chairman and no  
169 other nominations were made. Mr. Cox explained the remaining Board Supervisors along  
170 with himself and Ms. Angel Montagna, with Rizzetta, would be appointed as Assistant  
171 Secretaries.  
172

On a motion by Ms. Donna Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board adopted Resolution 2019-02; Designating Officers, for the Concord Station Community Development District.

173  
174 **TENTH ORDER OF BUSINESS** **Audience Comments**  
175

176 There were no audience comments.  
177

178 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**  
179

180 Ms. Matthias-Gorman requested staff to look into the possibility of installing a  
181 digital message board at the Clubhouse.  
182

183 Mr. Berdeguez asked to have the Christmas lighting contract reviewed to  
184 determine what was supposed to be decorated at the entrances.  
185

186 **TWELFTH ORDER OF BUSINESS** **Adjournment**  
187

On a Motion by Mr. Christie, seconded by Ms. Hillis, the Board of Supervisors adjourned the meeting at 12:49 p.m., for the Concord Station Community Development District.

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189  
190  
191 \_\_\_\_\_  
Secretary/Assistant Secretary Chairman/Vice Chairman