



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
February 14, 2019**

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

www.concordstationcdd.com

**CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT AGENDA
FEBRUARY 14, 2019 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 Fred Berdeguez	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**

February 6, 2019

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

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Concord Station Community Development District will be held on **Thursday, February 14, 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 January 10, 2019..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for December 2018..... Tab 2
- 4. STAFF REPORTS**
 - A. Deputy Update
 - B. District Counsel
 - C. District Engineer
 - i. Splash Pad Update
 - D. Clubhouse Manager Updates
 - i. Review of Monthly Report..... Tab 3
 - E. Field Operations Manager
 - i. Aquatics Report Tab 4
 - ii. Field Inspection Report Tab 5
 - iii. Greenview Weekly Reports..... Tab 6
 - F. District Manager
- 5. BUSINESS ITEMS**
 - A. Consideration of Clubhouse LED Lights Proposal..... Tab 7
- 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, January 10, 2019 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
Fred Berdeguez	Board Supervisor, Assistant Secretary

Also present were:

Greg Cox	District Manager, Rizzetta & Company, Inc.
Jordan Lansford	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley & Robin
Tonja Stewart	District Engineer, Stantec
Michael Speidel	Clubhouse Manager, Rizzetta Amenity Services, Inc.
Lieutenant Colhouer	Pasco County Sheriff's Office
Deputy Phillips	Pasco County Sheriff's Office

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

There were no audience comments.

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THIRD ORDER OF BUSINESS **Staff Reports**

A. Deputy Phillips

The Board heard an introduction from Deputy William Phillips, Pasco County Sheriff's Office, who is newly assigned to the District per the contract between the CDD and the Sheriff's Office. He was accompanied by Lieutenant Colhouer from the Pasco County Sheriff's Office. The Board discussed several issues including general safety, school zone lights, golf cart usage, and the on-going roadway construction near the clubhouse.

FOURTH ORDER OF BUSINESS **Consideration of the Minutes of the Board of Supervisors' Meeting Held on December 13, 2018**

The Board made amendments to the minutes.

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the minutes, as amended, of the Board of Supervisors meeting held December 13, 2018, for the Concord Station Community Development District.

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FIFTH ORDER OF BUSINESS **Consideration of Operation and Maintenance Expenditures for November 2018**

The Board requested staff to check into several items including the location of the electric utility account that was reportedly closed, the flagpole lighting, the large number of poop bags ordered, and the 3.0 hour billing by KMS of the District Counsel's office on 10/11/18 for attendance at the CDD Board of Supervisors' meeting.

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the payment of the November 2018 Operation and Maintenance expenditure invoices, totaling \$113,441.65, for the Concord Station Community Development District.

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SIXTH ORDER OF BUSINESS **Staff Reports (Continued)**

A. District Counsel

Mr. Vericker provided a status update of the executed Encroachment Agreements for Mr. Matos and Mr. and Mrs. Procnier.

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82 Mr. Vericker presented Resolution 2019-03, Policy for Easement Encroachment, to
83 the Board for their consideration.
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On a motion by Ms. Matthias-Gorman, seconded by Mr. Walz, with all in favor, the Board adopted Resolution 2019-03, Policy for Easement Encroachment, for the Concord Station Community Development District.

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86 Mr. Vericker also discussed the on-going development of a lease agreement with
87 the HOA for use of space in the Clubhouse for an HOA manager. There was a
88 suggestion to collect a nominal monthly fee from the HOA to provide this space.
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90 The Board discussed the tentative plans for the use of office space by the HOA
91 and Mr. Cox explained that the current plans were to offer the use of a portion of
92 the front reception desk for the HOA management personnel.
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94 **B. District Engineer**

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96 Mr. Cox and Ms. Stewart provided an update on the status of the Splash Pad. Ms.
97 Stewart requested approval of a proposal from Cornerstone to provide electrical
98 and water connections for the splash pad project.
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On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Cornerstone proposal for electrical and water connections for construction of the splash pad in the amount of \$21,000.00, for the Concord Station Community Development District.

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101 **SEVENTH ORDER OF BUSINESS** **Consideration of Easement**
102 **Encroachment Request**
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104 The Board reviewed the request for an easement encroachment at the Kopriva
105 residence located at 3647 LeFays Point. The Board did not approve the encroachment
106 primarily because the requested pool would be a permanent structure in the easement
107 that could not be easily removed if required.
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On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors denied the easement encroachment for the Kopriva residence located at 3647 LeFays Point, for the Concord Station Community Development District.

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EIGHTH ORDER OF BUSINESS

Staff Reports (Continued)

A. Clubhouse Manager

The Board received an update and reviewed the report from Mr. Speidel regarding the Clubhouse Operations.

Mr. Speidel explained the upcoming Polar Plunge event.

Mr. Cox presented the proposals for the repair or replacement of the HVAC unit that supports the fitness center to the Board for consideration.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Bayonet proposal for a new HVAC unit at the clubhouse with a not-to-exceed amount of \$6,890.00, for the Concord Station Community Development District.

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B. Aquatics Report

Mr. Cox presented the Aquatic Systems report to the Board.

C. Field Inspection Report

Mr. Cox presented the field inspection report to the Board.

Mr. Cox presented the Greenview Landscaping reports to the Board.

D. District Manager

Mr. Cox reminded the Board that the next meeting will be held on February 14, 2019 at 10:00 a.m.

NINTH ORDER OF BUSINESS

**Consideration of Fire Protection
Inspection Agreement Renewal**

Mr. Cox presented the Piper Fire Protection renewal proposal to the Board.

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On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Piper Fire Protection renewal proposal, for the Concord Station Community Development District.

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TENTH ORDER OF BUSINESS

Audience Comments

The head of the Homeowners' Association requested that regular meetings be set up between the HOA and CDD deputies in order to coordinate their activities and offered to continue sending the HOA deputy's shift reports to the District Manager.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Berdeguez requested that the Board consider creating a dog park in the community. He also requested that the Clock Tower at Sunlake and Mentmore continue to have working clocks rather than the medallions discussed by the previous Board.

TWELFTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Walz, seconded by Ms. Hillis, the Board of Supervisors adjourned the meeting at 12:25 p.m., for the Concord Station Community Development District.
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Secretary/Assistant Secretary

Chairman/Vice Chairman