



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
March 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
MARCH 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**

March 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, March 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 February 14, 2019 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for January 2019..... Tab 2
- 4. STAFF REPORTS**
 - A. Deputy Update
 - i. Discussion of Repaving & Expanding Parking Lot
 - B. District Counsel
 - C. District Engineer
 - i. Splash Pad Update
 - D. Clubhouse Manager Updates
 - I Review of Monthly Report Tab 3
 - ii. LED Lighting Update
 - iii. Clock Tower Renovation Tab 4
 - iv. Fitness Center Maintenance Proposal Tab 5
 - v. Play Structures Maintenance Options Tab 6
 - E. Field Operations Manager
 - i. Aquatics Report Tab 7
 - a. Consideration of Aquatic Systems Wetland Mitigation Proposal & Report Tab 8
 - b. Consideration of Aquatic Systems Wetland Buffers Proposal..... Tab 9
 - c. Consideration of Aquatic Systems Midge-fly Proposal Tab 10
 - ii. Field Inspection Report Tab 11
 - iii. Greenview Weekly Reports..... Tab 12
 - a, Consideration of Landscaping Proposals..... Tab 13
 - F. District Manager

5. BUSINESS ITEMS

A. Consideration of the CDD & HOA Leasing Agreement..... Tab 14

B. Discussion of Dog Park..... Tab 15

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, February 14, 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.
Gregg Gruhl	Amenity Services Manager, Rizzetta Amenity Services, Inc.
John Vericker	District Counsel, Straley Robin Vericker
Tonja Stewart	District Engineer, Stantec
Michael Speidel	Clubhouse Manager, Rizzetta Amenity Services, Inc.
Tim Burdick	Clubhouse Maintenance, Rizzetta Amenity Services, Inc.
Taylor Hutchinson	Clubhouse Attendant, Rizzetta Amenity Services, Inc.
Deputy Will Phillips	Pasco County Sheriff's Office

Audience **Present**

FIRST ORDER OF BUSINESS

Call to Order

Ms. Lansford 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**

Mr. Ken Chapman, with the Concord Station HOA, introduced Sandra Hock, of the new HOA management team.

Mr. Speidel introduced new members of the Clubhouse staff, Tim Burdick (maintenance) and Taylor Hutchinson (attendant).

THIRD ORDER OF BUSINESS **Consideration of the Minutes of the Board of Supervisors' Meeting Held on January 10, 2019**

The Board made amendments to the minutes.

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the minutes, as amended, of the Board of Supervisors meeting held January 10, 2019, for the Concord Station Community Development District.

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FOURTH ORDER OF BUSINESS **Consideration of Operation and Maintenance Expenditures for December 2018**

Ms. Hillis discussed invoices from Duke Electric and requested that staff continue to research the discussed accounts to determine what services they are providing.

The Board also discussed the software in the computers in the clubhouse and asked staff to continue to pursue the accuracy of the Poop911 bag use numbers.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the payment of the December 2018 Operation and Maintenance expenditure invoices, totaling \$77,271.86, for the Concord Station Community Development District.

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FIFTH ORDER OF BUSINESS **Staff Reports**

A. Deputy Phillips

Deputy William Phillips, with the Pasco County Sheriff's Office, provided an update of the roadway maintenance in front of the Clubhouse. He also provided an update of the number of calls for service and described a foreclosure home occupancy issue he has been handling.

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B. District Counsel

The Board made a motion for District Counsel to create a leasing agreement with the HOA for use of office space in the clubhouse with a monthly lease rate of \$100 per month.

On a motion by Ms. Hillis, seconded by Mr. Walz, with Mr. Christie and Mr. Berdeguez opposed, the Board approved for District Counsel to create a leasing agreement with the HOA for use of office space in the clubhouse with a monthly lease rate of \$100 per month, for the Concord Station Community Development District.

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C. District Engineer

Ms. Stewart provided an update of the Splash Pad project and also discussed the maintenance of invasive vegetation in the pond buffer areas.

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D. Clubhouse Manager

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

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The Board made a motion to have staff remove the wooden structure near the train station monument versus attempting to make repairs.

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On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved for staff to remove the wooden structure near the train station monument for the Concord Station Community Development District.

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i. Consideration of Clubhouse LED Lights Proposal

Mr. Speidel presented a proposal for the replacement of light bulbs within the clubhouse with LED bulbs. Mr. Speidel presented several options at varying rates. The Board selected the option to purchase the bulbs from Keystone Technologies and to have in-house staff install the bulbs (Option #2). The total estimated cost was \$3,483.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved LED Bulb replacement option #2 with an estimated cost of \$3,483, for the Concord Station Community Development District.

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- 112 **E. Aquatics Report**
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114 Ms. Lansford presented the Aquatic Systems report to the Board.
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116 **F. Field Inspection Report**
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118 Ms. Lansford presented the Field Inspection report to the Board.
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120 Ms. Lansford presented the Greenview Landscaping reports to the Board.
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122 **G. District Manager**
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124 Ms. Lansford reminded the Board that the next meeting will be held on March 14,
125 2019 at 10:00 a.m.
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127 **SIXTH ORDER OF BUSINESS** **Audience Comments**

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129 No audience comments.
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131 **SEVENTH ORDER OF BUSINESS** **Supervisor Requests**

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133 With regards to the goal of improving ADA accessibility for the website, Ms. Hillis
134 noted she will remove outdated minutes, budgets, and audits from the website except
135 those required by statute to be available (depending upon the item, this is generally one
136 to two most recent years). She indicated that a note to contact the public records
137 custodian (District Management) for access to removed items will be added to the
138 applicable pages.
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140 Mr. Walz discussed the idea of adding benches around the ponds in the
141 community.
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143 Mr. Berdeguez discussed the idea of constructing a dog park.
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145 **EIGHTH ORDER OF BUSINESS** **Adjournment**

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On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Board of Supervisors adjourned the meeting at 12:10 p.m., for the Concord Station Community Development District.
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 Secretary/Assistant Secretary

 Chairman/Vice Chairman