



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
April 11, 2019**

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

www.concordstationcdd.com

**CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT AGENDA
APRIL 11, 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	Jordan Lansford	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**

April 3, 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, April 11, 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 March 14, 2019..... Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for February 2019 Tab 2
- 4. STAFF REPORTS**
 - A. Deputy Update
 - B. District Counsel
 - i. Discussion of Repaving & Expanding Parking Lot
 - 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
 - a. Presentation of Midge Fly Report..... Tab 5
 - b. Consideration of Midge Fly Proposal Tab 6
 - ii. Field Inspection Report Tab 7
 - a. Discussion of Tree Planting Issue
 - iii. Greenview Weekly Reports..... Tab 8
 - a. Consideration of Planter Beds Proposal Tab 9
 - F. District Manager
- 5. BUSINESS ITEMS**
 - A. Review of Amenity Facility Policies & Clubhouse Rental Information Tab 10
 - B. Discussion of Estimated Costs for Dog Park Tab 11
 - C. Consideration of Resolution 2019-04; Designating Tab 12
Officers

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,

Jordan Lansford

Jordan Lansford
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, March 14, 2019 at 10:03 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.
John Vericker	District Counsel, Straley Robin Vericker
Tonja Stewart	District Engineer, Stantec
Michael Speidel	Clubhouse Manager, Rizzetta Amenity
Morgan Melatti	Representative, Aquatic Systems
Deputy Will Phillips	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.

SECOND ORDER OF BUSINESS

Comments on Agenda Items

Mr. Kevin Krueger addressed the Board regarding his request to install a fence over a drainage easement in his back yard. Mr. Cox explained that the agreement package for the request had not been completed and therefore was not in the meeting agenda. Mr. Cox explained that staff had reviewed the request and was preparing to recommend approval due to the nature of the easement. The Board approved the

45 request for the fence install and requested that staff proceed with the completion of the
46 necessary agreement documents and authorized the Chairman to approve.
47

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the request for the fence install at 18415 Milton Keynes Court and requested that staff proceed with the completion of the necessary agreement documents and authorized the Chairman to execute, for the Concord Station Community Development District.

48
49 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
50 **Board of Supervisors' Meeting Held on**
51 **February 14, 2019**
52

53 The Board made amendments to the minutes.
54

On a Motion by Mr. Christie, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the minutes, as amended, of the Board of Supervisors meeting held February 14, 2019, for the Concord Station Community Development District.

55
56 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
57 **Maintenance Expenditures for January**
58 **2019**
59

60 The Board requested staff research to determine if the clubhouse account with
61 Spectrum for TV services can be moved to Frontier so that all services are provided by
62 Frontier.
63

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Board of Supervisors ratified the payment of the January 2019 Operation and Maintenance expenditure invoices, totaling \$106,996.07, for the Concord Station Community Development District.

64
65 **FIFTH ORDER OF BUSINESS** **Staff Reports**
66

67 **A. Deputy Phillips**
68

69 The Board received an update from Deputy Phillips regarding speed detection
70 trailers in the community, enforcement efforts, waiting for flashing lights equipment from
71 the State, designation of fire lanes in the clubhouse parking lot, and that the next year's
72 agreement with the Sheriff's Office will have 5% rate increase.
73

74 The Board discussed the options regarding expanding the parking at the

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
March 14, 2019 Minutes of Meeting
Page 3

75 clubhouse. Deputy Phillips explained that he had spoken with representatives from the
76 County in the traffic department regarding the concept of adding parking along Mentmore
77 in front of the hedges at the clubhouse and that the County was willing to meet with
78 representatives of the CDD to discuss. It was concluded that a meeting with staff and the
79 County would take place initially before a meeting with the entire Board.

80

81 **B. District Counsel**

82

83 Mr. Vericker and Mr. Cox discussed the current status of working with vendors
84 regarding the efforts to make the CDD website ADA accessible. Mr. Cox informed
85 Ms. Hillis that he would forward to her the requirements provided by the insurance
86 provider for what is required of the website in order to maintain continued liability
87 coverage.

88

89 **C. District Engineer**

90

91 Ms. Stewart provided an update of the Splash Pad and the continual inability to get
92 current status information regarding the project from Splash Pad USA. The Board
93 discussed and requested District Counsel to provide notification to Splash Pad
94 USA that if the project construction did not commence by April 30, 2019, the Board
95 would cancel the contract.

96

97 **D. Clubhouse Manager**

98

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

101

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the DCSI installation of access control on the playground and basketball court with a not-to-exceed amount of \$6,500.00 for the Concord Station Community Development District.

102

103 Mr. Speidel provided an update of the conversion of the lights in the Clubhouse to
104 LED and reported that the project is near completion.

105

106 Mr. Speidel provided a proposal for the Clock Tower renovation. The Board
107 confirmed that they were not interested in completing that work on the tower on SR54 nor
108 did they want to consider new lighting at this time. The Board did approve to remove the
109 two clocks on the tower at Mentmore and Sunlake and to add back three Concord Station
110 logos for \$2,175 with a 4-1 vote with Mr. Berdeguez voting against.

111

On a Motion by Mr. Walz, seconded by Ms. Hillis, the Board of Supervisors with four in favor and Mr. Berdeguez opposed, approved a proposal from Romaner Graphics to remove clocks from the clock towers on Mentmore and Sunlake as well as the one on

SR 54 and to install Concord Station logo signs in their place at Mentmore and Sunlake only, for the Concord Station Community Development District.

112
113 The Board discussed the train station structure on SR 54 and reiterated that they
114 did not intend to maintain or improve that facility at this time. The Board provided
115 guidance to remove the wood trellis and authorized staff to remove the existing
116 benches there and reuse them where needed.

117
118 Mr. Speidel provided a proposal for maintenance on the fitness equipment to the
119 Board.

120

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with four in favor, the Board of Supervisors approved the Fitness Logic proposal for maintenance in the amount of \$165.00 per quarter, for the Concord Station Community Development District.

121
122 Mr. Speidel provided maintenance options for the playground equipment to the
123 Board.

124

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Play Structures proposal for deluxe maintenance service for one year in the amount of \$3,825.00 for the Concord Station Community Development District.

125
126 **E. Aquatics Report**

127
128 Ms. Melatti presented the Aquatic Systems report to the Board and several
129 proposals for their consideration.

130

On a Motion by Mr. Walz, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved Aquatic Systems proposal for the Wetland Mitigation services for \$513.00 per month, for the Concord Station Community Development District.

131

On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors authorized staff to send a termination letter for Wetland Mitigation services to Florida Natives Nursery, Inc., for the Concord Station Community Development District.

132

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved Aquatic Systems proposal for the Wetland Buffer services for \$2,595.00 per month, for the Concord Station Community Development District.

133

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved Aquatic Systems proposal for Midge Fly treatment service for \$1,179.00 per month, for the Concord Station Community Development District.

134

135

F. Field Inspection Report

136

137

Mr. Cox presented the Field Inspection report to the Board. Ms. Hillis requested that a plan be prepared, for the April agenda, to put additional plantings between the trees to prevent people from driving between the trees to park on the grass and irrigation housings on Chislehurst between Mentmore and Chessington.

138

139

140

141

142

Mr. Cox presented the Greenview Landscaping reports to the Board. The Board requested that staff provide the Board with the total annuals plan to identify where the current annuals beds are and how many annuals are to be installed each year, to help determine if these should be continued or instead replaced with perennial plants to save costs.

143

144

145

146

147

On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved Greenview proposals for the annuals in the amount of \$1,080.00 and turf fertilization in the amount of \$1,200.00, for the Concord Station Community Development District.

148

149

G. District Manager

150

151

Mr. Cox reminded the Board that the next meeting will be held on April 11, 2019 at 10:00 a.m.

152

153

154

SIXTH ORDER OF BUSINESS

Consideration of CDD & HOA Lease Agreement

155

156

157

The Board reviewed and approved the lease agreement with the HOA for use of clubhouse office space along with a \$100 fee from the HOA.

158

159

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the lease agreement between the CDD & HOA for the Concord Station Community Development District.

160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190

SEVENTH ORDER OF BUSINESS

Discussion of Dog Park

The Board reviewed the maps provided by Ms. Stewart to identify the possible locations for a dog park. The Board requested staff to prepare a summary of estimated costs and issues associated with the creation and maintenance of a dog park for the District.

EIGHTH ORDER OF BUSINESS

Audience Comments

Mr. Ken Chapman addressed the Board regarding his concerns that creating fire lanes would further reduce parking availability and that creating a parking lot in the current grass area would eliminate a possible future site for clubhouse expansion.

NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Waltz discussed his concerns regarding the dip in the roadway on Mentmore.

Mr. Christie requested information from Mr. Brown regarding the status of the plants on Mentmore behind the fences west of Tuckerton.

Mr. Christie discussed his concerns regarding the anticipated costs identified in the 2016 Reserve Study for years 2019 and 2020 and the need to prepare for those. A request was made to send Mr. Berdeguez a digital copy of the reserve study.

Mr. Berdeguez discussed the intersection at Sunlake and Mentmore regarding a crosswalk that did not have a stop sign associated with it. Ms. Stewart indicated that she would inspect the site.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Walz, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 12:20 p.m., for the Concord Station Community Development District.

191
192
193
194

Secretary/Assistant Secretary

Chairman/Vice Chairman