



Rizzetta & Company

# Concord Station Community Development District

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**Board of Supervisors' Meeting  
May 9, 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  
MAY 9, 2019 at 6:30 p.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>	Jordan Lansford	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin Vericker
<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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May 1, 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, May 9, 2019 at 6:30 p.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 April 11, 2019 ..... Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for March 2019..... Tab 2
- 4. STAFF REPORTS**
  - A. Deputy Update
  - B. District Counsel
  - C. District Engineer
    - i. Splash Pad Update ..... Tab 3
  - D. Clubhouse Manager Updates
    - i. Review of Monthly Report ..... Tab 4
  - E. Field Operations Manager
    - i. Aquatics Report ..... Tab 5
      - a. Consideration of Wetland Buffers Proposal ..... Tab 6
    - ii. Field Inspection Report ..... Tab 7
    - iii. Greenview Weekly Reports..... Tab 8
      - a. Consideration of Perennials Proposal ..... Tab 9
      - b. Discussion of Vegetation Wetlands Addition Map. Tab 10
  - F. District Manager
- 5. BUSINESS ITEMS**
  - A. Presentation of Registered Voter Count ..... Tab 11
  - B. Ratification of Hog Trapping Proposal ..... Tab 12
  - C. Discussion of Waterford Rust Colored Sidewalks
  - D. Discussion of Amenity Facilities Policies, Clubhouse Rental Agreement and Computer Usage Policies ..... Tab 13
  - E. Presentation of Fiscal Year 2019-2020 Proposed Budget ... Tab 14
  - F. Consideration of Resolution 2019-05; Adopting Fiscal Year 2019-2020 Proposed Budget & Setting Public Hearing ..... 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,

*Jordan Lansford*

Jordan Lansford  
District Manager

cc: John Vericker, Straley Robin Vericker  
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, April 11, 2019 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>
Vivek Babbar	<b>District Counsel, Straley Robin Vericker</b>
Tonja Stewart	<b>District Engineer, Stantec</b>
Michael Speidel	<b>Clubhouse Manager, Rizzetta Amenity</b>
Tim Burdick	<b>Maintenance Staff, Rizzetta Amenity</b>
Tyree Brown	<b>Manager, Rizzetta &amp; Company, Inc.</b>
Morgan Melatti	<b>Representative, Aquatic Systems</b>
Patrick Brophy	<b>Representative, Aquatic Systems</b>
Sandra Hack	<b>Representative, HOA Management</b>
Rick Funk	<b>Representative, Splash Pads USA</b>
Deputy Will Phillips	<b>Pasco County Sheriff's Office</b>

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 requested a sketch of the office location for the lease agreement between the HOA and CDD.

Ms. Karen Devorace and Ms. Christy Johns asked the Board where they can get a copy of the agenda prior to the meeting and where to view other District information such as budgets.

**THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the Board of Supervisors' Meeting Held on March 14, 2019**

The Board made amendments to the minutes.

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

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**FOURTH ORDER OF BUSINESS** **Consideration of Operation and Maintenance Expenditures for February 2019**

The Board requested District Management to confirm that the payment to "Welch Tennis Courts, Inc." was the final payment.

Ms. Hillis would like for Ms. Lansford to perform an analysis on the cost of clubhouse supplies between last fiscal year and this fiscal year.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified the payment of the February 2019 Operation and Maintenance expenditure invoices, totaling \$76,341.14, for the Concord Station Community Development District.

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**FIFTH ORDER OF BUSINESS** **Staff Reports**

**A. Deputy Phillips**

Deputy Phillips stated that Ms. Lansford, Mr. Cox and he have scheduled a meeting with Mike Bunk on May 15, 2019 at the Concord Station Clubhouse to discuss expanding the parking lot along Mentmore Boulevard.

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**B. District Counsel**

Mr. Babbar stated that Counsel sent out the requested letter to Splash Pad USA about possibly terminating the contract. Counsel is monitoring the current Legislative Session and will provide updates as needed.

**C. District Engineer**

Mr. Rick Funk from Splash Pads USA updated the Board regarding the Splash Pad construction.

On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved to extend the construction commencement deadline of the splash pad past April 30, 2019, contingent upon bi-weekly email updates from Mr. Funk to Staff that will be disseminated to the Board from District Management and discussed at the next meeting on May 9, 2019, for the Concord Station Community Development District.

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**D. Clubhouse Manager**

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

Mr. Speidel provided proposals for a UTV Trailer and Water Tank options.

On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved option #1 (Northern Tool & Equipment) in the amount of \$1369.98 for the Concord Station Community Development District.

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Mr. Speidel presented proposals for cable services for the clubhouse.

On a Motion by Ms. Hillis, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved to move all cable services from Spectrum to Frontier for the Concord Station Community Development District.

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**E. Aquatics Report**

Ms. Melatti presented the Aquatic Systems report to the Board and a midge fly proposal for their consideration.

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On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Aquatic Systems proposal for Midge-Fly services for three (3) treatments approximately 10-14 days apart on sites #46, #56, #64, #65, #76 through #80 and 82 in the amount of \$7,279.00, for the Concord Station Community Development District.

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Ms. Melatti amended the wetland buffer maintenance contract to be concurrent with Florida Native Nursery's October report with no change to the \$513.00 price and Ms. Melatti will provide a copy of the updated contract to District Management.

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**F. Field Inspection Report**

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Mr. Brown presented the Field Inspection report to the Board and discussed new rules for wetlands maintenance The Board reviewed the Greenview Landscaping report and a proposal for installing different plants in the beds on Lake Patience Road and Shrewbury Place.

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Greenview proposal for the planter beds on Lake Patience Road (\$3,300.00) and Shrewbury Place (\$2,400.00), for the Concord Station Community Development District.

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The Board asked Mr. Brown to investigate making the landscaping for the monuments as consistent as possible. They also asked him to investigate switching in perennials for the current annual plantings as a cost saving measure for the future.

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**G. District Manager**

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Ms. Lansford reminded the Board that the next meeting will be held on May 9, 2019 at 6:30 p.m. and the proposed fiscal year 2019-2020 budget will be presented at this meeting.

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**SIXTH ORDER OF BUSINESS**

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**Consideration of Easement  
Encroachment Application**

On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Easement Encroachment application for Jeff McKillop at 18487 Whyteleafe Court contingent upon removal of the fence by the resident if work is needed on the pipe in the easement, for the Concord Station Community Development District.



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141 **SEVENTH ORDER OF BUSINESS**                      **Consideration of Access Control**  
142 **Proposal**  
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On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved a not to exceed amount of \$11,000.00 for access control for the Concord Station Community Development District.

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145 **EIGHTH ORDER OF BUSINESS**                      **Consideration of Discrepancies**  
146 **between Amenity Facility Policies and**  
147 **Clubhouse Rental Agreement**  
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150 Ms. Hillis presented the discrepancies between the Clubhouse Rental Agreement  
151 and the Amenity Facility Policies to the Board. Ms. Lansford will send a copy of the  
152 current Amenity Facilities Policies and Clubhouse Rental Agreement to the Board for  
153 them to make the appropriate changes and prepare to discuss at the next meeting on  
154 May 9, 2019.

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156 The Board would like for the approved Computer Usage Policies to be included in  
157 the updated Amenity Facility Policies.

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159 In the interim Mr. Speidel is to add the word “not” to item #3, “Alcoholic Beverages”  
160 on the Clubhouse Rental Information and Contract to read “Alcoholic beverages are *not*  
161 allowed on site”.

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163 **NINTH ORDER OF BUSINESS**                      **Discussion of Estimated Cost of Dog**  
164 **Park**  
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On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with four in favor, and Mr. Berdeguez opposed, the Board of Supervisors tabled the consideration of a dog park after review of associated construction costs for the Concord Station Community Development District.

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167 **TENTH ORDER OF BUSINESS**                      **Consideration of Resolution 2019-04;**  
168 **Designating Officers**  
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On a Motion by Mr. Walz, seconded Ms. Matthias-Gorman, with all in favor, the Board of Supervisors adopted Resolution 2019-04; Designating Officers for the Concord Station Community Development District.

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**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

Ms. Karen Devorace and Ms. Christy Johns voiced their opposition to the installation of a dog park. Ms. Johns also asked that the basketball hoops be updated/improved.

Mr. Ken Chapman also expressed opposition to adding a dog park and suggested a Pro-Fitness Trail would be more useful for the community. He addressed the Board regarding residents who are claiming that the vinyl fence installed by the developer is slightly outside their property line and therefore they are not responsible for maintaining the fence or the landscaping by the fence. He stated he has documentation of fence non-ownership from residents and will send this documentation to Staff who will proceed accordingly. The Board asked that a letter be drafted by Counsel for residents who feel the fence is not on their property, asking that the resident sign to confirm this and agree either to move the fence onto the resident's property or have the District remove the fence from the resident's property.

**TWELFTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Berdeguez requested one (1) additional doggie station on the outside of the fence of Sunlake Boulevard going into Wellingborough Court.

On a Motion by Mr. Berdeguez, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved one (1) additional doggie station on the outside of the fence of Sunlake Boulevard going into Wellingborough Court, for the Concord Station Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, the Board of Supervisors adjourned the meeting at 12:41 p.m., for the Concord Station Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman