



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
June 13, 2019**

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

www.concordstationcdd.com

**CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT AGENDA
JUNE 13, 2019 at 6:30 p.m.**

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

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|--------------------------------------|--|--|
| 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 Vericker |
| 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**

June 5, 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, June 13, 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 tentative 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 May 9, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for April 2019.....Tab 2
- 4. STAFF REPORTS**
 - A. Deputy Update
 - B. District Counsel
 - C. District Engineer
 - i. Splash Pad UpdateTab 3
 - D. Clubhouse Manager Updates
 - i. Review of Monthly Report.....Tab 4
 - ii. Consideration of Square Up Terminal Proposal.....Tab 5
 - E. Field Operations Manager
 - i. Aquatics ReportTab 6
 - ii. Field Inspection ReportTab 7
 - iii. Greenview Weekly Reports.....Tab 8
 - F. District Manager
 - i. Presentation of Pasco County Sheriff's Contract.....Tab 9
- 5. BUSINESS ITEMS**
 - A. Consideration of Easement ApplicationsTab 10
 - B. Discussion of Amenity Facilities Policies, Clubhouse Rental Agreement and Computer Usage Policies.....Tab 11
 - C. Acceptance of Fiscal Year 9.30.18 Audit.....Tab 12
- 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

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, May 9, 2019 at 6:30 p.m.** at the Concord Station Clubhouse, located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638.

Present and constituting a quorum:

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| 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 Vericker |
| Michael Speidel | Clubhouse Manager, Rizzetta Amenity |
| Morgan Melatti | Representative, Aquatic Systems |
| Rick Funk | Representative, Splash Pads USA |
| Deputy Will Phillips | (Speaker phone) Pasco County Sheriff's Office |

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| Audience | Present |
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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.

SECOND ORDER OF BUSINESS

Comments on Agenda Items

Mr. John Hoffman addressed the Board regarding pond erosion he believes is occurring behind his property on Alexandria Lee Court and affecting his yard.

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46 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
47 **Board of Supervisors' Meeting Held on**
48 **April 11, 2019**
49

50 The Board approved the minutes as amended with Mr. Christie making 2 changes
51 on lines 121 and 187-188.
52

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the minutes, as amended, of the Board of Supervisors meeting held April 11, 2019, for the Concord Station Community Development District.

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54 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
55 **Maintenance Expenditures for March**
56 **2019**
57

58 The Board requested Ms. Lansford to contact Mr. Gruhl about the employee
59 insurance reimbursement for Mr. Speidel and to verify that the Brighthouse bill was not
60 paid twice.
61

62 The Board requested that moving forward all Rental Agreements are to be omitted
63 from the Agenda as they contain personal information.
64

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors ratified the payment of the March 2019 Operation and Maintenance expenditure invoices, totaling \$79,756.23, for the Concord Station Community Development District.

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66 **FIFTH ORDER OF BUSINESS** **Staff Reports**
67

68 **A. Deputy Phillips**
69

70 Deputy Phillips presented the Traffic Study from Sunlake and Mentmore. The
71 Board requested Deputy Phillips look into additional signage for crosswalks. This
72 will be discussed with Mr. Bunk at the Wednesday May 15, 2019, meeting with
73 District Management. The Board requested that Ms. Lansford inform Greenview
74 that the crossing sign on Hamstead Heath is covered by branches that need to be
75 trimmed.
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77 **B. District Counsel**
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79 Mr. Vericker updated the Board on the recent legislative changes.

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C. District Engineer

Not Present.

Mr. Rick Funk from Splash Pads USA updated the Board regarding the Splash Pad construction and requested that the color scheme be finalized and sent to him by Wednesday May 15th.

On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors authorized Ms. Matthias-Gorman to select the colors for the Splash Pad by May 15, 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.

On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the installation of ADA Grab Bars in the women's restroom stalls with a not-to-exceed amount of \$250.00, for the Concord Station Community Development District.

95

On a Motion by Ms. Hillis, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved a total of 24 polos for on-site CDD staff and 10 shirts for pool monitors for the Concord Station Community Development District.

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E. Aquatics Report

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Ms. Melatti presented the Aquatic Systems report to the Board and a planting proposal for their consideration. Ms. Melatti provided an update of the Midge-Fly treatments.

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Aquatic Systems Wetland Buffers maintenance proposal for \$513.00 monthly, for the Concord Station Community Development District.

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On a Motion by Mr. Christie, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Aquatic Systems planting proposal for \$14,750.00, for the Concord Station Community Development District.

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105
106 **F. Field Inspection Report**
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108 The Board approved the perennials proposal per the contract from Greenview
109 contingent on all annuals being replaced with perennials in all of the monuments.
110 The Board requested that Ms. Lansford confirm what community entrance
111 Greenview is referencing in the proposal.
112

113 The Board approved the proposal from Greenview for \$2500.00 to trim the
114 overgrown vegetation on Herne Bay Court. Herne Bay Court is also being added to
115 the CDD maintenance map at no additional charge. The Board requested that Staff
116 review the maintenance map and confirm all CDD areas are included and being
117 maintained.
118

On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Greenview proposal to trim the overgrown vegetation on Herne Bay Court in the amount of \$2,500.00, for the Concord Station Community Development District.

119
120 **G. District Manager**
121

122 Ms. Lansford reminded the Board that the next meeting will be held on June 13,
123 2019 at 10:00 a.m.
124

125 **SIXTH ORDER OF BUSINESS** **Presentation of Registered Voter Count**
126

127 Ms. Lansford stated the Pasco County registered voter count as of April 15, 2019 for
128 Concord Station CDD is 2,946.
129

130 **SEVENTH ORDER OF BUSINESS** **Ratification of Hog Trapping Proposal**
131

132 Ms. Lansford updated the Board about recent hog damage within Concord Station
133 CDD.
134

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Board of Supervisors ratified the Hog Trapping Proposal from Swine Solutions for \$1,450.00 for one-month (April 29, 2019 – May 29, 2019), for the Concord Station Community Development District.

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141 **EIGHTH ORDER OF BUSINESS** **Discussion of Waterford Rust Colored**
142 **Sidewalks**
143

144 Ms. Lansford provided an update on removing the rust from the sidewalks in
145 Waterford.

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147 **NINTH ORDER OF BUSINESS** **Discussion of Amenity Facilities**
148 **Policies, Clubhouse Rental Agreement**
149 **and Computer Usage Policies**
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151 The Board tabled the Discussion of Amenity Facilities Policies, Clubhouse Rental
152 Agreement and Computer Usage Policies to the June 13, 2019 CDD meeting.

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154 **TENTH ORDER OF BUSINESS** **Presentation of Fiscal Year 2019-2020**
155 **Proposed Budget**
156

157 Mr. Cox and Ms. Lansford presented the Fiscal Year 2019-2020 Proposed Budget
158 to the Board. Ms. Hillis requested line numbers be added to the budget for ease of use.

159
160 **ELEVENTH ORDER OF BUSINESS** **Consideration of Resolution 2019-05;**
161 **Adopting Proposed Budget & Set**
162 **Public Hearing**
163

164 The Board requested that amounts be changed as follows: increase District
165 Counsel from \$20,000 to \$22,500, increase Street Lights from \$10,000 to \$15,000,
166 increase Fire Ant Treatment from \$4,000 to \$6,000. It was noted that assessments will
167 not increase for Fiscal Year 2019-2020.
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| <p>On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors adopted Resolution 2019-05; Adopting Proposed Budget & Setting Public Hearing for August 8, 2019 at 6:30 p.m., for the Concord Station Community Development District.</p> |
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170 **TWELFTH ORDER OF BUSINESS** **Audience Comments**
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172 No audience comments.

173
174 **THIRTEENTH ORDER OF BUSINESS** **Supervisor Requests**
175

176 Mr. Berdeguez asked if the splash pad was going to have any seating and/or
177 shade covering.
178

179
180 Mr. Christie stated the curbs look great.

181
182 **FOURTEENTH ORDER OF BUSINESS Adjournment**
183

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 9:08 p.m., for the Concord Station Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

