



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
August 8, 2019**

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

www.concordstationcdd.com

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT AGENDA

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 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.

July 31, 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, August 8, 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 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 July 11, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for June 2019.....Tab 2
- 4. STAFF REPORTS**
 - A. Deputy Update
 - B. District Counsel
 - C. District Engineer
 - i. Discussion of Parking Lot Expansion
 - ii. Splash Pad Update
 - D. Clubhouse Manager Updates
 - i. Review of Monthly Report.....Tab 3
 - E. Field Operations Manager
 - i. Aquatics ReportTab 4
 - ii. Field Inspection ReportTab 5
 - iii. Greenview Weekly Reports..... Tab 6
 - F. District Manager
 - i. Pool Update
 - ii. Discussion of Park
- 5. BUSINESS ITEMS**
 - A. Consideration of Encroachment Applications.....Tab 7
 - B. Public Hearing on Fiscal Year 2019/2020 Final Budget.....Tab 8
 - i. Consideration of Resolution 2019-06, Adopting Fiscal Year 2019/2020 Final BudgetTab 9
 - C. Public Hearing on Fiscal Year 2019/2020 Special Assessments
 - i. Consideration of Resolution 2019-07, Imposing Special Assessments and Certifying an Assessment Roll.....Tab 10
 - D. Consideration of Resolution 2019-08, Setting the Meeting Schedule for Fiscal Year 2019/2020.....Tab 11

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

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, July 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	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:

Jordan Lansford	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley Robin Vericker
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Tonja Stewart	District Engineer, Stanec
Tyree Brown	Field Services, Rizzetta & Company, Inc.
Gregg Gruhl	Amenity Management, Rizzetta & Co., Inc.
Larry Rhum	Representative, Greenview Landscaping, Inc.
Deputy Will Phillips	Pasco County Sheriff's Office

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

Resident Marco Rando voiced his concern about the "16 years of age and older" rule at the Gym. He also had a concern regarding the CDD scheduled meeting times.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the

45 **Board of Supervisors' Meeting Held on**
46 **June 13, 2019**
47

48 The Board approved the Meeting Minutes from the June 13, 2019 meeting.
49

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Meeting Minutes from the June 13, 2019, meeting of the Board of Supervisors, for the Concord Station Community Development District.

50
51 After reading the unofficial minutes from the June 13, 2019, meeting, Mr. Christie
52 wished to change his vote on the proposal for installing "Do Not Feed the Alligators"
53 signs. The Board approved the motion to install "Do Not Feed the Alligators" signs on the
54 existing posts that have fishing signs, if possible.
55

On a Motion by Mr. Christie, seconded by Mr. Walz, with four (4) in favor and one (1) opposed (Mr. Berdeguez), the Board of Supervisors approved the installation of "Do Not Feed the Alligators" signs on the existing posts that have fishing signs, if possible, for the Concord Station Community Development District.

56 **FOURTH ORDER OF BUSINESS** **Consideration of Operation and**
57 **Maintenance Expenditures for May**
58 **2019**
59
60

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the payment of the May 2019 Operation and Maintenance expenditure invoices, totaling \$102,472.34, for the Concord Station Community Development District.

61 **FIFTH ORDER OF BUSINESS** **Staff Reports**
62

63
64 **A. Deputy Phillips**

65 Deputy Phillips proposed supplying safety information to the Board for the CDD
66 website to provide residents information and reminders.
67

68 **B. District Counsel**

69
70 Mr. Vericker reported that he had been working on the Amenities Facilities policy
71 and the budget.
72

73
74 **C. District Engineer**
75

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
July 11, 2019 Minutes of Meeting
Page 3

76 Ms. Stewart presented her findings on the fence application of Aaron and Eva Park
77 for 3248 Herne Bay Court regarding the drainage easement.
78

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the fence installation for Aaron and Eva Park residing at 3248 Herne Bay Court, for the Concord Station Community Development District.

79 Ms. Stewart will obtain proposals for expanding the parking lot and sidewalk at the
80 Concord Station Clubhouse.
81

82 Ms. Stewart is currently working with the Department of Health for approval on the
83 Splash Pad. Ms. Stewart is also waiting to receive the engineer's certification for
84 the design changes from SplashPad USA.
85

86 The Board has tabled the Splash Pad furniture proposal until it is understood how
87 much furniture will fit on the sidewalk.
88

89
90 **D. Clubhouse Manager**

91 The Board reviewed the report from Mr. Speidel regarding the Clubhouse
92 Operations.
93

94 The Board approved a "not to exceed" amount of \$600.00 for a new all-in-one
95 printer at the Clubhouse. Mr. Speidel will obtain additional proposals for a lightning
96 detection system for the Clubhouse.
97

98 On a Motion by Mr. Berdeguez, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved a "not to exceed" amount of \$600.00 for a new all-in-one printer for the Clubhouse, for the Concord Station Community Development District.

99
100 **E. Aquatic Report**

101 Ms. Lansford presented the Aquatic Systems report to the Board for review.
102

103
104 **F. Field Inspection Report**

105 Mr. Brown presented the Field Inspection Report and Greenview Weekly Reports
106 to the Board.
107

108 Mr. Ruhm from Greenview will be attending the Concord Station CDD Board of
109 Supervisors meetings quarterly.
110
111

112 The Board approved the Greenview estimate of \$1476.00 for irrigation adaptations
113 at all monuments so perennials can be installed. The Board also approved
114 Greenview ASO Estimates 110 (\$700.00), 111 (\$100.00), and 112 (\$280.00) to
115 replace two (2) declining trees and fix irrigation issues.
116

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Greenview estimate of \$1476.00 for irrigation adaptation and Greenview ASO Estimates 110 (\$700.00), 111 (\$100.00) and 112 (\$280.00) to replace two (2) declining trees and fix irrigation issues, for the Concord Station Community Development District.

117
118 **G. District Manager**

119
120 The Board approved purchasing bathmats for the outside pool deck leading into
121 the bathrooms and installing new playground rules signs on the two playground
122 entry gates.

123
124 A discussion ensued concerning the pool and the Ground Subsidence Study
125 Report. The Board approved Mr. Speidel contacting a pool inspection vendor to
126 perform a Leak Detection Test. Mr. Christie noted that he would like to look into
127 marcing the pool during the off-season.

128
129 **SIXTH ORDER OF BUSINESS** **Discussion of HOA/CDD Lease**

130
131 The Board reviewed the emails between District Management and Sean Foley of
132 the Homeowners Association management company. The Board agreed to send a ninety
133 (90) day termination letter to the HOA noting the CDD/HOA clubhouse lease has been
134 terminated. If the HOA can provide assurances to mitigate the hostile work environment
135 caused by the current on-site manager, the Board will consider a new lease contract.

136
137 **SEVENTH ORDER OF BUSINESS** **Consideration of ADA Proposals**

138
139 After a discussion of ADA website compliance, Ms. Lansford proposed setting up a
140 conference call with Ms. Hillis, EGIS, and Netix to confirm requirements for ADA website
141 compliance for insurance purposes.

142
143 **EIGHTH ORDER OF BUSINESS** **Consideration of Installation of
Cameras Proposal**

144
145
146 The Board tabled the installation of cameras for the splash pad and the new
147 vending machine in the swimming pool area.

148
149 **NINTH ORDER OF BUSINESS** **Discussion of Square Application**

