



Rizzetta & Company

Concord Station Community Development District

Board of Supervisors' Meeting September 12, 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	Stephen Brletic	JMT Engineering

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.

September 4, 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, September 12, 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 August 8, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for July 2019.....Tab 2
- 4. STAFF REPORTS**
 - A. Deputy Update
 - B. District Counsel
 - i. Resignation of Stantec Consulting Services, Inc.....Tab 3
 - C. District Engineer
 - i. Splash Pad Update
 - ii. Consideration of Aeration Proposals for Midge Fly Treatment.....Tab 4
 - iii. Consideration of Encroachment Applications.....Tab 5
 - D. Clubhouse Manager Updates
 - i. Review of Monthly Report.....Tab 6
 - ii. Consideration of Playground King Proposal.....Tab 7
 - E. Field Operations Manager
 - i. Aquatics ReportTab 8
 - ii. Field Inspection Report.....Tab 9
 - iii. Greenview Weekly Reports.....Tab 10
 - F. District Manager
 - i. Discussion of Pond #40
 - ii. Discussion of Trilby Weed Trimming
 - iii. Discussion of Waterford Rust
- 5. BUSINESS ITEMS**
 - A. Consideration of ADA Proposals.....Tab 11
 - B. Consideration of Park Proposals.....USC
- 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
Stephen Brletic, JMT Engineering

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, August 8, 2019 at 6:32 p.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
Patrick Brophy	Aquatic Systems, Inc.
Jimmy Taylor	Aquatic Systems, 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

Audience Comments on Agenda Items

The board heard audience comments and questions.

43 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
44 **Board of Supervisors' Meeting Held on**
45 **July 11, 2019**
46

47 The Board approved the Meeting Minutes from the July 11, 2019 meeting, as
48 amended changing line 133 was changed from 90 days' notice to 30 days' notice. A
49 motion also needs to be added stating the Board approved on a motion 4-1 (Berdeguez
50 opposed) to terminate the HOA Clubhouse Contract. The Board also noted that if Condo
51 Associates will provide replacement personnel, they will draft up another agreement for
52 the HOA to remain in the Clubhouse.
53

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Meeting Minutes, as amended, from the July 11, 2019, meeting of the Board of Supervisors, for the Concord Station Community Development District.

54 **FOURTH ORDER OF BUSINESS** **Ratification of Operation and**
55 **Maintenance Expenditures for June**
56 **2019**
57
58

59 Ms. Lansford presented the Operations and Maintenance Expenditures for
60 June 2019.
61

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the payment of the June 2019 Operation and Maintenance expenditure invoices, totaling \$187,393.65, for the Concord Station Community Development District.

62 **FIFTH ORDER OF BUSINESS** **Staff Reports**
63

- 64
- 65 **A. Deputy Phillips**
66 The Board received an update from Deputy Phillips stating that burglaries have
67 taken place in the surrounding areas.
68
 - 69 **B. District Counsel**
70 There was no report
71
 - 72 **C. District Engineer**
73 A discussion ensued regarding the parking lot expansion. The Board approved a
74 "not to exceed" limit of \$5000.00 for the parking lot expansion. This subject will be
75 re-visited at the next Board meeting.
76

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
August 8, 2019 Minutes of Meeting
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On a Motion by Mr. Christie, seconded by Ms. Mattias-Gorman, with all in favor, the Board of Supervisors approved a “not to exceed” limit of \$5000.00 for the parking lot expansion, for the Concord Station Community Development District.

77
78 The Board requested that Ms. Steward have Mr. Schoffstall, from Florida
79 Playstructures and Water Features, Inc., speak to the Board at the next meeting
80 regarding the Splash Pad.

81
82 **D. Clubhouse Manager**

83
84 Mr. Speidel reported that the leak detection test performed by American Leak
85 Detection had no findings of a leak.

86
87 Ms. Steward will get proposals for repairing the pool.

88
89 The Board approved Strike Guard Lightning Detection System.

90

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved Strike Guard Lightning Detection System, for the Concord Station Community Development District.

91
92 **E. Field Operations Manager**

93
94 Mr. Taylor and Mr. Brophy presented the Aquatics Report to the Board. It was
95 requested that they complete the planting installation at Site #10, immediately.

96
97 Ms. Lansford presented the Field Inspection Report. The Board requested that Mr.
98 Brown bring proposals to construct a park in the lot on Snowdonia Drive and
99 Mentmore Boulevard.

100
101 There were no comments on the Greenview weekly reports.

102
103 **F. District Manager**

104
105 Ms. Lansford reminded the Board that the next meeting is scheduled for September
106 12, 2019 at 10:00 a.m.

107
108 A short discussion ensued on putting in a park. The subject will be discussed
109 more at the next meeting.

110

111

112 **SIXTH ORDER OF BUSINESS** **Consideration of Encroachment**
113 **Applications**
114

115 The Board reviewed the Encroachment Applications.
116

117 The Board agreed to approve the 18474 Aylesbury Lane and the 18617 Milton
118 Keynes Court encroachment applications.
119

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Encroachment Applications for 18474 Aylesbury Lane and 18617 Milton Keynes Court, for the Concord Station Community Development District.

120
121 The Board agreed to approve the 19023 Tylerton Court encroachment application.
122

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Encroachment Application for 19023 Tylerton Court, for the Concord Station Community Development District.

123
124 The Board agreed to deny the 3723 Morgons Castle Drive encroachment
125 Court.
126

On a Motion by Mr. Christie, seconded by Mr. Walz, with all in favor, the Board of Supervisors denied the Encroachment Application for Morgons Castle Drive, for the Concord Station Community Development District.

127
128 **SEVENTH ORDER OF BUSINESS** **Consideration of ADA Proposals**
129

130 After a discussion of ADA website compliance, Ms. Lansford proposed setting up a
131 conference call with Ms. Hillis, EGIS, and Netix to confirm requirements for ADA website
132 compliance for insurance purposes.
133

134 **EIGHTH ORDER OF BUSINESS** **Public Hearing of Fiscal Year**
135 **2019/2020 Final Budget**
136

137 Ms. Lansford asked for a motion to open the Public Hearing of Fiscal Year
138 2019/2020 Final Budget.
139

On a Motion by Mr. Walz, seconded by Ms. Hillis, with all in favor, the Board of Supervisors opened the Public Hearing of Fiscal Year 2019/2020 Final Budget, for the Concord Station Community Development District.

140

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141 The Deputy line item was increased to \$104,566.00
142

On a Motion by Mr. Walz, seconded by Ms. Hillis, with all in favor, the Board of Supervisors closed the Public Hearing of Fiscal Year 2019/2020 Final Budget, for the Concord Station Community Development District.

143
144 **NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-06;
Adopting Fiscal Year 2019/2020 Final
Budget**

145
146
147
148 Ms. Lansford presented Resolution 2019-06; Adopting Fiscal Year 2019/2020
149 Final Budget.
150

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved Resolution 2019-06 Adopting Fiscal Year 2019/2020 Final Budget, for the Concord Station Community Development District.

151
152 **TENTH ORDER OF BUSINESS**

**Public Hearing of Fiscal Year
2019/2020 Special Assessments**

153
154
155 Ms. Lansford asked for a motion to open the Public Hearing of Fiscal Year
156 2019/2020 Special Assessments.
157

On a Motion by Mr. Christie seconded by Mr. Walz, with all in favor, the Board of Supervisors opened the Public Hearing of Fiscal Year 2019/2020 Special Assessments, for the Concord Station Community Development District.

158
159 Ms. Lansford asked for a motion to close the Public Hearing of Fiscal Year
160 2019/2020 Special Assessments.
161

On a Motion by Mr. Mattias-Gorman seconded by Ms. Hillis, with all in favor, the Board of Supervisors closed the Public Hearing of Fiscal Year 2019/2020 Special Assessments, for the Concord Station Community Development District.

162
163 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-07;
Imposing Special Assessments and
Certifying an Assessment Roll**

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165
166
167 Ms. Lansford presented Resolution 2019-07; Imposing Special Assessments and
168 Certifying an assessment Roll.
169

170

On a Motion by Mr. Walz seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved Resolution 2019-07; Imposing Special Assessments and Certifying an Assessment Roll, for the Concord Station Community Development District.

171

172 **TWELFTH ORDER OF BUSINESS** **Consideration of Resolution 2019-08;**
173 **Setting the Meeting Schedule for Fiscal**
174 **Year 2019/2020**

175

176 Ms. Lansford presented Resolution 2019-08; Setting the Meeting Schedule for Fiscal
177 Year 2019/2020.

178

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved Resolution 2019-08; Setting the Meeting Schedule for Fiscal Year 2019/2020, for the Concord Station Community Development District.

179

180 **THIRTEENTH ORDER OF BUSINESS** **Audience Comments and Supervisor**
181 **Requests**

182

183 The Board heard audience comments and Supervisor requests.

184

185 **Adjournment**

186

On a Motion by Ms. Donna Matthias-Gorman, seconded by Ms. Berdeguez, the Board of Supervisors adjourned the meeting at 9:21 p.m., for the Concord Station Community Development District.

187

188

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190 _____
Secretary/Assistant Secretary

Chairman/Vice Chairman

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