



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
November 14, 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.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 5844 OLD PASCO ROAD • SUITE 100 • WESLEY CHAPEL, FL 33544

November 6, 2019

Board of Supervisors
Concord Station Community
Development District

TENTATIVE AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Concord Station Community Development District will be held on **Thursday, November 14, 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**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meetings held on October 10, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for September 2019.....Tab 2
- 4. STAFF REPORTS**
 - A. Clubhouse Manager Updates
 - i. Review Monthly Clubhouse Report.....Tab 3
 - i. Consideration of Fountain Maintenance Proposal...Tab 4
 - B. Deputy Update
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
 - i. Discussion of PDFs on Website
 - F. Field Operations Manager
 - i. Aquatics Report.....Tab 5
 - ii. Field Inspection Report.....Tab 6
 - iii. Greenview Weekly Report.....Tab 7
- 5. BUSINESS ITEMS**
 - A. Consideration of Encroachment Applications.....Tab 8
 - B. Discussion of Park Illustration Examples.....Tab 9
 - C. Consideration of Site 17 Proposals..... Tab 10
 - D. Discussion of Splash Pad Proposal
 - E. Consideration of Plant Install ProposalTab 11
 - F. Consideration of Amenity Center PoliciesTab 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
District Manager

Tab 1

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, October 10, 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:

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
Deputy Phillips	Pasco County Sheriff's Office
Tyree Brown	Field Services, Rizzetta & Company, Inc.
Stephen Brletic	District Engineer, JMT
Christy Gargaro	Administrative Asst., Rizzetta & Company, Inc.
Carl Schoffstall	Representative, Florida Playstructures and Water Features (via conference call)

Audience

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.

45 **SECOND ORDER OF BUSINESS** **Audience Comments on Agenda Items**

46
47 The board heard audience comments and questions.

48
49 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
50 **Board of Supervisors' Meeting Held on**
51 **September 12, 2019**

52
53 The Board approved the Minutes from the Board of Supervisors' Meeting held on
54 September 12, 2019.

55
On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Meeting Minutes, as presented, from the September 12, 2019 meeting of the Board of Supervisors, for the Concord Station Community Development District.

56
57 **FOURTH ORDER OF BUSINESS** **Ratification of Operation and**
58 **Maintenance Expenditures for August**
59 **2019**

60
61 Ms. Lansford presented the Operations and Maintenance Expenditures for
62 August 2019 in the amount of \$106,199.08.

63
On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the payment of the August 2019 Operation and Maintenance expenditure invoices, totaling \$106,199.08, for the Concord Station Community Development District.

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

66
67 **A. Clubhouse Manager**

68 Mr. Speidel reviewed the monthly Clubhouse Report and a discussion ensued
69 regarding the pool pavers. Mr. Speidel will coordinate with Swim USA to schedule
70 the Pool Doctor for a January start date.

71
On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Pool Doctor Proposal, pending a January start date, for pool pavers, for the Concord Station Community Development District.

72
73 The Board agreed to allow the Girl Scouts to use the Clubhouse every other
74 Monday from 6:00 p.m. to 7:30 p.m.

75

76 **B. Deputy Phillips**
77 An update was given on car burglaries in the area.

78
79 **C. District Counsel**
80 No report.

81
82 **D. District Engineer**
83 Mr. Skorewicz from Appleton Reis sent an update on the Splash pad.
84 Mr. Brletic will have formal proposals for the Splash pad sign installation at the next
85 meeting.

86
87 Mr. Schoffstall from Florida Playstructures will have a proposal to complete the
88 Splash pad by the next meeting.

89
90 The Encroachment Application for 3678 Morgon's Castle Ct. was approved,
91 contingent on the fence being raised by at least an inch.
92

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Encroachment Application for 3678 Morgon's Castle Ct., for the Concord Station Community Development District.

93
94 The Board reviewed JMT's proposal for drainage improvements on Pond 320A.
95 The proposal was approved at a cost of \$10,920.00. This will be completed by
96 May 15, 2020.
97

On a Motion by Mr. Walz, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved drainage improvements for Pond 320A, at a cost of \$10,920.00, for the Concord Station Community Development District.

98
99 **E. District Manager**
100 The review of Pocket Park Suggestions was tabled by the Board.

101
102 The Board asked that the HOA submit a formal proposal for space for the new
103 Homeowners Association manager, Ms. Levac, to work in the Clubhouse four
104 (4) hours per week, or every other week. Mr. Vericker will prepare a structured
105 agreement for both parties to sign at the next meeting. The Board stated there
106 would not be a fee for the HOA using the Clubhouse.
107

108 **F. Field Operations Manager**
109 The Board asked that Aquatic Systems, Inc. renumber the ponds, preferably by
110 making all pond numbers sequential in a single area, such as Drexel or Wellington,
111 to make it easier to find locations on the map.
112

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
October 10, 2019 Minutes of Meeting
Page 4

113 Mr. Brown presented the Greenview Weekly Reports. The Board agreed that the
114 Fall plantings at all monuments should be perennials instead of annuals and asked
115 Mr. Brown to confirm that they had been planted at all monuments.

116
117 The Board requested that Mr. Brown work with Greenview to submit a proposal for
118 Pond #17 cleanup, not Pond 40 as previously marked.

119
120 Mr. Brown presented the ASI Proposal for Pond #17 (previously pond #40)
121 cleanup.

122
123 Mr. Brown presented Greenview's Mulch Proposal. The Board approved this
124 proposal at \$24,000.
125

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Greenview Mulch Proposal, at a cost of \$24,000.00, for the Concord Station Community Development District.

126
127 A discussion ensued on pocket parks. The Board requested that Mr. Brown
128 provide additional renderings or pictures of pocket parks in the Bexley community.
129

130 **SIXTH ORDER OF BUSINESS** **Consideration of Holiday Lighting**

131
132 The Board reviewed the proposal from Illuminations Holiday Lighting for 2019.
133 The Board approved Option 2 of the proposal at a cost of \$12,875.00. The Board asked
134 that proposals from additional vendors be provided for the future.
135

On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Illuminations Holiday Lighting Proposal, at a cost of \$12,875.00, for the Concord Station Community Development District.

136
137 **SEVENTH ORDER OF BUSINESS** **Consideration of Amenity Center**
138 **Policies**

139
140 The Board agreed to review these policies at the next meeting.
141

142 **EIGHTH ORDER OF BUSINESS** **Consideration of Rizzetta Technology**
143 **Services Contract**

144
145 Ms. Lansford presented the Rizzetta Technology Services Contract to the Board
146 for consideration.
147
148

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Rizzetta Technology Services Contract, for the Concord Station Community Development District.

149
150
151

The Board agreed to terminate the current technology agreement with Netix.

On a Motion by Mr. Walz, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the termination of the current agreement with Netix, for the Concord Station Community Development District.

152
153
154
155
156
157
158
159

NINTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

The Board heard Audience comments and Supervisor requests.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, the Board of Supervisors adjourned the meeting at 8:39 p.m., for the Concord Station Community Development District.

160
161
162
163
164

Secretary/Assistant Secretary

Chairman/Vice Chairman