



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
December 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.

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

December 4, 2019

**Board of Supervisors
Concord Station Community
Development District**

FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Concord Station Community Development District will be held on **Thursday, December 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 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 November 14, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for October 2019.....Tab 2
- 4. STAFF REPORTS**
 - A. Clubhouse Manager Updates
 - i. Review Monthly Clubhouse Report.....Tab 3
 - B. Deputy Update
 - C. District Counsel
 - D. District Engineer
 - E. District Manager
 - F. Field Operations Manager
 - i. Consideration of Park Illustration.....Tab 4
 - ii. Aquatics Report.....Tab 5
 - iii. Field Inspection Report.....Tab 6
 - iv. Greenview Weekly Reports.....Tab 7
- 5. BUSINESS ITEMS**
 - A. Consideration of Easement Encroachment Application.....Tab 8
 - B. Consideration of Chemical Controller Proposal.....USC
 - C. Consideration of Monument Lighting Proposals.....Tab 9
 - D. Consideration of Proposals for Splash Pad Surroundings.....USC
 - E. Consideration of Amenity Center Policies.....Tab 10
- 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, November 14, 2019 at 10:01 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
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
Stephen Brletic	District Engineer, JMT
Patrick Brophy	Aquatic Systems
Keith	Aquatic Systems, (via Conference Call)
Alan Messing	SwimKids USA

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.

SECOND ORDER OF BUSINESS

Audience Comments

The board heard audience comments and questions.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
November 14, 2019 Minutes of Meeting
Page 2

45 Mr. Messing proposed renewing the contract between Concord Station CDD and
46 SwimKids USA for two (2) more years. Mr. Vericker will update the contract with correct dates.
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On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the contract renewal with SwimKids USA for two (2) years, for the Concord Station Community Development District.

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49 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
50 **Board of Supervisors' Meeting Held on**
51 **October 10, 2019**
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53 The Board approved the Minutes from the Board of Supervisors' Meeting held on
54 October 10, 2019.
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On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Meeting Minutes, as presented, from the October 10, 2019, meeting of the Board of Supervisors, for the Concord Station Community Development District.

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57 **FOURTH ORDER OF BUSINESS** **Ratification of Operation and**
58 **Maintenance Expenditures for**
59 **September 2019**
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61 Ms. Lansford presented the Operations and Maintenance Expenditures for
62 August 2019 in the amount of \$101,876.28.
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On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified the payment of the September 2019 Operation and Maintenance expenditure invoices, totaling \$101,876.28, for the Concord Station Community Development District.

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65 **FIFTH ORDER OF BUSINESS** **Staff Reports**
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67 **A. Clubhouse Manager**

68 Mr. Speidel reviewed the monthly Clubhouse Report.

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70 Mr. Speidel presented the Fountain Maintenance Proposal for repairs totaling
71 \$4,479.00.
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On a Motion by Mr. Berdeguez, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Fountain Maintenance Proposal for repairs, totaling \$4,479.00, for the Concord Station Community Development District.

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Mr. Speidel will have proposals for termite control at the next meeting.

B. Deputy Phillips

An update was given on car burglaries in the area. Deputy Phillips stated that he will not be attending next month's meeting.

C. District Counsel

EGIS has sign requirements for the Splash Pad. The Board agreed on a not-to-exceed amount of \$1000.00

On a Motion by Mr. Walz, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved a not-to-exceed limit of \$1000.00 for Splash Pad Signage., for the Concord Station Community Development District.

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D. District Engineer

Mr. Brletic reviewed the Engineer's Report.

The Drainage Project is underway and will be done by the end of November or first week of December.

The hedges between the swimming pool and the Splash Pad will be removed. They will be relocated if possible.

The Board did not approve a not-to-exceed amount of \$40,000.00 for the work surrounding the Splash Pad. Mr. Brletic will bring additional proposals to the next meeting.

On a Motion by Mr. Walz, seconded by Ms. Mattias-Gorman, with Ms. Hillis and Mr. Berdeguez opposed, the Board of Supervisors did not approve a not-to-exceed limit of \$40,000.00 for work surrounding the Splash Pad, for the Concord Station Community Development District.

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E. District Manager

Ms. Lansford stated that the next meeting is scheduled for December 12, 2019 at 10:00 a.m.

There was a discussion on PDFs on the new website.

106 **F. Field Operations Manager**
107 Mr. Brophy reviewed the Aquatics Report.

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109 Mr. Brophy presented a water sampling report to the Board with a proposal for a
110 one-time Alum treatment. The Board tabled the proposal until next year's sampling
111 period.

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113 Ms. Lansford presented the Field Inspection Report to the Board.

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115 **SIXTH ORDER OF BUSINESS** **Consideration of Encroachment**
116 **Applications**

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118 The Board reviewed the Encroachment Applications. The application for 18334
119 Aylesbury Lane was approved contingent on the fence being raised 2-3 inches. A letter to
120 vacate 5 feet of the easement at 18508 Milton Keynes Court was denied. The application
121 for 18107 Glastonbury Lane does not intersect CDD property.

122
On a Motion by Mr. Berdeguez, seconded by Mr. Walz, with all in favor, the Board of Supervisors approved the Encroachment Application for 18334 Aylesbury Lane contingent on the fence being raised 2-3 inches and denied the Encroachment Application for 18508 Milton Keynes Court, for the Concord Station Community Development District.

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124 **SEVENTH ORDER OF BUSINESS** **Discussion of Park Illustration**
125 **Examples**

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127 The Board would like a proposal to have irrigation installed in the location of the
128 pocket park at Snowdonia and Mentmore. The Board would like to have Florida native
129 plants installed here, as well.

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131 **EIGHTH ORDER OF BUSINESS** **Consideration of Site #17 Proposals**

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133 The Board agreed to approve the Greenview proposal to bush hog Site #17 for
134 \$300.00.

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136 **NINTH ORDER OF BUSINESS** **Consideration of Plant Install**

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138 A discussion ensued on the plant install and irrigation across from where the new
139 apartments will be. This subject will be added to the next meeting agenda.

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141 **TENTH ORDER OF BUSINESS** **Consideration of Amenity Center**
142 **Policies**

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144 The Board reviewed the Amenity Center Policies and changes were made.

145 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

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On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 12:35 p.m., for the Concord Station Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman