



Rizzetta & Company

# Concord Station Community Development District

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**Board of Supervisors' Meeting  
February 13, 2020**

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

[www.concordstationcdd.com](http://www.concordstationcdd.com)

## **CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT AGENDA**

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

<b>District Board of Supervisors</b>	David Walz Karen Hillis Donna Matthias-Gorman Steven Christie Fred Berdeguez	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Jordan Lansford	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley Robin Vericker
<b>District Engineer</b>	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.

# Tab 1

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

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February 5, 2020

**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, February 13, 2020 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 January 9, 2020.....Tab 1
  - B. Consideration of Operation and Maintenance Expenditures for December 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. Aquatics Report.....Tab 4
    - ii. Field Inspection Report.....Tab 5
    - iii. Greenview Weekly Reports.....Tab 6
- 5. BUSINESS ITEMS**
  - A. Ratification of Website Authorized Access User Consent.....Tab 7
  - B. Discussion of Clubhouse Hours.....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

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**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, January 9, 2020 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	<b>Board Supervisor, Chairman</b>
Karen Hillis	<b>Board Supervisor, Vice Chairman</b>
Donna Matthias-Gorman	<b>Board Supervisor, Assistant Secretary</b>
Steven Christie	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Greg Cox	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley Robin Vericker</b>
Michael Speidel	<b>Clubhouse Mgr., Rizzetta Amenity Services</b>
Stephen Brletic	<b>District Engineer, JMT</b>
Deputy Phillips	<b>Pasco County Sheriff's Office</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Cox called the meeting to order and performed the roll call confirming a quorum for the meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

The Board received an audience comment regarding the irrigation system needing repairs on a weekend.

**THIRD ORDER OF BUSINESS**

**District Engineer Update**

Mr. Brletic provided an update of the splash pad project and noted that IGD Services was to start on their part of the project the following Monday with an estimate of the end of January for completion. He also noted that a Health Department inspection was scheduled for February 4, 2020 and that the signage for the pad had been approved by him as ready to proceed to production. Mr. Brletic informed the Board that the pool controller was considered as "in compliance" by the Health Department but that the staff should start process to obtain a new one, he was obtaining quotes to fix an on-going drainage issue, work in the parking lot was next on his plate, and he was communicating with Ms. Lansford regarding new encroachment question.

Mr. Walz raised some questions regarding a lift station and its odors and requested staff research it.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Meeting Held on December 12, 2019**

The Board approved the Minutes from the Board of Supervisors' Meeting held on December 12, 2019.

On a Motion by Mr. Walz, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Meeting Minutes, from the December 12, 2019, meeting of the Board of Supervisors, for the Concord Station Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures for November 2019**

Mr. Cox presented the Operations and Maintenance Expenditures for October in the amount of \$79,546.89.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors ratified the payment of the November 2019 Operation and Maintenance expenditure invoices, totaling \$79,546.89, for the Concord Station Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Clubhouse Manager**

The Board received a Clubhouse Manager update from Mr. Speidel, and he addressed questions from the Board. Mr. Speidel provided information regarding

81 additional door handle replacements, splash pad camera status, pool resurfacing in  
82 January. Mr. Christie requested quotes for pressure washing services for District  
83 sidewalks.

84  
85 On a motion from Mr. Walz, seconded by Mr. Christie, the Board considered options  
86 for purchasing a new pressure washer for the Clubhouse areas, and approved the  
87 model from Northern Tool for \$4,599.99.  
88

On a Motion by Mr. Walz, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the purchase of a new pressure washer for the Clubhouse areas from Northern Tool for \$4599.99, for the Concord Station Community Development District.

89  
90 **B. Deputy Phillips**  
91 Deputy Phillips informed the Board that a repeat juvenile offender for theft in the  
92 community had been released from jail. He also discussed the issue of motorized  
93 vehicles found operating on the pond banks and how trespassing was enforced on  
94 such events. The Board discussed and took no action to authorize Deputy Phillips  
95 to issue trespass warnings to violators.

96  
97 **C. District Counsel**  
98 No report.

99  
100 **D. District Manager**  
101 Mr. Cox reminded the Board that the next CDD Board meeting was scheduled for  
102 February 13, 2020 at 10:00 a.m.

103  
104 Mr. Cox informed the Board that the new CDD website was now up and operating  
105 and that it had been reduced to the minimum information as required by statute in  
106 order to get it up and running. He described how now the Board members could  
107 begin evaluating the website to determine what additional types of information they  
108 would like added to the website at potentially additional costs for remediation. Ms.  
109 Hillis provided information regarding her dissatisfaction regarding how some of the  
110 website areas were written. Staff will work to clarify statements and identify any  
111 wording that needs to be reviewed.

112  
113 **E. Field Operations Manager**  
114 The Board reviewed the Aquatics Report.

115  
116 Ms. Hillis reported that the trees that were installed to prevent vehicles from parking  
117 on the grass on Chislehurst near Mentmore appear to be in bad shape in the lower  
118 half of the tree and requested that they be evaluated and cared for as needed.  
119

120 The Board reviewed the landscape report. Ms. Hillis had questions about the status  
121 of the Shade impacted shrubs on Mentmore and if the power had been restored to  
122 the irrigation pump on Sunlake at Umlerland Roads, both of which were reported  
123 December 18, 2019.

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125 **SEVENTH ORDER OF BUSINESS**                      **Consideration of Encroachment**  
126 **Applications**

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128 The Board members indicated that both encroachment applications included  
129 in the agenda had previously been approved and that the applications only required  
130 execution.

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132 **EIGHTH ORDER OF BUSINESS**                      **Consideration of Chemical Controller**  
133 **Proposals**

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135 Chemical Controller Proposals will be presented at a later meeting.

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137 **NINTH ORDER OF BUSINESS**                      **Consideration of Furniture Proposal**

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139 On a motion from Mr. Christie, seconded by Ms. Matthias-Gorman, the Board  
140 approved the Outdoor Furniture proposal for \$3,978.00 for pool furniture, umbrellas, etc.,  
141 for the area around the Splash Pad.

142 On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Outdoor Furniture Proposal for \$3978.00 for the Concord Station Community Development District.

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144 **TENTH ORDER OF BUSINESS**                      **Discussion of Trespassing**

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146 The discussion of trespassing took place during Deputy Phillips' report.

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148 **ELEVENTH ORDER OF BUSINESS**                      **Supervisor Requests**

149  
150 Mr. Christie requested that staff begin preparing options for the Board to consider for  
151 those parcels of land owned by the CDD with nothing on them. Options could be small parks,  
152 play areas for children, areas with benches, etc.

153  
154 Mr. Walz requested staff to provide information as to what efforts were made by staff to  
155 determine if Splash Pad USA, Inc. was a quality vendor, had appropriate insurance, or if there  
156 were other indications whether they were appropriate for the District to contract with back when  
157 the Board approved their contract.

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160 **TWELFTH ORDER OF BUSINESS** **Adjournment**

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On a Motion by Ms. Matthias-Gorman, seconded by Ms. Hillis, the Board of Supervisors adjourned the meeting at 8:15 p.m., for the Concord Station Community Development District.

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166 Secretary/Assistant Secretary

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166 Chairman/Vice Chairman

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