



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
July 9, 2020**

**District Office:
5844 Old Pasco Road, Suite 100
Wesley Chapel, 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	Vacant Karen Hillis Donna Matthias-Gorman Steven Christie Fred Berdeguez	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Bryan Radcliff	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.

GREENVIEW LANDSCAPING INC.

P.O. BOX 12668

ST. PETERSBURG, FLORIDA 33733

727-804-8864 CELL

FAX 727-867-4393

debs@greenviewfl.com

TO: CONCORD STATION

DATE: June 30, 2020

RE: WEEKLY REPORT

WEEKLY REPORT JUNE 22ND TO JUNE 27TH, 2020

MONDAY: MOWED MENTMORE ROADSIDES AND MEDIAN ISLANDS.

TUESDAY: MOWED SUNLAKE AND LAKE PATIENCE.

WEDNESDAY: MOWED PONDS AND PARKS EAST SIDE OF MENTMORE.

THURSDAY: MOWED PONDS AND PARKS WEST SIDE OF MENTMORE.

6/22/2020: 1. PICKED UP AND REMOVED WIND-BLOWN DEBRIS. 2. APPLIED FOLIAR DRENCH TO LOROPETALUM PLANTS.

6/23/2020: 1. FILLED IN THE DROP OFF PICNIC SHELTER BEHIND THE POOL AREA WITH DIRT AND SOIL. 2. WEEDED PLANTER BEDS ON MENTMORE MEDIAN ISLANDS.

6/24/2020: 1. WEEDED PLANTER BEDS AT LAKE PATIENCE. 2. WEEDED PLANTER BEDS ON SUNLAKE.

6/25/2020: 1. WEEDED PLANTER BEDS ON MENTMORE ROADSIDES.

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

July 1, 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, July 9, 2020 at 10:00 a.m., via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-150)**. The following is the tentative agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS – PART 1**
 - A. Consideration of the Resignation of Mr. Walz.....Tab 1
 - B. Consideration of Resolution 2020-05; Re-Designating Officers of the District.....Tab 2
- BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meetings held on June 11, 2020.....Tab 3
 - B. Consideration of Operation and Maintenance Expenditures for May 2020.....Tab 4
- 4. STAFF REPORTS**
 - A. District Engineer
 - i. Update on Landscape Maps
 - B. Clubhouse Manager Updates
 - i. Review Monthly Clubhouse Report.....Tab 5
 - C. Deputy Update
 - D. District Counsel
 - E. District Manager
 - i. Update on Fitness Equipment Proposal
 - F. Field Operations Manager
 - i. Aquatics June 2020 Report.....Tab 6
 - ii. Field Inspection Report.....Tab 7
 - iii. Greenview Weekly Reports.....Tab 8
- 5. BUSINESS ITEMS – PART 2**
 - A. Consideration of Establishment of Audit Committee
 - B. Ratification of 2019 Final Audit.....Tab 9
 - C. Discussion of Encroachment Applications..... Tab 10
 - i. 4301 Mount Bandon Dr.
 - ii. 18544 Strombury Dr.
 - iii. 3911 Tristram Loop
 - D. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS
- 6. 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,

Bryan Radcliff

Bryan Radcliff
District Manager

Tab 2

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The Concord Station Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
Gregory B. Cox is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 12th DAY OF OCTOBER, 2018.

**THE CONCORD STATION
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

Tab 3

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, June 11, 2020 at 10:01 a.m. via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-112).**

Present and constituting a quorum:

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:

John Vericker	District Counsel, Straley Robin Vericker
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Stephen Brletic	District Engineer, JMT Engineering
John Toborg	Field Services, Rizzetta & Co., Inc.
Mike Hernandez	IGD Services
Joe Lafond	Representative, Creative Sign Designs
Jordan Lansford	District Manager, Rizzetta & Company, Inc.

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 entertained Audience comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting Held on
May 14, 2020**

Ms. Lansford presented the Minutes of the Board of Supervisors' Meeting held on May 14, 2020 to the Board for consideration. The Board approved the Minutes as amended.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Meeting Minutes, as amended, from the May 14, 2020, meeting of the Board of Supervisors, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for April
2020**

Ms. Lansford presented the April 2020 Operation and Maintenance Expenditures to the Board for consideration.

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for April 2020 (\$128,019.56), for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

The Board approved a not-to-exceed amount of \$7000.00 for the District Engineer to design an updated Ownership and Maintenance Map showing irrigation, working with Mr. Christie.

The Board asked for a proposal to add more parking spaces to the Concord Station Clubhouse. Mr. Brletic, District Engineer, will provide an update for the cost.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved a not-to-exceed amount of -\$7000.00 for the District Engineer to design an updated Ownership and Maintenance Map, for the Concord Station Community Development District.

B. Clubhouse Manager

Mr. Speidel reviewed the monthly Clubhouse Report for the Board and addressed questions.

81
82 The Board approved Earth Networks Lightning Detection proposal (\$2,200.00) that
83 was presented by Mr. Speidel.
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On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Earth Networks Lightning Detection Proposal (\$2,200.00), for the Concord Station Community Development District.

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86 **C. Deputy Phillips**
87 No report.
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89 **D. District Counsel**
90 No report.
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92 **E. District Manager**
93 Ms. Lansford reminded the Board that the next CDD Board meeting was scheduled
94 for July 9, 2020 at 10:00 a.m.
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96 The Board approved the proposal from RFP Services for outdoor fitness equipment
97 in a
98 not-to-exceed amount of \$22,000.00. The Board discussed alternate locations for
99 the equipment, suggesting individual pieces of equipment be installed on Sunlake
100 and Mentmore Boulevards, spaced at regular intervals. Ms. Lansford, Mr. Christie,
101 and the vendor will meet to discuss specific locations.
102

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved a proposal from RFP Services for outdoor fitness equipment in a not-to-exceed amount of \$22,000.00, for the Concord Station Community Development District.

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104 **E. Field Operations Manager**
105 The Board reviewed the Field Inspection Report and the Greenview Weekly Reports.
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107 The Board approved three (3) proposals from Greenview Landscaping Inc for
108 improvements per the Field Services report.
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On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved three (3) Greenview Landscaping Inc. proposals, for the Concord Station Community Development District.

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111 **SIXTH ORDER OF BUSINESS** **Consideration of Establishment of**
112 **Audit Committee**
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114 The Board of Supervisors tabled establishing the Audit Committee until the next
115 meeting.

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~~The Board established the Audit Committee Establishment with the current Board Members.~~

SEVENTH ORDER OF BUSINESS **Ratification of Encroachment Agreements**

Ms. Lansford presented the Ratification of all Encroachment Agreements for the Concord Station Community Development District to the Board for ratification.

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors ratified the Encroachment Agreements for 3865 Round Table Ct., 18369 Aylesbury Ln., and 2925 Trinity Cottage Dr., for the Concord Station Community Development District.

EIGHTH ORDER OF BUSINESS **Consideration of Sign Proposals**

The Board reviewed the Sign Proposals and discussed with the representatives from IGD Services and Creative Sign Designs. New proposals will be requested to include all signage in the community.

NINTH ORDER OF BUSINESS **Consideration of Illuminations Holiday Lighting Proposal**

Ms. Lansford presented the Illuminations Holiday Lighting Proposal. The Board has asked for more proposals.

TENTH ORDER OF BUSINESS **Discussion of Bainbridge Apartments**

This was discussed during the District Manager Report.

ELEVENTH ORDER OF BUSINESS **Discussion of Fountain Proposals**

The Board tabled the Discussion of Fountain Proposals until the next agenda.

TWELFTH ORDER OF BUSINESS **Audience Comments and Supervisor Requests**

The Board entertained Audience comments.

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_____ The Board had the following requests:

_____ Mr. Christie requested that Mr. Burdick pressure wash the fence along
_____ Sunlake.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board approved a not-to-exceed amount of \$11,000.00 for Gladiator Pressure Washing to pressure wash the District common area sidewalks for the Concord Station Community Development District. This replaces previous approval for Jerry's Pressure Washing.

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THIRTEENTH ORDER OF BUSINESS Adjournment

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 12:28 p.m., for the Concord Station Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman