



Rizzetta & Company

Concord Station Community Development District

Board of Supervisors' Meeting September 10, 2020

To be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

www.concordstationcdd.com

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT AGENDA

| | | |
|--------------------------------------|--|--|
| District Board of Supervisors | Steven Christie Fred Berdeguez Donna Matthias-Gorman Karen Hillis Jerica Ramirez | 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 on silent during the meeting,
unless participating in the discussion.**

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

September 2, 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, September 10, 2020 at 10:00 a.m., to be conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.** The following is the tentative 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’ Meeting held on August 13, 2020.....Tab 1
 - B. Consideration of the Minutes of the Audit Committee Meeting held on August 13, 2020.....Tab 2
 - B. Consideration of Operation and Maintenance Expenditures for July 2020.....Tab 3
- 4. STAFF REPORTS**
 - A. District Engineer
 - B. Clubhouse Manager
 - i. Review Monthly Clubhouse Report.....Tab 4
 - C. Deputy Update
 - D. District Counsel
 - E. District Manager
 - F. Field Operations Manager
 - i. Aquatics Report.....Tab 5
 - ii. Field Inspection Report - August..... Tab 6
 - iii. Consideration of Greenview Landscape Proposals.....Tab 7
 - iv. Greenview Weekly Reports.....Tab 8
- 5. BUSINESS ITEMS**
 - A. Ratification of Yellowstone Bahia Irrigation at Splash Pad.....Tab 9
 - B. Consideration of Egis Insurance Proposal and Invoice.....Tab 10
 - C. Consideration of Encroachment Applications.....Tab 11
 - i. 3602 Lefays Point
 - ii. 3506 Marmalade Court
 - D. Consideration of Illuminations Holiday Lighting Proposal.....Tab 12
 - E. Consideration of Updated Curb Repair.....Tab 13
 - F. Consideration of Fountain Replacement Proposals.....Tab 14
 - G. Consideration of Resolution 2020-01; Setting FY 2020-2021 Meeting Schedule.....Tab 15
 - H. Consideration of Fitness Equipment Proposal.....Tab 16
 - I. Consideration of IDG Proposals.....Tab 17
 - J. Discussion of Landscape Map

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,

Bryan Radcliff

Bryan Radcliff
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, August 13, 2020 at 6:35 p.m. via conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-150).**

Present and constituting a quorum:

| | |
|-----------------------|--|
| Steven Christie | Board Supervisor, Chairman |
| Fred Berdeguez | Board Supervisor, Vice Chairman |
| Donna Matthias-Gorman | Board Supervisor, Assistant Secretary |
| Karen Hillis | Board Supervisor, Assistant Secretary |
| Jerica Ramirez | 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 |
| Bryan Radcliff | District Manager, Rizzetta & Company, Inc. |
| Bryan Schaub | Field Services, Rizzetta & Company |
| Kelly Klukowski | Representative, RASI |
| Nick Margo | Representative, Solitude Lake Management |
| Jason Diogo | Representative, Solitude Lake Management |

Audience

FIRST ORDER OF BUSINESS

Call to Order

Mr. Radcliff 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 Replacement for Vacant Seat – Ms. Ramirez

The Board appointed Ms. Ramirez to the Board of Supervisors for Concord Station CDD. Ms. Ramirez accepted compensation.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors appointed Ms. Ramirez to the Board of Supervisors, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Meeting held on July 9, 2020

The Board approved the Minutes from the Board of Supervisors' Meeting held on July 9, 2020.

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on July 9, 2020, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures for June 2020

The Board approved the June 2020 O&M Expenditures.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for June 2020 (\$115,063.74) for the Concord Station Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Engineer

Mr. Brletic presented the District Engineer's Report to the Board. Mr. Brletic reviewed a new map outlining CDD ownership boundaries and unused parcels of land available for park development within the District.

78 The Board approved a motion to allow Steve Christie, outside of a meeting, to
79 approve an increased cost for the curb repair on previously approved proposal.
80

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved to allow Steve Christie, outside of a meeting, to approve an increased cost for the curb repair on previously approved proposal, for the Concord Station Community Development District.

81
82 **B. Clubhouse Manager**
83 Mr. Speidel presented the monthly Clubhouse Report to the Board. Ms. Klukowski
84 confirmed that the amenities will reopen as of August 14, 2020.
85

86 The Board approved a motion to pay for Mr. Speidel to receive a notary
87 license in order to provide notary services to residents.
88

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved to pay for Mr. Speidel to receive a notary license, for the Concord Station Community Development District.

89
90 **C. Deputy Phillips**
91 Not present, no report.
92

93 **D. District Counsel**
94 Mr. Vericker updated the Board on the Governor extending the Executive Order for
95 virtual meetings through the end of September.
96

97 **E. District Manager**
98 Mr. Radcliff reminded the Board that the next meeting is scheduled for September
99 10, 2020 at 10:00 a.m.
100

101 The Board requested follow-up on how many lease payments are left on the fitness
102 equipment lease and also asked that three (3) proposals for Holiday lighting be
103 provided for the next meeting.
104

105 **G. Field Operations Manager**
106 i. Mr. Margo presented the July Aquatics Report to the Board.
107
108 ii. Mr. Schaub presented the Field Inspection Report to the Board. The Board
109 requested a proposal for shrub replacement on the North side of Mentmore,
110 East of Tuckerton.
111
112 iii. Mr. Radcliff reviewed the Greenview Weekly Reports with the Board.
113

114 **SEVENTH ORDER OF BUSINESS** **Consideration of Swim Kids USA**
115 **Contract Extension**
116

117 The Board approved the contract with Swim Kids USA.
118

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Swim Kids USA Contract, for the Concord Station Community Development District.

119 **EIGHTH ORDER OF BUSINESS** **Discussion of New Splash Bucket**
120 **Proposals**
121
122

123 The Board reviewed the previously approved proposal to replace the table on the
124 Splash Pad with smaller Splash Buckets and discussed color schemes.
125

126 **NINTH ORDER OF BUSINESS** **Discussion of Status of Pond Sale**
127

128 The Board reviewed the current offer from Bainbridge Apartments to
129 install a fountain at their cost in a District pond. The board instructed Mr. Radcliff to
130 counteroffer with a proposal to sell the entire pond with an adjacent tract of land to the
131 Bainbridge Apartments.
132

133 **TENTH ORDER OF BUSINESS** **Discussion of Replacement Monuments**
134

135 The Board reviewed the proposals for monument replacements. The Board requested
136 that Mr. Radcliff obtain an updated proposal for wood monument replacements that includes all
137 existing monuments.
138

139 **ELEVENTH ORDER OF BUSINESS** **Public Hearing on Adopting FY 2020-2021**
140 **Final Budget**
141

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved opening the Public Hearing on Adopting FY 2020-2021 Final Budget, for the Concord Station Community Development District.

142
143 There were no comments made.
144

On a Motion by Ms. Hillis, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved closing the Public Hearing on Adopting FY 2020-2021 Final Budget, for the Concord Station Community Development District.

145
146
147

148 **TWELFTH ORDER OF BUSINESS** **Consideration of Resolution 2020-07;**
149 **Adopting the Final Budget for FY 2020-**
150 **2021**
151

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors adopted Resolution 2020-07; Adopting the FY 2020-2021 Final Budget, for the Concord Station Community Development District.

152 **THIRTEENTH ORDER OF BUSINESS** **Public Hearing on Levying O&M**
153 **Assessments for FY 2020-2021**
154
155

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved opening the Public Hearing on Levying O&M Assessments for FY 2020-2021, for the Concord Station Community Development District.

156
157 There were no Comments were made.
158

On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved closing the Public Hearing on Levying O&M Assessments for FY 2020-2021, for the Concord Station Community Development District.

159 **FOURTEENTH ORDER OF BUSINESS** **Consideration of Resolution 2020-08;**
160 **Levying O&M Special Assessments**
161
162

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors adopted Resolution 2020-08; Levying O&M Assessments for FY 2020-2021, for the Concord Station Community Development District.

163 **FIFTEENTH ORDER OF BUSINESS** **Audience Comments**
164
165
166 The Board entertained comments by the Audience.
167

168 **SIXTEENTH ORDER OF BUSINESS** **Supervisor Requests**
169

170 Mr. Berdeguez requested proposals for fountain repair.
171

172 Ms. Matthias-Gorman requested follow-up on outdoor workout stations and Clubhouse
173 furniture replacement proposals.
174

175 Ms. Hillis requested the HOA be contacted and told not to use the CDD
176 name in any emails to residents. Ms. Hillis also requested that the District Manager
177 obtain the CDD resident mailing list that should have been provided from the

178 _____
previous website administrator to Rizzetta several months ago.

179

180 **SEVENTEENTH ORDER OF BUSINESS Adjournment**

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| On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Board of Supervisors adjourned the meeting at 9:24 a.m., for the Concord Station Community Development District. |
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Secretary/Assistant Secretary

Chairman/Vice Chairman

187

Tab 2

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 Audit Committee meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Thursday, August 13, 2020 at 6:33 p.m. conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.**

Present and constituting a quorum:

| | |
|-----------------------|-------------------------------|
| Steven Christie | Audit Committee Member |
| Fred Berdeguez | Audit Committee Member |
| Donna Matthias-Gorman | Audit Committee Member |
| Karen Hillis | Audit Committee Member |
| Jerica Ramirez | Audit Committee Member |

Also present were:

| | |
|-----------------|---|
| John Vericker | District Counsel, Straley Robin Vericker |
| Michael Speidel | Clubhouse Mgr., Rizzetta Amenity Services |
| Stephen Brletic | District Engineer, JMT Engineering |
| Bryan Radcliff | District Manager, Rizzetta & Company, Inc. |
| Bryan Schaub | Field Services, Rizzetta & Company |
| Kelly Klukowski | Representative, RASI |
| Nick Margo | Representative, Solitude |
| Jason Diogo | Representative, Solitude |

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

45 **SECOND ORDER OF BUSINESS** **Presentation of Auditor Selection**
46 **Criteria (with or without price)**
47

48 Mr. Radcliff presented the criteria that will be used to select the Auditor. The Audit
49 Review Committee chose the criteria with Price.
50

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Board of Supervisors chose the Auditor Section Criteria with Price, for the Concord Station Community Development District.

51
52 **THIRD ORDER OF BUSINESS** **Presentation of Audit Proposal**
53 **Instructions (with price)**
54

55 Mr. Radcliff presented the instructions that will be sent to all applicants for
56 Audit proposals.
57

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, approved the Audit Proposal Instructions, with price, for the Concord Station Community Development District.

58
59 **FOURTH ORDER OF BUSINESS** **Presentation of Notice of RFP for**
60 **Annual Audit Services**
61

62 The Board approved the notice and authorized District Management to run the notice
63 for the Audit RFP.
64

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, approved the Audit notice and authorized District Management to run the notice, for the Concord Station Community Development District.

65
66 **FIFTH ORDER OF BUSINESS** **Adjournment**
67

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, the Audit Committee adjourned the meeting at 6:35 p.m., for the Concord Station Community Development District.

68
69
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71
72 _____
73 Secretary/Assistant Secretary Chairman/Vice Chairman

Tab 15

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 Audit Committee meeting of the Board of Supervisors of the Concord Station Community Development District was held on **Thursday, August 13, 2020 at 6:33 p.m. conducted by telephonic or video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, 20-123, 20-139, 20-150, 20-179, 20-193 issued by Governor DeSantis, as subsequently extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes.**

Present and constituting a quorum:

| | |
|-----------------------|-------------------------------|
| Steven Christie | Audit Committee Member |
| Fred Berdeguez | Audit Committee Member |
| Donna Matthias-Gorman | Audit Committee Member |
| Karen Hillis | Audit Committee Member |
| Jerica Ramirez | Audit Committee Member |

Also present were:

| | |
|-----------------|---|
| John Vericker | District Counsel, Straley Robin Vericker |
| Michael Speidel | Clubhouse Mgr., Rizzetta Amenity Services |
| Stephen Brletic | District Engineer, JMT Engineering |
| Bryan Radcliff | District Manager, Rizzetta & Company, Inc. |
| Bryan Schaub | Field Services, Rizzetta & Company |
| Kelly Klukowski | Representative, RASI |
| Nick Margo | Representative, Solitude |
| Jason Diogo | Representative, Solitude |

Audience

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

**Presentation of Auditor Selection
Criteria (with or without price)**

Mr. Radcliff presented the criteria that will be used to select the Auditor. The Audit Review Committee chose the criteria with Price.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Board of Supervisors chose the Auditor Section Criteria with Price, for the Concord Station Community Development District.

THIRD ORDER OF BUSINESS

**Presentation of Audit Proposal
Instructions (with price)**

Mr. Radcliff presented the instructions that will be sent to all applicants for Audit proposals.

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, approved the Audit Proposal Instructions, with price, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

**Presentation of Notice of RFP for
Annual Audit Services**

The Board approved the notice and authorized District Management to run the notice for the Audit RFP.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, approved the Audit notice and authorized District Management to run the notice, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, the Audit Committee adjourned the meeting at 6:35 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

RESOLUTION 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Concord Station Community Development District (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 District’s Board of Supervisors (the “**Board**”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as **Exhibit “A”**.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Pasco County and the Department of Economic Opportunity, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 13TH DAY OF AUGUST 2020.

ATTEST:

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

Name: _____
Secretary/Assistant Secretary

Name: _____
Chair / Vice Chair of the Board of Supervisors

EXHIBIT “A”
BOARD OF SUPERVISORS MEETING DATES
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021

October 8, 2020* 6:30 p.m.

November 12, 2020

December 10, 2020

January 14, 2021* 6:30 p.m.

February 11, 2021

March 11, 2021

April 8, 2021

May 13, 2021* 6:30 p.m.

June 10, 2021

July 8, 2021

August 12, 2021* 6:30 p.m.

September 9, 2021

The meetings will convene at 10:00 a.m. (*with the exceptions of the months of October, January, May, & August when they will convene at 6:30p.m). at** the Concord Station Clubhouse, located at 18636 Mentmore Boulevard, Land O' Lakes, FL 34638.

***Please note that because of the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such meetings may be held telephonically, virtually, or at another location in the event the above location is not available. Please check the District's website for the latest information: <https://www.concordstationcdd.com/>.*