



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
October 8, 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

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.

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 29, 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, October 8, 2020 at 6:30 p.m., at the Concord Station Clubhouse, 18636 Mentmore Blvd., Land O'Lakes FL 34638, unless otherwise informed.** The following is 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' Meeting held on September 10, 2020.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for August 2020.....Tab 2
- 4. STAFF REPORTS**
 - A. District Engineer
 - B. Clubhouse Manager
 - i. Review Monthly Clubhouse Report.....Tab 3
 - C. Deputy Update
 - D. District Counsel
 - E. District Manager
 - F. Field Operations Manager
 - i. Aquatics Report.....Tab 4
 - ii. Field Inspection Report – September.....Tab 5
 - iii. Greenview Weekly Reports.....Tab 6
- 5. BUSINESS ITEMS**
 - A. Discussion of Fountain Installation by Bainbridge.....Tab 7
 - B. Consideration of Fountain Proposals.....Tab 8
- 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
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, September 10, 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
Stephen Brletic	District Engineer, JMT Engineering
Bryan Radcliff	District Manager, Rizzetta & Company, Inc.
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Robert Devorak	District Engineer, JMT Engineering
Chris Byrne	Representative, Solitude Lake Management
Nick Margo	Representative, Solitude Lake Management
Deputy Phillips	Pasco County Sheriff's Office

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** **Audience Comments**

46
47 The Audience had no comments.

48
49 **THIRD ORDER OF BUSINESS** **Consideration of the Minutes of the**
50 **Board of Supervisors' Meeting held on**
51 **August 13, 2020**

52
53 The Board approved the Minutes from the Board of Supervisors' Meeting held on
54 August 13, 2020.

55

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on August 13, 2020, for the Concord Station Community Development District.

56
57 **FOURTH ORDER OF BUSINESS** **Consideration of the Minutes of the**
58 **Audit Committee Meeting held on**
59 **August 13, 2020**

60
61 The Board approved the Minutes from the Audit Committee Meeting held on
62 August 13, 2020.

63

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Minutes of the Audit Committee Meeting held on August 13, 2020, for the Concord Station Community Development District.

64
65 **FIFTH ORDER OF BUSINESS** **Consideration of Operation and**
66 **Maintenance Expenditures for July**
67 **2020**

68
69 The Board approved the July 2020 O&M Expenditures. The Board requested
70 follow-up on reducing the unnecessary pages from Duke.

71

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for July 2020 (\$82,073.58) for the Concord Station Community Development District.

72
73 **SIXTH ORDER OF BUSINESS** **Staff Reports**

74
75 **A. District Engineer**

76 Mr. Brletic presented the District Engineer's Report to the Board. The following
77 items were updated and reviewed:

78
79
80
81
82

1. Drainage issue at Resident's home.
2. Suggestions for the use of vacant plats within the District.
3. Reviewed Encroachment Applications.

On a Motion by Mr. Christie, seconded by, Mr. Berdeguez, the Board of Supervisors approved the Encroachment Application of 302 Lefays Point, for the Concord Station Community Development District.

83

On a Motion by Ms. Hillis, seconded by, Ms. Matthias-Gorman, the Board of Supervisors approved the Encroachment Application of 3506 Marmalade Ct., for the Concord Station Community Development District.

84

On a Motion by Mr. Christie, seconded by, Ms. Hillis, the Board of Supervisors approved the Encroachment Application of 18275 Thatcham Ct., for the Concord Station Community Development District.

85

On a Motion by Mr. Christie, seconded by, Ms. Hillis, the Board of Supervisors approved the Encroachment Application of 3551 Bracknell Ct., for the Concord Station Community Development District.

86

B. Clubhouse Manager

87
88
89
90
91
92

Mr. Speidel presented the monthly Clubhouse Report to the Board. The Board approved a motion to open the Clubhouse for events at fifty percent (50%) occupancy with masks and proper social distancing.

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with Ms. Hillis and Mr. Berdeguez opposed, the Board of Supervisors approved to reopen the Clubhouse for events at fifty (50) percent occupancy with masks and proper social distancing, for the Concord Station Community Development District.

93
94
95
96

The Board approved a motion to reopen the playground after proper signage is in place.

On a Motion by Ms. Ramirez, seconded by Ms. Mathias-Gorman, with Ms. Hillis and Mr. Berdeguez opposed, the Board of Supervisors approved to reopen the playground after proper signage is in place., for the Concord Station Community Development District.

97
98

The Board also agreed to cancel any events or gatherings for Halloween.

99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120

121
122
123
124

125
126
127

128
129
130
131

C. Deputy Phillips

Deputy Phillips presented his report to the Board.

D. District Counsel

Mr. Vericker presented his report to the Board.

E. District Manager

Mr. Radcliff reminded the Board that the next meeting is scheduled for October 8, 2020 at 6:30 p.m. The Board requested that this meeting be conducted at the Clubhouse in person.

F. Field Operations Manager

- i. Mr. Margo presented the August Aquatics Report to the Board.
- ii. Mr. Radcliff presented the Field Inspection Report and the Greenview response.
- iii. Mr. Radcliff presented the Greenview Proposals to the Board:

- 1. The Board approved Bahia sod install on Tuckerton.

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Greenview proposal for Bahia sod (\$240.00), for the Concord Station Community Development District.

- 2. The Board approved filling in missing Ligustrum Privet plants on Mentmore, East of Tuckerton.

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the Greenview proposal for Ligustrum Privet plants on Mentmore (\$1380.00), for the Concord Station Community Development District.

- 3. The Board approved Fertilization and Insecticide.

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Greenview proposal for Fertilization (\$1000.00) and Insecticide (\$320.00), for the Concord Station Community Development District.

- iv. Mr. Radcliff presented the Greenview Weekly Reports to the Board.

132 **SEVENTH ORDER OF BUSINESS** **Ratification of Greenview Bahia**
133 **Irrigation at Splash Pad**
134

135 The Board ratified the Greenview proposal to install Bahia Irrigation at the Splash
136 Pad.
137

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the Greenview proposal to install Bahia Irrigation at the Splash Pad (\$300.00), for the Concord Station Community Development District.

138
139 **EIGHTH ORDER OF BUSINESS** **Consideration of Egis Insurance**
140 **Proposal and Invoice**
141

142 The Board reviewed the Egis Renewal proposal and approved with the removal of the
143 following coverage: Train Station Coverage and 20 x 8 Modular Unit Coverage.
144

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Egis renewal proposal and invoice, with the removal of Train Station Coverage and 20 x 8 Modular Coverage, for the Concord Station Community Development District.

145
146 **NINTH ORDER OF BUSINESS** **Consideration of Encroachment**
147 **Applications**
148

149 The Board reviewed the Encroachment Applications under the District Engineer
150 Report.
151

152 **TENTH ORDER OF BUSINESS** **Consideration of Illuminations Holiday**
153 **Lighting Proposal**
154

155 Mr. Radcliff presented the Illuminations Holiday Lighting Proposal to the Board. The
156 Board discussed that due to the deteriorating condition of the Train Station, items cannot
157 be stored in it. Therefore, the \$250.00 may not apply.
158

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Illuminations Holiday Lighting Proposal (\$12,875.00), for the Concord Station Community Development District.

159
160 **ELEVENTH ORDER OF BUSINESS** **Consideration of Updated Curb Repair**
161

162 Mr. Radcliff presented the Updated Curb Repair proposal to the Board.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the IDG Proposal for Curb Repair (\$3000.00), for the Concord Station Community Development District.

163
164
165
166
167
168
169
170
171
172
173
174
175
176

TWELFTH ORDER OF BUSINESS **Consideration of Solitude Fountain Replacement**

The Solitude Fountain Replacement was tabled until next month's meeting, pending receiving more proposals.

THIRTEENTH ORDER OF BUSINESS **Consideration Resolution 2020-01; Setting FY 2020-2021 Meeting Schedule**

Mr. Radcliff presented Resolution 2020-01; Setting FY 2020-2021 Meeting Schedule to the Board.

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors adopted Resolution 2020-01; Setting FY 2020-2021 Meeting Schedule, for the Concord Station Community Development District.

177
178
179
180
181
182
183
184
185
186
187
188
189
190

FOURTEENTH ORDER OF BUSINESS **Consideration of Fitness Equipment Proposal**

Mr. Radcliff presented the Fitness Equipment Proposal to the Board for consideration. The Board agreed to remove this proposal from all future agendas, until further notice.

FIFTEENTH ORDER OF BUSINESS **Consideration of IDG Proposals**

Mr. Radcliff presented the IDG Proposals to the Board for consideration. The Board approved a proposal for the repair of a wood monument at Mentmore and Chislehurst in the amount of \$2700.00.

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the IDG Monument Proposal (\$2700.00), for the Concord Station Community Development District.

191
192
193
194
195

SIXTEENTH ORDER OF BUSINESS **Discussion of Landscape Map**

The Discussion of Landscape Map took place during the District Engineer Report.

196 **SEVENTEENTH ORDER OF BUSINESS** **Audience Comments**

197
198 There were no Audience comments.

199
200 **EIGHTEENTH ORDER OF BUSINESS** **Supervisor Requests**

201
202 There were no Supervisor Requests.

203
204 **NINTEENTH ORDER OF BUSINESS** **Adjournment**

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Hillis, the Board of Supervisors adjourned the meeting at 12:13 p.m., for the Concord Station Community Development District.

206
207
208
209
210 _____
211 Secretary/Assistant Secretary

Chairman/Vice Chairman