



Rizzetta & Company

Concord Station Community Development District

**Board of Supervisors' Meeting
July 11, 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	Chairman
	Karen Hillis	Vice Chairman
	Donna Matthias-Gorman	Assistant Secretary
	Steven Christie	Assistant Secretary
	Fred Berdeguez	Assistant Secretary
District Manager	Jordan Lansford	Rizzetta & Company, Inc.
District Counsel	John Vericker	Straley Robin Vericker
District Engineer	Tonja Stewart	Stantec

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**

July 3, 2019

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

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Concord Station Community Development District will be held on **Thursday, July 11, 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 tentative agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meetings held on June 13, 2019.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for May 2019.....Tab 2
- 4. STAFF REPORTS**
 - A. Deputy Update
 - B. District Counsel
 - C. District Engineer
 - i. Discussion of Parking Lot Expansion.....Tab 3
 - ii. Splash Pad Update.....Tab 4
 - a. Ratification of Splash Pad Furniture Proposal.....Tab 5
 - D. Clubhouse Manager Updates
 - i. Review of Monthly Report.....Tab 6
 - E. Field Operations Manager
 - i. Aquatics ReportTab 7
 - ii. Field Inspection ReportTab 8
 - iii. Greenvue Weekly Reports.....Tab 9
 - F. District Manager
 - i. Discussion of EGIS Visit
 - ii. Discussion of Pool
- 5. BUSINESS ITEMS**
 - A. Discussion of HOA/CDD Lease.....Tab 10
 - B. Discussion of ADA Proposals.....Tab 11
 - C. Consideration of Installation of Cameras Proposal.....Tab 12
- 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

cc: John Vericker, Straley Robin Vericker
Tonja Stewart, Stantec Consulting

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
June 13, 2019 Minutes of Meeting
Page 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, June 13, 2019 at 10:02 a.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 (speaker phone)
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:

Jordan Lansford	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley Robin Vericker
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Deputy Will Phillips	Pasco County Sheriff's Office

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

Comments on Agenda Items

There were no Audience members present at the beginning of the meeting.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting Held on
May 9, 2019**

The Board approved the May 9, 2019 Meeting Minutes.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
June 13, 2019 Minutes of Meeting
Page 2

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Meeting Minutes from the May 9, 2019, 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
2019**

The Board requested again that rental agreements be omitted from the O&M packages. The Board also requested that all ledgers for O&M be displayed in portrait mode, as was done previously, rather than landscape.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the payment of the April 2019 Operation and Maintenance expenditure invoices, totaling \$101,314.59, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Deputy Phillips

Deputy Phillips reported that there had been a daytime burglary. Entry was made from the rear of the home.

B. District Counsel

Mr. Vericker gave approval for Mr. Berdeguez to join the HOA Fining Committee, contingent on Mr. Berdeguez discussing any potential conflicts with him.

C. District Engineer

The District Engineer was not present. Ms. Lansford presented the District Engineer's report.

Ms. Stewart's report stated there was no erosion in the pond behind Alexandria Lee Court.

D. Clubhouse Manager

The Board reviewed the report from Mr. Speidel regarding the Clubhouse Operations.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
June 13, 2019 Minutes of Meeting
Page 3

Mr. Speidel requested permission to allocate a portion of CDD Special Event Funds to offset the cost for residents of the upcoming painting event at the Clubhouse.

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved to allow Mr. Speidel to allocate a portion of the CDD Special Event Funds for the upcoming painting event, for the Concord Station Community Development District.

The Board approved a not-to-exceed amount of \$600.00 for ten (10) "Do Not Feed the Alligator" signs. The signs will be installed at the five (5) problem ponds, on the same poles as existing Fishing signs if possible.

On a Motion by Ms. Hillis, seconded by Ms. Matthias-Gorman, with three in favor and two opposed (Mr. Berdeguez and Mr. Christie), the Board of Supervisors approved the installation of "Do Not Feed the Alligator" signs at five (5) area ponds, with a not-to-exceed amount of \$600.00, for the Concord Station Community Development District.

The Board approved Bay Area Vending to install and maintain a new vending machine for canned drinks by the swimming pool.

Ms. Lansford will provide the Board with a proposal from the original vendor for patio furniture for the Splash Pad area, to be reviewed along with the proposals from new vendors solicited by Mr. Speidel.

The Board considered the Square Up Terminal Proposal. Rizzetta Amenities Services would like to eliminate the use of all cash payments for any services at the Clubhouse. This will require the purchase of a Square Up Reader at a cost of \$399.00 with a \$300.00 reimbursement. There is a fee of 2.6% of each transaction plus \$.10 for every transaction. Discussion was tabled until the next meeting.

E. Aquatic Report

Ms. Lansford presented the Aquatic Systems report to the Board for review.

F. Field Inspection Report

Ms. Lansford presented the Field Inspection Report and Greenview Weekly Reports to the Board.

Ms. Lansford will contact Mr. Brown to see if the Sycamore tree will be replaced on the storm water pond bank of Sunlake at Mentmore (item #25 on the Field Inspection Report).

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
June 13, 2019 Minutes of Meeting
Page 4

G. District Manager

A discussion ensued concerning the pool. The Board and District Counsel requested the Geotechnical Engineer's Report completed by Mortensen Engineering. Some of the pavement sections near the pool drainage areas are beginning to drift apart.

Ms. Lansford presented the Pasco County Sheriff's Contract to the Board, with a corrected total of \$104,556.00. The Board approved the amended contract for Fiscal Year 2019-2020.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the contract for the Pasco Country Sheriff, for the Concord Station Community Development District.

A discussion ensued concerning the expansion of the Clubhouse parking lot. Ms. Stewart will provide a report regarding this expansion at the next meeting.

SIXTH ORDER OF BUSINESS	Consideration of Easement Applications
--------------------------------	---

The Board approved all Easement Applications as presented. The Board requested that recommendations and comments from the District Engineer about individual easement applications be clearly identified in the meeting packet.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved all of the Easement Applications presented, for the Concord Station Community Development District.

SEVENTH ORDER OF BUSINESS	Discussion of Amenity Facilities Policies, Clubhouse Rental Agreement and Computer Usage Policies
----------------------------------	--

The Board approved the changes discussed for the Amenity Facilities Policies. The Policies will be rewritten to incorporate the changes and reviewed by District Counsel, District Management, and Ms. Hillis, and presented to the Board for final approval.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
June 13, 2019 Minutes of Meeting
Page 5

EIGHTH ORDER OF BUSINESS

**Acceptance of Fiscal Year 9.30.18
Audit**

The Board accepted the Fiscal Year 2017-2018 Audit.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Board of Supervisors accepted the Fiscal Year 9.30.18 Audit, for the Concord Station Community Development District.

NINTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Walz, seconded by Ms. Matthias-Gorman, the Board of Supervisors adjourned the meeting at 12:47 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman