

Board of Supervisors' Meeting December 10, 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 Steven Christie Chairman

Fred Berdeguez Vice Chairman

Donna Matthias-Gorman Assistant Secretary

Karen Hillis Assistant Secretary
Jerica Ramirez 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 Office at forty-eight advise the District least (48)hours before 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

December 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, December 10, 2020 at 10:00 a.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.		LL TO ORDER/ROLL CALL					
2.	ADN	ADMINISTER OATH OF OFFICE TO NEWLY ELECTED SUPERVISORS					
3.	AUI	AUDIENCE COMMENTS					
4.	BUS	SINESS ADMINISTRATION					
	A.	Consideration of the Minutes of the Audit Committee					
		Meeting held on October 8, 2020	Tab 1				
	B.	Consideration of the Minutes of the Board of Supervisors'					
		Meeting held on October 8, 2020	Tab 2				
	C.	Consideration of Operation and Maintenance Expenditures					
		for September and October 2020	Tab 3				
5.	STA	AFF REPORTS					
	A.	District Engineer	Tab 4				
	B.	Clubhouse Manager					
		i. Review Monthly Clubhouse Report	Tab 5				
	C.	Deputy Update					
	D.	District Counsel					
	E.	District Manager					
	F.	Field Operations Manager					
		i. Aquatics Report	Tab 6				
		ii. Field Inspection Reports	Tab 7				
		iii. Greenview Weekly Reports	Tab 8				
6.	BUS	SINESS ITEMS					
	Α.	Consideration of Adding Exit Light to Playground Gates					
	B.	Consideration of Proposal to Manage Pestiferous Aquatic Midges					
	C.	Consideration of Fountain Proposals					
	D.	Consideration of Landscape Proposals	Tab 12				
	E.	Consideration of Easement Encroachment – Thatcham 18275					
		Fence Installation	Tab 13				
	F.	Consideration of Easement Encroachment - Thatcham 18240					
		Pool & Lanai	Tab 14				
	G.	Consideration of Easement Encroachment -18076 Atherstone					
		Pool - Screen Enclosure	Tab 15				
	H.	Consideration of Easement Encroachment -3450 Marmalade Ct					
		Fence Install	Tab 16				
	I.	Consideration of Easement Encroachment -3551 Bracknell Ct					
		Fence Install					
	J.	Consideration of Resolution 2021-01: Designating Officers	Tab 18				

	K.	Discussion of Enclave Drainage	
	L.	Ratification of Air Handler Installation Proposal	Tab 19
	M.	Ratification of Holiday Drive-Thru	Tab 20
	M.	Discussion of Possible Violation Regarding a Food Truck	
	Ο.	Discussion of Trellis at Mentmore	Tab 21
	P.	Consideration of Train Station Demo	Tab 22
7.	ΑU	DIENCE COMMENTS AND SUPERVISOR REQUESTS	
8.	AD.	JOURNMENT	

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 1 2 3 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 4 5 verbatim record of the proceedings is made, including the testimony and evidence upon 6 which such appeal is to be based. 7 CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT 8 9 The Audit Committee meeting of the Concord Station Community Development 10 District was held on Thursday, October 8, 2020 at 6:30 p.m. via conference call 11 12 pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-150). 13 14 15 Present and constituting a quorum: 16 17 Steven Christie **Board Supervisor, Committee Member** Fred Berdequez **Board Supervisor, Committee Member** 18 Donna Matthias-Gorman **Board Supervisor, Committee Member** 19 Karen Hillis **Board Supervisor, Committee Member** 20 Jerica Ramirez **Board Supervisor, Committee Member** 21 22 Also present were: 23 24 **District Counsel, Straley Robin Vericker** 25 John Vericker District Manager, Rizzetta & Company, Inc. 26 Bryan Radcliff 27 28 FIRST ORDER OF BUSINESS Call to Order 29 Mr. Radcliff called the meeting to order and performed the roll call. 30 31 **Consideration of Audit Services** SECOND ORDER OF BUSINESS 32 **Proposals** 33 34 35 36 The Audit Committee reviewed the proposals received from Grau and Associates. 37 Berger, Toombs, Elam, and Gaines, and McDirmit Davis and ranked them based on the 38 evaluation criteria approved at the first Committee meeting. Individual members read 39 their ranking into the record and Management compiled the scores. Mr. Radcliff 40 announced that McDirmit Davis had the highest ranking. 41

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	On a Motion by Ms. Hillis, seconded by Mr. Committee ranked McDirmit Davis as the higher the Board enter into an agreement with them Station Community Development District.	st ranked bidder and recommended that
46 47 48	THIRD ORDER OF BUSINESS	Adjournment
	On a Motion by Mr. Christie, seconded by Ms Audit Committee adjourned the meeting at Community Development District.	· · · · · · · · · · · · · · · · · · ·
49 50 51 52		
53 54	Secretary/Assistant Secretary	Chairman/Vice Chairman

Tab 2

MINUTES OF MEETING 1 2 3 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 4 5 verbatim record of the proceedings is made, including the testimony and evidence upon 6 which such appeal is to be based. 7 CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT 8 9 The regular meeting of the Board of Supervisors of the Concord Station Community 10 11 Development District was held on Thursday, October 8, 2020 at 6:37 p.m. via 12 conference call pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Order 20-150). 13 14 15 Present and constituting a quorum: 16 17 Steven Christie **Board Supervisor, Chairman** Fred Berdequez **Board Supervisor, Vice Chairman** 18 **Board Supervisor, Assistant Secretary** Donna Matthias-Gorman 19 **Board Supervisor, Assistant Secretary** Karen Hillis 20 Jerica Ramirez Board Supervisor, Assistant Secretary 21 22 23 Also present were: 24 25 Bryan Radcliff District Manager, Rizzetta & Company, Inc. John Vericker **District Counsel, Straley Robin Vericker** 26 Stephen Brletic **District Engineer, JMT Engineering** 27 Clubhouse Mgr., Rizzetta Amenity Services Michael Speidel 28 Field Services Manager, Rizzetta & Company Bryan Schaub 29 30 31 Audience 32 FIRST ORDER OF BUSINESS Call to Order 33 34 35 Mr. Radcliff called the meeting to order and performed the roll call confirming a quorum for the meeting. 36 37 SECOND ORDER OF BUSINESS 38 **Audience Comments** 39 An audience member commented on the "No Fishing" signs that were previously 40 41 approved. 42

THIRD ORDER OF BUSINESS Consideration of the Minutes of the Board of Supervisors' Meeting held on September 10, 2020

The Board approved the Minutes from the Board of Supervisors' Meeting held on September 10, 2020.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on September 10, 2020, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS Consideration of Operation and Maintenance Expenditures for August 2020

The Board approved the August 2020 O&M Expenditures. The Board requested follow-up with Duke Energy regarding the billing of the Train Station and Bus Station lights that should be turned off. They also requested staff to determine if the mitigation charges from Solitude can be eliminated. Mr. Radcliff will follow up with Solitude and report his findings to the Board.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for August 2020 (\$140,038.48) for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS Staff Reports

A. District Engineer

Mr. Brletic presented the District Engineer's Report to the Board. Mr. Brletic updated the Board on the drainage issue at Alexandria Court and reviewed the five (5) renderings for the vacant plots within the District.

The Board discussed the land survey process required for the improvements of the vacant plots. The Board also requested that upon availability a link be added to the website directing residents to a survey regarding which concept they would prefer for development of vacant land.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Board of Supervisors authorized the District Engineer to start the survey process for all five (5) concepts for development of the vacant parcels within the District with a not-to-exceed amount of \$20,000.00 for the Concord Station Community Development District.

В.	Clubhouse Manager
	Mr. Speidel presented the monthly Clubhouse Report to the Board. Mr. Speidel reviewed renderings for the Clubhouse Great Room remodel with the Board.
	The Board requested follow up on broken entry gates at the Playground and tennis court door.
	The Board requested pressure washing for white vinyl fence at the "V" area off of Mentmore.
	The Board requested a proposal for additional access entry for offsite amenity.
C.	Deputy Phillips
	Not present.
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 Novembe 12, 2020 at 10:00 a.m.
F.	Field Operations Manager
	i. Mr. Radcliff presented the Aquatics Report to the Board.
	ii. Mr. Schaub presented the Field Inspection Report and the Greenview response.
SIXTI	H ORDER OF BUSINESS Discussion of Fountain Installation by Bainbridge
	Board reviewed the Bainbridge Fountain Installation Proposal. The Board agreed accept the proposal

SEVENTH ORDER OF BUSINESS	Consideration of Fountain Proposals
The Board reviewed the fountain Solitude.	n proposals from Architectural Fountain, Sitex ar
of Supervisors approved the SITEX p	by Mr. Berdeguez, with all in favor, the Board broposal for a new fountain purchase and 0.00, for the Concord Station Community
EIGHTH ORDER OF BUSINESS	Audience Comments
There were no Audience commen	ts.
NINTH ORDER OF BUSINESS	Supervisor Requests
Ms. Ramirez requested a propos the Clubhouse to better angles and/or pu	al for moving/adjusting the existing cameras arour irchasing additional cameras.
TENTH ORDER OF BUSINESS	Adjournment
	conded by Ms. Hillis, the Board of Supervisors the Concord Station Community Development
Secretary/Assistant Secretary	Chairman/Vice Chairman

Tab 3

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures September 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the Board.

Approval of Expenditures:
Chairperson
Vice Chairperson
Assistant Secretary

The total items being presented: \$111,281.58

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Inv	oice Amount
Apex Pest Control, Inc.	003659	082420	Termite Warranty Renewal - 08/20	\$	200.00
Clean Sweep Supply Co.,	003667	00210445	Janitorial Supplies 09/20	\$	194.45
Inc. Concord Station CDD	CD103	CD103	Debit Card Replenishment	\$	901.68
DCSI, Inc.	003678	27599	Monthly Monitoring 09/20	\$	49.99
Donna Matthias-Gorman	003673	DM091020	Board Of Supervisors Meeting 09/10/20	\$	200.00
Duke Energy	003674	55585 50570 08-20	0000 Trinity Cottage Drive Light 08/20	\$	966.09
Duke Energy	003662	Summary Bill 08/20	Summary Bill 08/20	\$	8,543.92
Dynamic Creations & Designs	003648	2069	12x12 And 15X24 Aluminum Signs 08/20	\$	930.00
Egis Insurance Advisors LLC	003668	11963	Policy#100117607 Renew Period 10/01/20-10/01/21	\$	18,561.00
First Pinoy Inc	003669	2645A	WIFI Nest Thermostat And Install 06/20	\$	535.00
Fred Berdeguez	003665	FB091020	Board Of Supervisors Meeting 09/10/20	\$	200.00

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	oice Amount
Frontier Communications of Florida	003656	813-909-4569-121718-5 09/20	Account #813-909-4569-121718- 5 09/20	\$	628.23
GEC Services LLC	003660	IN000526924	5 Gallon Bucket Of Disinfectant 09/20	\$	100.00
GEC Services LLC	003681	IN000527296	5 Gallon Bucket Of Disinfectant 09/20	\$	25.00
Greenview Landscaping, Inc.	003679	9CCSCDD20	Monthly Landscape Maintenance 09/20	\$	19,000.00
Greenview Landscaping, Inc.	003679	9CCSCHOU20	Monthly Maintenance for Clubhouse 09/20	\$	1,100.00
Greenview Landscaping, Inc.	003679	9CCSIRRSP20	Irrigation Repairs 09/20	\$	300.00
Illuminations Holiday Lighting	003671	319920-1	Holiday Lighting-Deposit 09/20	\$	6,437.50
Jani-King of Tampa Bay	003649	1-417802	Monthly Cleaning Service 09/20	\$	250.00
Jerica Ramirez	003675	JR091020	Board Of Supervisors Meeting 09/10/20	\$	200.00
Johnson, Mirmiran & Thompson, Inc.	003650	11-161233	Engineer Services 07/20	\$	3,840.00
Johnson, Mirmiran & Thompson, Inc.	003672	12-162481	Engineer Services 08/20	\$	4,372.50

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoi	ce Amount
Johnson, Mirmiran & Thompson, Inc.	003680	6-154253-2	Engineer Services 02/20	\$	1,456.55
Johnson, Mirmiran & Thompson, Inc.	003672	8-157063	Engineer Services 04/20	\$	1,772.50
Karen Hillis	003670	KH091020	Board Of Supervisors Meeting 09/10/20	\$	200.00
Pasco County	003661	13884489	18636 Mentmore Blvd 08/20	\$	1,310.16
Pasco County	003661	13884490	19322 Umberland Place 08/20	\$	9.84
Piper Fire Protection, Inc.	003682	71898	CLW Extinguisher Inspect Annual 09/20	\$	113.90
Rizzetta & Company, Inc.	003651	INV0000052562	District Management Fees 09/20	\$	6,037.50
Rizzetta Amenity Services	003657	INV0000000007893	Amenity Management Services 08/20	\$	3,292.41
Rizzetta Amenity Services	003663	INV0000000007925	Amenity Management Services 09/20	\$	7,238.06
Rizzetta Amenity Services	003676	INV0000000007953	Out of Pocket Expenses 08/20	\$	105.08
Rizzetta Amenity Services	003683	INV0000000007985	Amenity Management Services 09/20	\$	7,989.24

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	ice Amount
Rizzetta Technology Services, LLC	003652	INV0000006205	Email Accounts, Admin & Maintenance 09/20	\$	75.00
Solitude Lake Management LLC	003684	PI-A00468273	Monthly Mitigation Services 09/20	\$	2,595.00
Solitude Lake Management LLC	003684	PI-A00468274	Monthly Mitigation Services Spot Spraying 09/20	\$	513.00
Splashpads USA, Inc	003653	1287	Spusa Stainless Steel Dual Dump Bucket 07/20	\$	3,425.00
Steven A. Christie	003666	SC091020	Board Of Supervisors Meeting 09/10/20	\$	200.00
Straley Robin Vericker	003654	18700	Monthly Legal Services 08/20	\$	2,110.05
Straley Robin Vericker	003654	18701	Legal Services - Easement Encroachment 07/20	\$	423.93
Straley Robin Vericker	003685	18865	Monthly Legal Services 09/20	\$	1,072.50
Straley Robin Vericker	003685	18866	Legal Services - Easement Encroachment 09/20	\$	637.50
Suncoast Pool Service	003686	6548	Monthly Pool Service 09/20	\$	1,650.00
Suncoast Rust Control, Inc.	003658	02770	Rust Control 08/20	\$	1,035.00

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invo	oice Amount
Times Publishing Company	003677	000000103464 09/09/20	Account #121715 Legal Advertising 09/20	\$	119.20
Times Publishing Company	003687	0000109016 09/16/20	Account #121715 Legal Advertising 09/20	\$	92.80
Tropicare Termite & Pest Control Inc.	003655	91687	Pest Control Service INT/EXT - 08/20	\$	50.00
Tropicare Termite & Pest Control Inc.	003655	92312	Set Rodent Traps - 08/20	\$	60.00
Tropicare Termite & Pest Control Inc.	003688	93043	Pest Control Service INT/EXT - 09/20	\$	50.00
Tropicare Termite & Pest Control Inc.	003688	93680	Set Rodent Traps - 09/20	\$	60.00
Waste Management Inc. of Florida	003664	0566476-1568-3	Waste Disposal Services 09/20	\$	52.00
Report Total				\$	111,281.58

DISTRICT OFFICE · 5844 OLD PASCO ROAD · SUITE 100 · WESLEY CHAPEL, FLORIDA 33544

Operations and Maintenance Expenditures October 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2020 through October 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:	\$97,299.03
Approval of Expenditures:	
Chairperson	
Vice Chairperson	
Assistant Secretary	

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Clean Sweep Supply Co., Inc.	003693	00207597	Janitorial Supplies 03/20	\$	145.00
Clean Sweep Supply Co., Inc.	003689	00208643	Janitorial Supplies 04/20	\$	61.95
Concord Station CDD	CD104	CD104	Debit Card Replenishment	\$	839.33
DCSI, Inc.	003704	27713	Service Call -Install Larger Computer Switch 10/20	\$	312.94
DCSI, Inc.	003704	27714	Service Call 10/20	\$	105.00
Donna Matthias-Gorman	003706	DM100820	Board Of Supervisors Meeting 10/08/20	\$	200.00
Duke Energy	003701	Summary Bill 09/20	Summary Bill 09/20	\$	9,731.55
Fitness Logic	003711	97900	QRTLY Maintenance & Cleaning Labor 10/20	\$	165.00
Fred Berdeguez	003702	FB100820	Board Of Supervisors Meeting 10/08/20	\$	200.00
Frontier Communications of Florida	003700	813-909-4569-121718-5 10/20	Account #813-909-4569-121718- 5 10/20	\$	628.23
Greenview Landscaping, Inc.	003712	10CCHOU20	Monthly Maintenance for Clubhouse 10/20	\$	1,100.00
Greenview Landscaping, Inc.	003712	10CCSCDD20	Monthly Landscape Maintenance 10/20	\$	19,000.00

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoi	ce Amount
Innersync Studio, Ltd	003690	18828	Annual Website Fees & Maintenance FY20/21	\$	1,537.50
Jani-King of Tampa Bay	003691	1-419153	Monthly Cleaning Service 10/20	\$	250.00
Jerica Ramirez	003708	JR100820	Board Of Supervisors Meeting 10/08/20	\$	200.00
Johnson, Mirmiran &	003713	13-164145	Engineer Services 09/20	\$	5,495.00
Thompson, Inc. Karen Hillis	003705	KH100820	Board Of Supervisors Meeting 10/08/20	\$	200.00
Pasco County	003707	14007118	18636 Mentmore Blvd 09/20	\$	1,623.00
Pasco County	003707	14007119	19322 Umberland Place 09/20	\$	9.84
Pasco County Sheriff	003694	090120	Law Enforcement Services #12 - 09/20	\$	8,713.84
Rizzetta & Company, Inc.	003695	INV0000053359	District Management Fees 10/20	\$	6,126.34
Rizzetta & Company, Inc.	003695	INV0000053615	Assessment Roll FY 20/21	\$	5,408.00
Rizzetta Amenity Services	003714	INV00000000008044	Out of Pocket Expenses 09/20	\$	82.64
Rizzetta Amenity Services	003709	INV00000000008075	Amenity Management Services 10/20	\$	7,193.21

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Rizzetta Technology Services, LLC	003715	INV0000006410	Email Accounts, Admin & Maintenance 10/20	\$	675.00
Romaner Graphics	003716	19847	Splash Pad Rules Sign 02/20	\$	525.00
Solitude Lake Management LLC	003696	PI-A00455039	Monthly Lake & Wetland Service 08/20	\$	3,479.00
Solitude Lake Management LLC	003717	PI-A00487828	Monthly Mitigation Services 10/20	\$	2,595.00
Solitude Lake Management LLC	003717	PI-A00487829	Monthly Lake & Pond Management 10/20	\$	513.00
Solitude Lake Management LLC	003717	PI-A00487830	Monthly Lake & Wetland Service 10/20	\$	6,247.00
Steven A. Christie	003703	SC100820	Board Of Supervisors Meeting 10/08/20	\$	200.00
Suncoast Pool Service	003718	6624	Monthly Pool Service/Splash Pad Service 10/20	\$	2,000.00
Suncoast Rust Control, Inc.	003697	02847	Rust Control 09/20	\$	1,035.00
Tampa Poop 911 LLC	003698	CS2021	Annual service payment 11-1-20 thru 10-31-21	\$	5,150.16
Times Publishing Company	003692	0000103466 09/23/20	Account #121715 Legal Advertising 09/20	\$	112.00
US Bank	003699	5881904	Trustee Fees Account #266820000 09/01/20 - 08/31/21	\$	5,387.50

Paid Operation & Maintenance Expenditures

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount	
Waste Management Inc. of Florida	003710	0576251-1568-8	Waste Disposal Services 10/20	\$	52.00
Report Total				\$	97,299.03