

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

December 30, 2020

**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, January 14, 2021 at 6:30 p.m., at the Concord Station Clubhouse, 18636 Mentmore Blvd., Land O'Lakes FL 34638**. 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 December 10, 2020.....Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for November 2020.....Tab 2
- 4. STAFF REPORTS**
 - A. District Engineer
 - B. Clubhouse Manager
 - i. Review Monthly Clubhouse ReportTab 3
 - C. Deputy Update
 - D. District Counsel
 - E. District Manager
 - F. Field Operations Manager
 - i. Aquatics ReportTab 4
 - ii. Field Inspection ReportTab 5
 - iii. Greenview Weekly Reports.....Tab 6
- 5. BUSINESS ITEMS**
 - A. Consideration of Landscape ProposalsTab 7
 - B. Ratification of Landscape Proposal.....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
Bryan Radcliff
District Manager

Tab 1

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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, December 10, 2020 at 10:00 a.m.** at Concord Station Clubhouse located at 18636 Mentmore Boulevard, Land O' Lakes, Florida 34638.

Present and constituting a quorum:

Steven Christie	Board Supervisor, Chairman
Fred Berdeguez	Board Supervisor, Vice Chairman (via conference call)
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Karen Hillis	Board Supervisor, Assistant Secretary (via conference call)
Jerica Ramirez	Board Supervisor, Assistant Secretary

Also present were:

Bryan Radcliff	District Manager, Rizzetta & Company, Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT Engineering
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Tim Burdick	Maintenance

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

An audience member commented on the various proposals for developing the parcels within the community.

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THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Audit Committee Meeting held on
October 8, 2020**

The Board approved the Minutes from the Audit Committee Meeting held on October 8, 2020.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Minutes of the Audit Committee Meeting held on October 8, 2020, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
October 8, 2020**

The Board approved the Minutes from the Board of Supervisors' Meeting held on October 8, 2020 with minor changes.

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 October 8, 2020, as amended for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for
September & October 2020**

The Board approved the August and September 2020 O&M Expenditures. The Board requested clarification on why the JMT invoices are being paid late. The Board requested the Duke invoice pages be reduced and they would also like the Clubhouse bills only reflect the statement going forward, no receipts should be included in future agenda packages.

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 September 2020 (\$111,281.58) and October 2020 (\$97,299.03), 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 advised the Board that pursuing the Enclave drainage issue could be very costly and that the District should wait on this. He will continue to monitor that the permits are being followed by the developer.

Mr Brletic reviewed the various parcels within the community that the Board is looking to develop and gave a status on the permitting process. Various members of the audience offered their opinions on the various sites. The Board agreed to focus on Buckinghamshire Pavilion, Trinity Cottage, and the Pocket Park as areas to develop at this time.

B. Clubhouse Manager

Mr. Speidel presented the monthly Clubhouse Report to the Board. The Board reviewed various options for furniture replacement for the Clubhouse and agreed that Ms. Ramirez will work with Mr. Speidel and present options for the Board's consideration at the next meeting.

C. Deputy Phillips

Not present.

D. District Counsel

No report.

E. District Manager

Mr. Radcliff reminded the Board that the next meeting is scheduled for January 14, 2021 at 6:30 p.m.

Mr. Radcliff presented his report to the Board. Mr. Radcliff discussed the cost associated with purchasing a pool heater and updated the Board on additional holiday lights installed at Waterford monument by Illuminations Holiday Lighting.

F. Field Operations Manager

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i. Mr. Radcliff presented the Aquatics Report to the Board. The Board requested a representative from Solitude attend the next meeting to address concerns about the high chemical levels that was reviewed today.

ii. Mr. Radcliff presented the Field Inspection Report for October and November.

iii. Mr. Radcliff presented the Greenview weekly reports for October 1, 2020 through December 1, 2020. The Board requested a representative attend the next meeting to address some concerns.

SEVENTH ORDER OF BUSINESS

**Consideration of Adding Exit Button
to Two Playground Gates**

On a Motion by Ms. Ramirez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the DCSI proposal for adding exit button on two playground gates in the amount of \$1,798.00, for the Concord Station Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Proposal to
Manage Pestiferous Aquatic Midges**

Mr. Radcliff stated the Midge-Fly survey has been scheduled for the first week of April.

NINTH ORDER OF BUSINESS

Consideration of Fountain Proposals

On a Motion by Ms. Ramirez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Sitex proposal for a floating fountain with lighting in the amount of \$14,770.00, for the Concord Station Community Development District.

TENTH ORDER OF BUSINESS

**Consideration of Landscape
Proposals**

Mr. Radcliff presented seven landscape proposals from Greenview.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposal for the plant installation at Mentmore Lift Station in the amount of \$390.00, for the Concord Station Community Development District.

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On a Motion by Ms. Hillis, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Greenview proposal for the plant installation at Sunlake median in the amount of \$750.00, for the Concord Station Community Development District.

On a Motion by Ms. Ramirez, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposal for herbicide in the amount of \$1,600.00, for the Concord Station Community Development District.

On a Motion by Ms. Ramirez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Greenview proposal for a one-time fence line treatment in the amount of \$1,200.00, for the Concord Station Community Development District.

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Greenview proposal to replace the irrigation at Manors entrance in the amount of \$180.00, for the Concord Station Community Development District.

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the Greenview proposal for replacement of 30 one-gallon Lantanas in the amount of \$150.00, for the Concord Station Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Easement
Encroachments**

i. 18275 Thatcham Fence Installation

This easement was approved by the Engineer and the Board.

ii. 18240 Thatcham Pool & Lanai Installation

This easement was approved by the Engineer and the Board.

iii. 18076 Atherstone Pool & Screen Enclosure

This easement was approved by the Engineer and the Board.

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iv. 3450 Marmalade Court – Fence Installation

This easement was approved by the Engineer and the Board.

v. 3551 Bracknell Court – Fence Installation

Per the Engineer, there is no encroachment requiring an easement from the CDD.

TWELFTH ORDER OF BUSINESS

**Consideration of Resolution 2021-01;
Designating Officers**

On a Motion by Ms. Hillis, seconded by Ms. Ramirez, the Board of Supervisors adopted Resolution 2021-01; Designating Officers, for the Concord Station Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Ratification of Air Handler Installation
Proposal**

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, the Board of Supervisors ratified the First Pinoy Air Handler installation proposal in the amount of \$1,208.00, for the Concord Station Community Development District.

FOURTEENTH ORDER OF BUSINESS

Ratification of Holiday Drive-Thru (Santa)

On a Motion by Mr. Berdeguez, seconded by Ms. Ramirez, the Board of Supervisors ratified the Holiday Drive-Thru Santa, for the Concord Station Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Discussion of Possible Violation
Regarding a Food Truck**

The Board reviewed a food truck parking within the District. The Board concluded the vehicle is being parked on Pasco County roads. No further action necessary.

SIXTEENTH ORDER OF BUSINESS

Discussion of Trellis at Mentmore

The Board agreed to decline the most recent proposal from the developer of the Bainbridge complex to install and maintain a fountain in the retention pond owned by the District, and to replace the existing Bus Station trellis monument on Mentmore just north of Sunlake, at no cost to the District.

SEVENTEENTH ORDER OF BUSINESS

Discussion of Train Station Demo

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The Board tabled the proposal from Finn Outdoor for the demolition of the train station pending addition of the demolition of the bus-stop. The Board requested the electricity be cut-off at the bus stop.

EIGHTEENTH ORDER OF BUSINESS

Audience Comments

There were no Audience comments.

NINETEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Berdeguez requested follow up with Deputy Philips regarding speeding around the Retreat.

Ms. Matthias-Gorman requested follow up on the curb reflectors at Buckinghamshire.

Ms. Ramirez requested follow up on the kid's slide that is pooling water.

Mr. Christie requested a proposal for additional plants to continue the pattern in front of the fence line at Mentmore and Tuckerton.

TWENTIETH ORDER OF BUSINESS

Adjournment

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, the Board of Supervisors adjourned the meeting at 12:37 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

Concord Station Community Development District

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

Operations and Maintenance Expenditures November 2020 For Board Approval

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

The total items being presented: **\$55,594.44**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Board of County Commissioners	003729	20134772	21-26-18-0010-24500-0000 Solid Waste Assessment FY 11/20	\$ 757.07
Clean Sweep Supply Co., Inc.	003730	00210986	Janitorial Supplies 10/20	\$ 239.52
Clean Sweep Supply Co., Inc.	003730	00211013	Janitorial Supplies 10/20	\$ 237.90
Clean Sweep Supply Co., Inc.	003730	00211024	Janitorial Supplies 10/20	\$ 122.85
Clean Sweep Supply Co., Inc.	003730	00211074	Janitorial Supplies 11/20	\$ 135.00
Concord Station CDD	CD105	CD105	Debit Card Replenishment	\$ 1,166.31
DCSI, Inc.	003738	27848	Monthly Monitoring 11/20	\$ 49.99
Department of Economic Opportunity	003731	83071	Special District Fee FY 20/21	\$ 175.00
Duke Energy	003739	55585 50570 10/20	0000 Trinity Cottage Drive Light 10/20	\$ 966.09
Duke Energy	003735	Summary Bill 10/20	Summary Bill 10/20	\$ 8,465.56
Florida Department of Revenue	003732	61-8017248652-6 10/20	Sales & Use Tax 10/20	\$ 36.63
Frontier Communications of Florida	003733	813-909-4569-121718-5 11/20	Account #813-909-4569-121718-5 11/20	\$ 633.90

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Grau and Associates	003725	G4250206P431	Audit Fiscal YE 09/30/20	\$ 26.00
Greenview Landscaping, Inc.	003719	10CCS82420	Fertilized St. Augustine & Ornamentals 10/20	\$ 1,320.00
Greenview Landscaping, Inc.	003719	9CCSPTREF20	Fertilized The Palm Tree 10/20	\$ 300.00
Jani-King of Tampa Bay	003720	1-420352	Monthly Cleaning Service 11/20	\$ 250.00
Municipal Asset Management, Inc.	003734	0617933	Lease Payment #9	\$ 8,430.00
Pasco County	003726	14132363	18636 Mentmore Blvd 10/20	\$ 1,052.79
Pasco County	003726	14132364	19322 Umberland Place 10/20	\$ 9.99
Rizzetta & Company, Inc.	003721	INV00000054228	District Management Fees 11/20	\$ 6,126.34
Rizzetta Amenity Services	003736	INV00000000008016	Amenity Management Services 10/20	\$ 8,495.51
Rizzetta Amenity Services	003740	INV00000000008163	Amenity Management Services 11/20	\$ 7,126.24
Rizzetta Technology Services, LLC	003722	INV0000006515	Email Accounts, Admin & Maintenance 11/20	\$ 175.00
Solitude Lake Management LLC	003727	PI-A00468275	Monthly Lake & Wetland Service 09/20	\$ 6,247.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	003723	18946	Monthly Legal Services 10/20	\$ 1,827.75
Straley Robin Vericker	003723	18947	Legal Services - Easement Encroachment 10/20	\$ 75.00
Suncoast Rust Control, Inc.	003728	02923	Rust Control 10/20	\$ 1,035.00
Tropicare Termite & Pest Control Inc.	003724	95108	Set Rodent Traps - 10/20	\$ 60.00
Waste Management Inc. of Florida	003737	0583848-1568-2	Waste Disposal Services 11/20	<u>\$ 52.00</u>
Report Total				<u>\$ 55,594.44</u>