

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

February 3, 2021

**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, February 11, 2021 at 10:00 a.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 January 14, 2021 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for December 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. Discussion of Aeration System Contract
 - iii. Consideration of Pond Treatment for Pond W33..... Tab 5
 - iv. Field Inspection Report Tab 6
 - v. Greenview Weekly Reports..... Tab 7
 - vi. Consideration of Landscape Proposal Tab 8
- 5. BUSINESS ITEMS**
 - A. Consideration of Clubhouse Furniture Replacement
 - B. Consideration of Staffing Proposal Tab 9
 - C. Discussion of Investment Options..... Tab 10
 - D. Consideration of Tennis Court Resurface Proposal Tab 11
 - E. Discussion of Fireworks on District Property Tab 12
 - F. Consideration of Fence Proposal Tab 13
- 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,

Matthew Huber

District Manager

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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, January 14, 2021 at 6:38 p.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
Kelly Klukowski	Amenity Services Asst. Manager. RASI
Deneen Klenke	Amenity Services Asst. Manager. RASI
Jason Liggett	Field Services Manager, Rizzetta & Company (via conference call)
Tim Burdick	Maintenance
Nick Margo	Representative, Solitude (via conference call)
Larry Rhum	Representative, Greenview
Deputy Phillips	Pasco County Sheriff's Office (arrived at 6:52 p.m.)

Audience	Present
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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 addressed the Board in regards to flooding issues on his property.

THIRD ORDER OF BUSINESS

Staff Reports

A. Field Operations Manager

i. Mr. Margo presented the Aquatics Report to the Board. The Board requested a proposal for treatment of pond W33 to review at the next meeting.

ii. Mr. Liggett presented the Field Inspection Report to the Board.

iii. Mr. Rhum presented the Greenview weekly reports to the Board.

The Board requested Greenview discontinue use of Round-Up within the community until further notice.

The Board also reviewed a proposal for plant installs along Mentmore east of Tuckerton.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved a not-to-exceed amount of \$1,200.00 for filling in the remaining areas along the fence line with plants, for the Concord Station Community Development District.

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the proposal for pine bark mulch installation from Greenview in the amount of \$24,000.00, for the Concord Station Community Development District.

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FOURTH ORDER OF BUSINESS

Ratification of Landscape Proposal

The Board ratified a proposal for the repair of damage from a vehicle to the pond bank and sod behind 3138 Dunstable Drive. The Board requested follow up on reimbursement for the costs.

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors ratified the Greenview proposal for sod repair in the amount of \$550.00, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
December 10, 2020**

The Board approved the Minutes from the Board of Supervisors' Meeting held on December 10, 2020 with minor changes.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on December 10, 2020, as amended, for the Concord Station Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for
November 2020**

Mr. Radcliff presented the Operation & Maintenance expenditures for November 2020. The Board requested follow-up on a sales tax invoice in the amount of \$523.35.

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for November 2020 (\$55,594.44), for the Concord Station Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports (Continued)

A. Deputy Phillips

Deputy Phillips presented his report to the Board. Deputy Phillips reviewed a recent burglary spree within the District and subsequent arrests.

B. District Counsel

No report.

C. District Engineer

Mr. Brletic presented the District Engineer's Report to the Board. Mr. Brletic discussed the pocket parks proposals, proposals to remove monuments, Clubhouse parking lot curb and parcels to be developed.

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the proposal for demolition of the trellis and train station within the District from Central Site Development in the amount of \$4,516.13, for the Concord Station Community Development District.

The Board reviewed a proposal from Superior Sealers for curb repair.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the proposal for curb repair from Superior Sealers in the amount of \$3,200.00, for the Concord Station Community Development District.

The Board requested a special workshop be held on February 23, 2021, at 10:00 a.m. to review the pocket parks proposals.

D. Clubhouse Manager

Mr. Speidel presented the monthly Clubhouse Report to the Board. Mr. Speidel reviewed the lack of an existing contract/agreement for the Swim Kids USA vendor. The Board requested Mr. Speidel request a proposal be submitted from the vendor at which time District Counsel will draft a new agreement.

E. District Manager

Mr. Radcliff reminded the Board that the next meeting is scheduled for February 11, 2021 at 10:00 a.m. Mr. Radcliff presented his report to the Board.

EIGHTH ORDER OF BUSINESS

Audience Comments

There were no Audience comments.

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NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Christie requested that Kelsey Ratcliff be added as a full-time member of the clubhouse staff.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 9:01 p.m., for the Concord Station Community Development District.
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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 December 2020 For Board Approval

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

The total items being presented: **\$123,488.28**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Clean Sweep Supply Co., Inc.	003750	00211291	Janitorial Supplies 11/20	\$ 135.00
Clean Sweep Supply Co., Inc.	003759	00211452	Janitorial Supplies 12/20	\$ 673.40
Concord Station CDD	CD108	CD108	Debit Card Replenishment	\$ 951.53
Concord Station CDD	CD106	CD106	Debit Card Replenishment	\$ 1,150.87
DCSI, Inc.	003769	27715	Service Call -Replaced Bad Maglock, Bad Reader 10/20	\$ 717.75
DCSI, Inc.	003769	27732	Monthly Monitoring 10/20	\$ 49.99
Donna Matthias-Gorman	003773	DM121020	Board Of Supervisors Meeting 12/10/20	\$ 200.00
Duke Energy	003766	Summary Bill 11/20	Summary Bill 11/20	\$ 8,300.13
Earth Networks, Inc.	003751	WBB0042063	Outdoor Alerting System 06/20	\$ 10,250.00
First Pinoy Inc	003761	3239A	Service Call 12/20	\$ 1,208.00
Florida Department of Revenue	003762	61-8017248652-6 11/20	Sales & Use Tax 11/20	\$ 40.56
Fred Berdeguez	003767	FB121020	Board Of Supervisors Meeting 12/10/20	\$ 200.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Frontier Communications of Florida	003752	813-909-4569-121718-5 12/20	Account #813-909-4569-121718-5 12/20	\$ 652.41
Greenview Landscaping, Inc.	003763	10CCMEN20	Installed Flowers in Seasonal Color Beds 10/20	\$ 1,380.00
Greenview Landscaping, Inc.	003741	11CCHOU20	Monthly Maintenance for Clubhouse 11/20	\$ 1,100.00
Greenview Landscaping, Inc.	003741	11CCSCDD20	Monthly Landscape Maintenance 11/20	\$ 19,000.00
Greenview Landscaping, Inc.	003741	11CCSFERT20	Fertilized The Palm Tree 11/20	\$ 300.00
Greenview Landscaping, Inc.	003753	12CCSCHOU20	Monthly Maintenance for Clubhouse 12/20	\$ 1,100.00
Greenview Landscaping, Inc.	003770	12CCSM020	Monthly Landscape Maintenance 12/20	\$ 19,000.00
IGD Services, Inc.	003754	5475	Trellis Repair 10/20	\$ 6,600.00
Illuminations Holiday Lighting	003772	319120	Holiday Lighting-Final 12/20	\$ 6,437.50
Jerica Ramirez	003774	JR121020	Board Of Supervisors Meeting 12/10/20	\$ 200.00
Johnson, Mirmiran & Thompson, Inc.	003742	14-165979	Engineer Services 10/20	\$ 4,217.50
Karen Hillis	003771	KH121020	Board Of Supervisors Meeting 12/10/20	\$ 200.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Kidz Fun Enterprises, LLC	003755	121920	Deposit For Holiday Special Event 12/20	\$ 550.00
Pasco County	003764	14257446	18636 Mentmore Blvd 11/20	\$ 863.64
Pasco County	003764	14257447	19322 Umberland Place 11/20	\$ 9.99
PC Consultants	003743	107266	Email Yearly Fee 05/21-04/22	\$ 151.00
Rizzetta & Company, Inc.	003744	INV00000054704	District Management Fees 12/20	\$ 6,126.34
Rizzetta Amenity Services	003756	INV00000000008193	Amenity Management Services 11/20	\$ 5,848.85
Rizzetta Amenity Services	003775	INV00000000008323	Out of Pocket Expenses 11/20	\$ 60.20
Rizzetta Amenity Services	003775	INV00000000008352	Amenity Management Services 12/20	\$ 7,198.62
Rizzetta Technology Services, LLC	003745	INV0000006617	Email Accounts, Admin & Maintenance 12/20	\$ 175.00
Solitude Lake Management LLC	003746	PI-A00504004	Monthly Mitigation Services 11/20	\$ 2,595.00
Solitude Lake Management LLC	003746	PI-A00504005	Monthly Mitigation Services Spot Spraying 11/20	\$ 513.00
Solitude Lake Management LLC	003776	PI-A00518934	Monthly Mitigation Services 12/20	\$ 2,595.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Solitude Lake Management LLC	003776	PI-A00518935	Monthly Mitigation Services Spot Spraying 12/20	\$ 513.00
Solitude Lake Management LLC	003776	PI-A00518936	Monthly Lake & Wetland Service 12/20	\$ 6,247.00
Steven A. Christie	003768	SC121020	Board Of Supervisors Meeting 12/10/20	\$ 200.00
Straley Robin Vericker	003747	19086	Monthly Legal Services 11/20	\$ 482.50
Straley Robin Vericker	003747	19087	Legal Services - Easement Encroachment 10/20	\$ 97.50
Suncoast Pool Service	003748	6708	Monthly Pool Service 11/20	\$ 2,000.00
Suncoast Pool Service	003777	6784	Monthly Pool Service 12/20	\$ 2,000.00
Suncoast Rust Control, Inc.	003757	02999	Rust Control 11/20	\$ 1,035.00
Tropicare Termite & Pest Control Inc.	003749	95916	Pest Control Service INT/EXT - 11/20	\$ 50.00
Tropicare Termite & Pest Control Inc.	003749	96519	Set Rodent Traps - 11/20	\$ 60.00
Waste Management Inc. of Florida	003758	0595237-1568-4	Waste Disposal Services 12/20	\$ <u>52.00</u>
Report Total				<u>\$ 123,488.28</u>