

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614
www.concordstationcdd.com

June 30, 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, July 8, 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 June 10, 2021 Tab 1
 - B. Consideration of Operation and Maintenance Expenditures for May 2021 Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Fountain Proposal Tab 3
 - B. Consideration of Arbitrage Proposal Tab 4
 - C. Consideration of Addendum #3 for Greenview Tab 5
 - D. Ratification of Hog Trapping Agreement Tab 6
 - E. Consideration of Clubhouse Electrical Proposal..... Tab 7
 - F. Consideration of Pasco County Sheriff's Contract Tab 8
 - G. Consideration of Solar Structure for Pond W33 Plan and Proposal (Tabled from June 10, 2021) Tab 9
 - H. Update Regarding Trinity Cottage Proposed Amenities Tab 10
 - I. Discussion of Drexel Conceptual Plan
- 5. STAFF REPORTS**
 - A. Deputy Update
 - B. District Engineer
 - i. Pocket Parks Update
 - C. District Counsel
 - D. Field Operations Manager
 - i. Aquatics Report Tab 11
 - ii. Field Inspection Report (under separate cover)
 - iii. Greenview Weekly Reports..... Tab 12
 - iv. Consideration of Landscape Proposals..... Tab 13
 - E. Clubhouse Manager
 - i. Review Monthly Clubhouse Report..... Tab 14
 - F. District Manager

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,

Debby Wallace

Debby Wallace
District Manager

Tab 1

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June 10, 2021 Minutes of Meeting
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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, June 10, 2021 at 10:06 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
Jerica Ramirez	Board Supervisor, Assistant Secretary
Karen Hillis	Board Supervisor, Assistant Secretary

Also present were:

Debby Wallace	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT Engineering
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Nick Margo	Representative, Solitude

Audience	Present
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FIRST ORDER OF BUSINESS

Call to Order

Ms. Wallace called the meeting to order and performed the roll call confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Christie updated the audience on the new amenities and provided history on the District.

Several audience members addressed the Board regarding Trinity Cottage proposed amenities.

Ms. Ramirez provided her comments on Trinity Cottage proposed amenities.

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June 10, 2021 Minutes of Meeting
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Mr. Berdeguez provided his comments regarding Trinity Cottage proposed amenities.

Ms. Hillis provided her comments on Trinity Cottage proposed amenities.

Mr. Christie provided his comments regarding Trinity Cottage proposed amenities.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
May 13, 2021**

The Board approved the Minutes from the Board of Supervisors' Meeting held on May 13, 2021. The Board made minor changes.

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Meeting held on May 13, 2021, as amended, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for April
2021**

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for April 2021 (\$127,360.90), for the Concord Station Community Development District.

Ms. Ramirez left the meeting

FIFTH ORDER OF BUSINESS

**Consideration of IGD Services for
Monument Sign Repair to Longwood
and Trilby**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the IGD proposal in the amount of \$11,520.00, for the Concord Station Community Development District.

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SIXTH ORDER OF BUSINESS

**Consideration of Additional Street
Lights on Buckinghamshire**

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved the Duke Energy Street Light proposal for Buckinghamshire in the amount of \$11,398.17, for the Concord Station Community Development District.

Ms. Ramirez returned to the meeting

SEVENTH ORDER OF BUSINESS

**Consideration of Pond Aeration
Proposal for Pond W8 & W13**

This item was tabled. The District Engineer will confirm if there is electrical for the aeration.

EIGHTH ORDER OF BUSINESS

Ratification of Permit Costs for Trinity

Mr. Brletic provided an update to the Board.

On a Motion by Mr. Berdeguez, seconded by Ms. Hillis, with all in favor, the Board of Supervisors ratified the permit cost of \$6,791.00, for the Concord Station Community Development District.

NINTH ORDER OF BUSINESS

**Presentation of September 30, 2020
Audit**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors accepted and filed the September 30, 2020 Audit, for the Concord Station Community Development District.

TENTH ORDER OF BUSINESS

**Presentation of Fiscal Year 2021-2022
Proposed Budget**

Ms. Wallace presented the Fiscal Year 2021-2022 proposed budget to the Board.
The following changes were made:

- Remove \$6,000.00 from line 79
- Add \$2,000.00 to line 112
- Add \$4,000.00 to line 108
- Add \$500.00 to line 62
- Remove \$500.00 from line 113

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ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-03;
Approving Fiscal Year 2021-2022
Proposed Budget and Set Public
Hearing**

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors adopted Resolution 2021-03; Approving Fiscal Year 2021-2022 Proposed Budget and Set Public Hearing for August 12, 2021 at 6:30 p.m. at the Concord Station Clubhouse located at 18636 Mentmore Boulevard, Land O' Lakes, Florida 34638 subject to changes discussed, for the Concord Station Community Development District.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Deputy Phillips

Not present.

B. District Engineer

Mr. Brletic presented the District Engineer's Report to the Board.

On a Motion by Mr. Berdeguez, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors authorized a not-to-exceed of \$5,000.00 per permit for Buckinghamshire permit, irrigation permit and the Shallot permit, for the Concord Station Community Development District.

Mr. Brletic provide an update on the Clubhouse parking lot street-lights.

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors denied a request for use of CDD property to access construction of a pool at 18335 Rossendale, for the Concord Station Community Development District.

Mr. Brletic updated the Board regarding a Lutterworth resident's wall encroaching onto CDD property. It was determined that it was less than 1" of encroachment. The Board did not take action and recommended the resident seek ACC approval for any further structures prior to CDD approval.

C. District Counsel

No report.

D. Field Operations Manager

i. Aquatics Report

Mr. Margo presented the aquatic report to the Board.

ii. Field Inspection Report

Ms. Wallace presented the field inspection report to the Board.

iii. Greenview weekly reports

The Board reviewed the weekly reports from Greenview. The Board requested irrigation repairs be investigated and seek reimbursement if applicable.

iv. Landscape Proposals

The Board asked Greenview for recommendations for plantings on Atherstone to deter parking.

On a Motion by Ms. Ramirez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved Greenview proposal for the Sunlake median island at corner of Mentmore in the amount of \$960.00, for the Concord Station Community Development District.

On a Motion by Ms. Hillis, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved Greenview proposal for fertilization in the amount of \$9,300.00, for the Concord Station Community Development District.

E. Clubhouse Manager

Mr. Speidel presented the monthly Clubhouse Report to the Board.

F. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for July 8, 2021 at 10:00 a.m.

Ms. Wallace will collect a proposal from Sitex for fountain at Pond F2.

THIRTEENTH ORDER OF BUSINESS **Supervisor Requests**

Ms. Ramirez requested for a food truck to be present on Thursdays at the Clubhouse. Ms. Wallace will check the availability and insurance requirements.

Mr. Christie asked that the bird house be relocated on Tuckerton.

Mr. Christie stated the irrigation lines are a tripping hazard at Tuckerton from when tree line was removed. Ms. Wallace will address with Greenview.

Mr. Christie asked that proposals for holiday decorations be obtained for the Board's approval. Ms. Speidel will collect the proposals.

Mr. Berdeguez suggested a survey in the gym. Mr. Speidel to provide proposal to update equipment based on survey results.

FOURTEENTH ORDER OF BUSINESS **Audience Comments**

Audience members addressed the Board on the amenity plans.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 1:11 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

Concord Station Community Development District

District Office · Wesley Chapel, Florida · (813)-994-1001

Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

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Operations and Maintenance Expenditures

May 2021

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$84,672.10**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clean Sweep Supply Co., Inc.	003923	00212217	Janitorial Supplies 02/21	\$ 171.45
Concord Station CDD	CD115	CD115	Debit Card Replenishment	\$ 889.64
Concord Station CDD	CD119	CD119	Debit Card Replenishment	\$ 714.79
Concord Station CDD	CD116	CD116	Debit Card Replenishment	\$ 891.82
DCSI, Inc.	003915	28472	Service Call/ Access Gate 04/21	\$ 115.00
DCSI, Inc.	003924	28534	Monthly Monitoring 05/21	\$ 49.99
Donna Matthias-Gorman	003934	DM051321	Board Of Supervisors Meeting 05/13/21	\$ 200.00
Duke Energy	003927	55585 50570 04/21	0000 Trinity Cottage Drive Light 04/21	\$ 953.67
Duke Energy	003941	62120 25142 04/21	10920 State Road 54 Lite 04/21	\$ 4,755.32
Duke Energy	003927	Summary Bill 04/21	Summary Bill 04/21	\$ 3,682.52
Florida Department of Revenue	003920	61-8017248652-6 04/21	Sales & Use Tax 04/21	\$ 105.33

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Fred Berdeguez	003929	FB051321	Board Of Supervisors Meeting 05/13/21	\$ 200.00
Frontier Communications of Florida	003940	813-909-4569-121718-5 05/21	Account #813-909-4569-121718- 5 05/21	\$ 651.09
Greenview Landscaping, Inc.	003931	5CCSCHMO21	Monthly Maintenance for Clubhouse 05/21	\$ 1,100.00
Greenview Landscaping, Inc.	003931	5CCSMO21	Monthly Landscape Maintenance 05/21	\$ 19,000.00
Jani-King of Tampa Bay	003933	1-427941	Monthly Cleaning Service 05/21	\$ 250.00
Jerica Ramirez	003936	JR051321	Board Of Supervisors Meeting 05/13/21	\$ 200.00
Karen Hillis	003932	KH051321	Board Of Supervisors Meeting 05/13/21	\$ 200.00
McDirmitt Davis & Company LLC	003935	49044	Audit Services FY 20/21	\$ 4,000.00
Pasco County	003926	14907047	18636 Mentmore Blvd 04/21	\$ 1,532.94
Pasco County	003926	14907048	19322 Umlerland Place 04/21	\$ 200.39
Pasco County Property Appraiser	003916	040121	Non-Ad Valorem Assessment Annual Fee FY 21/22	\$ 150.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Pasco County Sheriff	003925	AR001015	Law Enforcement Services #8 05/21	\$ 8,880.25
Rizzetta & Company, Inc.	003917	INV00000058169	District Management Fees 05/21	\$ 6,126.34
Rizzetta Amenity Services	003921	INV000000000008760	Amenity Management Services 04/30/21	\$ 6,270.19
Rizzetta Amenity Services	003928	INV000000000008783	Out of Pocket Expenses 04/21	\$ 66.80
Rizzetta Amenity Services	003937	INV000000000008810	Amenity Management Services 05/14/21	\$ 7,760.27
Rizzetta Technology Services, LLC	003918	INV00000007492	Email Accounts, Admin & Maintenance 05/21	\$ 175.00
Solitude Lake Management LLC	003938	PI-A00595877	Monthly Lake & Wetland Service 05/21	\$ 528.39
Solitude Lake Management LLC	003938	PI-A00595878	Monthly Lake & Wetland Service 05/21	\$ 6,434.41
Steven A. Christie	003930	SC051321	Board Of Supervisors Meeting 05/13/21	\$ 200.00
Straley Robin Vericker	003919	19201	Monthly Legal Services 12/20	\$ 1,512.50
Straley Robin Vericker	003919	19651	Monthly Legal Services 04/21	\$ 3,198.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Straley Robin Vericker	003919	19652	Legal Services - Easement Encroachment 04/21	\$ 471.00
Suncoast Pool Service	003939	7205	Monthly Pool Service 05/21	\$ 2,000.00
Suncoast Rust Control, Inc.	003922	03404	Rust Control 04/21	<u>\$ 1,035.00</u>
Report Total				<u>\$ 84,672.10</u>

Tab 5

THIRD ADDENDUM TO THE LANDSCAPE MAINTENANCE AGREEMENT

This Third Addendum to the Landscape Maintenance Agreement (this “**Third Addendum**”), is made and entered into as of the 1st day of July, 2021 (the “**Effective Date**”), by and between the Concord Station Community Development District, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in the Pasco County, Florida (the “**District**”), and Greenview Landscaping, Inc. (the “**Contractor**”).

RECITALS

WHEREAS, the District and the Contractor entered into the Landscape Maintenance Agreement dated June, 1, 2016 (the “**Agreement**”) as amended by the First Addendum dated August 1, 2016 and the Second Addendum dated September 1, 2016, incorporated by reference herein; and

WHEREAS, the District and the Contractor desire to amend the Contractor’s Obligations under the Agreement as described in this Third Addendum; and

WHEREAS, the District and the Contractor each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Third Addendum so that this Third Addendum constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Contractor agree as follows:

1. Term of Agreement. The Agreement, as amended, shall continue on a month to month basis until terminated pursuant to Section 13 of the Agreement.

2. Ratification of Terms and Conditions. All other terms and conditions of the Agreement, as amended, remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Third Addendum as of the Effective Date.

Greenview Landscaping, Inc.

Concord Station

Community Development District

By:_____

Name:_____

Title:_____

By:_____

Steve Christie

Chair of the Board of Supervisors

Tab 8

**Concord Station
Law Enforcement Budget
Fiscal Year 2021-2022**

Personal Services:

<i>Salary:</i>	<i>Rates</i>	<i># Hours</i>	<i>Line Item Total</i>	<i>Category Total</i>
Base Salary (Grade C01)	26.14	2,210.00	57,767	
Stipend	0.00		0	
OT as a % of Base Salary	0%		0	
Total Salary:			57,767	

<i>Benefits:</i>	<i>Rates</i>	<i># Hours</i>		
Holiday Pay	26.14	102.00	2,666	
FICA	7.65%		4,623	
Retirement	25.89%		15,646	
Group Health/Life Insurance	9,500.00		9,500	
Total Benefits:			32,435	

Total Personal Services:	90,202
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Operating Expenses:

Office Supply/furniture Estimate	0
Communication (cell/air card)	940
Software Procurement/Licenses (BWC)	1,000
Software Maintenance	390.00
Vehicle Equipment incl. extra keys/remotes	0
Vehicle printer/inverter	0
Vehicle Expenses Estimate (gas/repairs/maint)	3,210.00
Radio Maintenance Estimate	180
Hiring Costs - Psyc/Poly/Drug/Credit	500
Vehicle Insurance	735
Professional Liability Insurance	1,110
Uniform and Equip replacement	500
Ammo Estimate	815
Sig/Shotgun/Carbine w/accessories	380.00
Taser w/battery pack	301.00
Taser Warranty	0
Laptop	480
Mobile Radio for Vehicle	741
Hand Held Radio/Enhanced Charger/Battery	673

Total Operating Expenses:	11,955
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Capital:

Patrol vehicle (\$35,861 less residual value of \$2,000/5 years) Year 1	6,772
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Total Capital:	6,772
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Total Estimate Sheriff's Office Costs - CONTRACT TOTAL 108,929