

# 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](http://www.concordstationcdd.com)

April 6, 2022

**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, April 14, 2022 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. STAFF REPORTS**
  - A. Deputy Update
  - B. District Engineer
    - i. Updated Labor Rates..... Tab 1
    - ii. Consideration of Drainage Cleaning at Merseyside Loop (under separate cover)
  - C. District Counsel
  - D. Field Operations Manager
    - i. Aquatics Report ..... Tab 2
    - ii. Field Inspection Report ..... Tab 3
    - iii. Greenview Weekly Reports..... Tab 4
    - iv. Consideration of Landscape Proposals..... Tab 5
  - E. Clubhouse Manager
    - i. Review Monthly Clubhouse Report..... Tab 6
  - F. District Manager..... Tab 7
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on March 10, 2022 ..... Tab 8
  - B. Consideration of Operation and Maintenance Expenditures for February 2022 ..... Tab 9
- 5. BUSINESS ITEMS**
  - A. Consideration of Mat for Gaga Ball Court Proposal..... Tab 10
  - B. Consideration of Deposit for Fountain ..... Tab 11
  - C. Consideration of Polling Location ..... Tab 12
  - D. Review of Playground Inspection Report ..... Tab 13
  - E. Consideration of Playground Demo Proposals..... Tab 14
  - F. Consideration of Playground Options (under separate cover)
- 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



## CDD Labor Rates

(July 1, 2022 – July 1, 2023)

<b><u>Classification</u></b>	<b><u>Rates</u></b>
Principal	\$225
Project Manager	\$200
Senior Engineer	\$180
Project Engineer	\$145
Engineer	\$115
Senior Surveyor	\$150
Project Surveyor	\$130
Surveyor	\$95
Survey Field Crew (3-person)	\$165
GIS Technician	\$150
Senior Environmental Scientist	\$150
Environmental Scientist	\$110
Senior Designer	\$110
Designer	\$95
Senior Engineering Technician	\$85
Engineering Technician	\$65
Senior Inspector	\$115
Inspector	\$75
Clerical	\$50

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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, March 10, 2022 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	<b>Board Supervisor, Chairman</b>
Fred Berdeguez	<b>Board Supervisor, Vice Chairman</b>
Karen Hillis	<b>Board Supervisor, Assistant Secretary</b> <b>(via conference call)</b>
Donna Matthias-Gorman	<b>Board Supervisor, Assistant Secretary</b>
Jerica Ramirez	<b>Board Supervisor, Assistant Secretary</b> <b>(via conference call)</b>

Also present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
John Vericker	<b>District Counsel, Straley Robin Vericker</b>
Stephen Brletic	<b>District Engineer, JMT Engineering</b> <b>(joined at 11:00 a.m. via conference call)</b>
Michael Speidel	<b>Clubhouse Mgr., Rizzetta Amenity Services</b>
Brandon McLemore	<b>Representative, Unique Landscaping</b>
Nick Margo	<b>Representative, Solitude (arrived at 10:15 a.m.)</b>
Deputy Phillips	<b>Pasco County Sheriff's Office</b>

Audience	<b>Present</b>
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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**

No audience member comments.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

**A. Deputy Phillips**

Deputy Phillips reviewed his report with the Board.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Unique Landscaping & Hardscape, LLC proposal for a 3-tiered fountain at Shallot Court & Umlerland Place in the amount of \$10,740.00 for, the Concord Station Community Development District.

**B. District Counsel**

Mr. Vericker reviewed legislation that will affect the early payment discounts for assessments.

**FOURTH ORDER OF BUSINESS**

**Discussion of Fence Proposal**

Mr. Speidel will collect revised proposal for the next CDD agenda.

**FIFTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**A. District Engineer**

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the encroachment easement for 18390 Aylesbury Lane, for the Concord Station Community Development District.

Mr. Brletic discussed issues with pergola by the pool. He will bring in a Structural Engineer to review.

**B. Aquatics Report**

Ms. Wallace presented the aquatics report to the Board.

**C. Field Inspection Report**

The Board reviewed the field inspection report and Greenview Weekly reports.

The Board requested an update from Greenview on a few items.

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On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Greenview fertilization proposal in the amount of \$8,700.00, for the Concord Station Community Development District.

**D. Clubhouse Manager**

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

**E. District Manager**

Ms. Wallace reminded the Board that the next meeting is scheduled for April 14, 2022 at 6:30 p.m.

Ms. Wallace reviewed her report with the Board.

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved Construction Management Services deposit payment of \$8,000.00 for the Solar Structure Agreement, for the Concord Station Community Development District.

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved Jayman Enterprises automobile insurance coverage of \$300,000 instead of the \$1,000,000 coverage as per the contract, for the Concord Station Community Development District.

**SIXTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Meeting held on  
February 10, 2022**

The Board approved the Minutes from the Board of Supervisors' Meeting held on February 10, 2022 with minor corrections.

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 February 10, 2022, as amended, for the Concord Station Community Development District.



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**SEVENTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures for January  
2022**

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for January 2022 (\$118,143.03), for the Concord Station Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Sidewalk Repair  
Proposal (under separate cover)**

On a Motion by Mr. Christie, seconded by Ms. Hillis, with all in favor, the Board of Supervisors approved the Rومانer Graphics proposal for sidewalk repairs near the clubhouse in the amount of \$4,500.00, for the Concord Station Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Pet Waste Station  
Replacement Proposal**

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Poop 911 proposal for ten (10) Pet Waste Station Replacements in the amount of \$3,950.00, for the Concord Station Community Development District.

**TENTH ORDER OF BUSINESS**

**Discussion and Recommendation for  
Artwork**

This item was tabled.

**ELEVENTH ORDER OF BUSINESS**

**Discussion of Clubhouse Rental  
Policies**

The following changes were made:

- Fitness Center hours be changed to open at 4:00 a.m. starting April 1, 2022.

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved to open the Fitness Center at 4:00 a.m. effective April 1, 2022, for the Concord Station Community Development District.

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- Verify the emergency phone number
- Page 14, \$25.00 should be \$50.00
- Page 15, remove pool sentence on #5
- Page 9, #3 change to “patrons between 12-15 accompanied by an adult

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with four in favor, and Ms. Hillis opposed, the Board of Supervisors approved the changes to the Clubhouse Rental Policies, for the Concord Station Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

An audience member addressed the Board about the age limit for the Clubhouse.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

No supervisor requests.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Christie, seconded by Ms. Ramirez, the Board of Supervisors adjourned the meeting at 1:00 p.m., for the Concord Station Community Development District.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

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# Concord Station Community Development District

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## **Operations and Maintenance Expenditures February 2022 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2022 through February 28, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:   **\$93,619.97**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADT Security Services	004262	T516220998	Clubhouse Security Service 02/22	\$ 55.63
Central Site Development, LLC	004254	14085	Demolition and Removal of Trellis and Train Station	\$ 4,516.13
Concord Station CDD	CD140	CD140	Debit Card Replenishment	\$ 963.56
Concord Station CDD	CD141	CD141	Debit Card Replenishment	\$ 841.60
DCSI, Inc.	004256	29307	Service Call/ Access Gate 12/21	\$ 240.00
Donna Matthias-Gorman	004278	DM021022	Board Of Supervisors Meeting 02/10/22	\$ 200.00
Duke Energy	004265	9100 8847 9022 11/21	10920 State Road 54 Lite Lite 11/21	\$ 4,894.16
Duke Energy	004265	9100 8847 9022 12/21	10920 State Road 54 Lite Lite 12/21	\$ 5,748.08
Duke Energy	004271	Summary Bill 01/22	Summary Bill 01/22	\$ 3,544.58
Egis Insurance Advisors LLC	004257	15098	Policy#100121607 Policy Change 10/01/21-10/01/22	\$ 192.00
Florida Department of Revenue	004267	61-8017248652-6 01/22	Sales & Use Tax 01/22	\$ 101.40
Fred Berdeguez	004272	FB021022	Board Of Supervisors Meeting 02/10/22	\$ 200.00
Frontier Communications of Florida	004263	813-909-4569-121718-5 02/22	Account #813-909-4569-121718-5 02/22	\$ 596.61
Greenview Landscaping, Inc.	004274	1CCSLIGH22	Leveled Dirt Installed Sod Replaced Gallons of Hawthorne	\$ 440.00

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Greenview Landscaping, Inc.	004274	22CCSCHOU22	Monthly Maintenance for Clubhouse 02/22	\$ 1,100.00
Greenview Landscaping, Inc.	004274	2CCS3220H	Cut Back Easement/Pond Bank Area 02/22	\$ 1,100.00
Greenview Landscaping, Inc.	004274	2CCSCDD22	Monthly Landscape Maintenance 02/22	\$ 19,000.00
Jani-King of Tampa Bay	004276	1-438878	Monthly Cleaning Service 02/22	\$ 250.00
Jerica Ramirez	004280	JR021022	Board Of Supervisors Meeting 02/10/22	\$ 200.00
Johnson, Mirmiran & Thompson, Inc.	004258	28-185908	Engineer Services 12/21	\$ 2,115.00
Johnson, Mirmiran & Thompson, Inc.	004277	29-187302	Engineer Services 01/22	\$ 3,805.00
Karen Hillis	004275	KH021022	Board Of Supervisors Meeting 02/10/22	\$ 200.00
Mr. Electric of Land O' Lakes	004264	18222673	Installation Of Dedicated New Circuit Wiring 01/22	\$ 775.99
Pasco County	004268	16119387	18636 Mentmore Blvd 01/22	\$ 438.69
Pasco County	004268	16119388	19322 UMBERLAND PLACE 01/22	\$ 10.14
Pasco County Sheriff	004259	AR001231	Law Enforcement Services #4 01/22	\$ 9,077.42
Rizzetta & Company, Inc.	004279	INV000006094	Out of Pocket Expenses 01/22	\$ 78.32

## Concord Station Community Development District

### Paid Operation & Maintenance Expenditures

February 1, 2022 Through February 28, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	004260	INV0000064839	Annual Dissemination Services FY 21/22	\$ 5,000.00
Rizzetta & Company, Inc.	004260	INV0000065350	Personnel Reimbursement 01/21/22	\$ 7,091.02
Rizzetta & Company, Inc.	004260	INV0000065409	Management Fees 02/22	\$ 6,301.34
Rizzetta Amenity Services	004266	INV00000000009446	Out of Pocket Expenses 12/21	\$ 113.84
Solitude Lake Management LLC	004281	PI-A00752968	Lake & Pond Management Services 02/22	\$ 6,247.00
Solitude Lake Management LLC	004281	Pi-A00752969	Wetland Management Services 02/22	\$ 513.00
Solitude Lake Management LLC	004281	PI-A00752970	Wetland Management Services 02/22	\$ 2,595.00
Steven A. Christie	004273	SC021022	Board Of Supervisors Meeting 02/10/22	\$ 200.00
Straley Robin Vericker	004261	20901	Legal Services 01/22	\$ 1,770.50
Suncoast Pool Service	004282	7980	Monthly Pool & Splash Pad Service 02/22	\$ 2,000.00
Suncoast Rust Control, Inc.	004269	04238	Rust Control 01/22	\$ 1,035.00
Waste Management Inc. of Florida	004270	0718160-1568-0	Waste Disposal Services 02/22	\$ 68.96
<b>Report Total</b>				<b><u>\$ 93,619.97</u></b>