

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

May 4, 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, May 12, 2022 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. STAFF REPORTS**
 - A. Deputy Update
 - B. District Engineer
 - i. Pergola Report Tab 1
 - ii. Consideration of Easement Applications Tab 2
 - C. District Counsel
 - D. Field Operations Manager
 - i. Aquatics Report Tab 3
 - ii. Landscape Inspection Services Report Tab 4
 - iii. Greenview Weekly Reports..... 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 April 14, 2022 Tab 8
 - B. Consideration of Operation and Maintenance Expenditures for March 2022 Tab 9
- 5. BUSINESS ITEMS**
 - A. Discussion of Regarding Changing the Amenity Hours Tab 10
 - B. Consideration of Holiday Lighting Proposals Tab 11
 - C. Consideration of Security Cameras Proposal Tab 12
 - D. Review of Reserve Fund Study Tab 13
 - E. Discussion Regarding FY 2022/2023 Draft Proposed Budget (under separate cover)
 - F. Consideration of Fence Proposal
 - G. Consideration of Fitness Equipment Proposal Tab 14
 - H. Consideration of GaGa Ball Court Mat Proposal..... Tab 15
 - I. Consideration of Playground Demo Proposals Tab 16
 - J. Consideration Playground Options Continued (under separate cover)

K.	Presentation of Registered Voter Count.....	Tab 17
L.	Consideration Regarding Golden Broom Service Contract	Tab 18
M.	Ratification of Drain Cleaning on Merseyside Loop	Tab 19

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

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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, April 14, 2022 at 6:30 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
Karen Hillis	Board Supervisor, Assistant Secretary (via conference call)
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Jerica Ramirez	Board Supervisor, Assistant Secretary

Also present were:

Debby Wallace	District Manager, Rizzetta & Co., Inc.
Mark Straley	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT Engineering
Michael Speidel	Clubhouse Mgr., Rizzetta Amenity Services
Deputy Phillips	Pasco County Sheriff's Office

Audience **Present**

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

The Chairman addressed the audience and discussed the splash pad, pavilion and playground.

Audience members addressed the Board regarding the playground.

The Board discussed the playground report and audience comments.

On a Motion by Ms. Ramirez, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors approved to have District Counsel and District Engineer review the playground contract and bring their findings back to the Board at the next CDD meeting, for the Concord Station Community Development District.

THIRD ORDER OF BUSINESS

Consideration of Playground Demo Proposals

This item was tabled.

FOURTH ORDER OF BUSINESS

Staff Reports

The Board discussed removing and replacing playground with a new playground. A final decision was tabled until the review of the contract for the current playground equipment is finalized.

An audience member addressed the Board regarding the fishpond on Mentmore.

An audience member addressed the Board about the Gaga pit in Drexel.

A. Deputy Phillips

Deputy Phillips provided an update to the Board.

FIFTH ORDER OF BUSINESS

**Consideration of Playground Options
(under separate cover)**

Mr. Speidel presented research on possible new playgrounds, and a proposal with digital pictures of a playground recommended by one vendor.

The Board requested compiling proposals with the following additions:

- Vendors to include permitting in price
- Vendors provide dumpster
- Vendors do all work and not leave any small items to the District
- Add a price for a multi-child swing
- Add shade structure as a separate line item
- District Engineer to investigate adding additional trees for shade as an alternative to a structure
- District Engineer to look at extending playground boundaries

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SIXTH ORDER OF BUSINESS

Staff Reports (Continued)

A. District Engineer

Mr. Brletic provided an update on the pool pavilion and will provide a report and proposal for the next CDD meeting.

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the Merseyside Loop drainage project at a not-to-exceed amount of \$5,000.00 to purge the drain, for the Concord Station Community Development District.

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved JMT's July 1, 2022 - July 1, 2023 CDD Labor Rates, for the Concord Station Community Development District.

B. District Counsel

No report.

SEVENTH ORDER OF BUSINESS

Consideration of Mat for Gaga Ball Court Proposal

This item was tabled. Mr. Brletic will investigate other options.

EIGHTH ORDER OF BUSINESS

Staff Reports (Continued)

A. Aquatics Report

Ms. Wallace presented the aquatics report to the Board.

B. Field Inspection Report

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

On a Motion by Ms. Hillis, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Greenview proposal for Sunlake median to remove and replace damaged plants with pink Muhly grass in the amount of \$1,200.00, for the Concord Station Community Development District.

C. Clubhouse Manager

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

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D. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for May 12, 2022 at 10:00 a.m.

Ms. Wallace reviewed her report with the Board.

The quarterly website compliance audit has been completed. The district passed all criteria.

NINTH ORDER OF BUSINESS

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

The Board approved the Minutes from the Board of Supervisors' Meeting held on March 10, 2022.

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 March 10, 2022, as presented, for the Concord Station Community Development District.

TENTH ORDER OF BUSINESS

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

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for February 2022 (\$93,619.97), for the Concord Station Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of Deposit for Fountain

On a Motion by Mr. Berdeguez, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved a 50% deposit of \$5,370.00, for Unique Landscaping & Hardscapes for the fountain, for the Concord Station Community Development District.

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TWELFTH ORDER OF BUSINESS

Consideration of Polling Location

On a Motion by Mr. Christie, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Facility Use Agreement for Supervisor of Elections for Pasco County for August 23, 2022 and November 8, 2022 for the Concord Station Clubhouse, for the Concord Station Community Development District.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

No audience comments.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Ramirez asked about getting different shaped tables for the Clubhouse and Steve and Donna weighed in on same.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, the Board of Supervisors adjourned the meeting at 8:29 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 March 2022 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2022 through March 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$143,772.25**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
ADT Security Services	004291	905337864	Clubhouse Security Service 03/22	\$ 55.63
Concord Station CDD	CD143	CD143	Debit Card Replenishment	\$ 639.99
Concord Station CDD	CD142	CD142	Debit Card Replenishment	\$ 403.66
Concord Station CDD	CD144	CD144	Debit Card Replenishment	\$ 618.67
Concord Station CDD	CD145	CD145	Debit Card Replenishment	\$ 647.55
Construction Management Services LLC	004300	1009	Down Payment 50% New Pergola 02/22	\$ 8,000.00
DCSI, Inc.	004284	29382	Install Floor Gaming PC & Projector 02/22	\$ 489.00
DCSI, Inc.	004284	29384	Access Key Fobs 01/22	\$ 525.00
DCSI, Inc.	004284	29385	Relocate Access Pointe In Club House 01/22	\$ 115.00
Donna Matthias-Gorman	004306	DM031022	Board Of Supervisors Meeting 03/10/22	\$ 200.00
Duke Energy	20220315-1	9100 8847 9022 01/22	10920 State Road 54 Lite Lite 01/22	\$ 5,748.08
Duke Energy	ACH03182022-1	Summary Bill 02/22	Summary Bill 02/22	\$ 5,804.17
Earth Networks, Inc.	004285	WBB0044775	LX Alerting Subscription 06/19/21-06/18/22	\$ 1,575.00
Egis Insurance Advisors LLC	004312	15362	Policy#100117607 Policy Change 10/01/21-10/01/22	\$ 379.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Pinoy Inc	004301	1275	A/C Repairs 03/22	\$ 2,335.00
Fitness Logic	004313	104979	QRTLY Maintenance & Cleaning Labor 01/22	\$ 165.00
Fitness Logic	004292	105896	Replace Cable For Fitness Equipment 02/22	\$ 220.99
Fitness Logic	004302	106063	QRTLY Maintenance & Cleaning Labor 03/22	\$ 165.00
FitRev, Inc.	004314	25168	Gym Machine Maintenance 03/22	\$ 450.00
Florida Department of Revenue	004293	61-8017248652-6 02/22	Sales & Use Tax 02/22	\$ 65.42
Fred Berdeguez	004298	FB031022	Board Of Supervisors Meeting 03/10/22	\$ 200.00
Frontier Communications of Florida	004286	813-909-4569-121718-5 03/22	Account #813-909-4569-121718-5 03/22	\$ 596.61
Greenview Landscaping, Inc.	004303	3CCSCDDMO22	Monthly Landscape Maintenance 03/22	\$ 19,000.00
Greenview Landscaping, Inc.	004303	3CCSCHMO22	Monthly Maintenance for Clubhouse 03/22	\$ 1,100.00
Jayman Enterprises, LLC	004305	1925	Assemble Purchased Benches 03/22	\$ 1,600.00
Jerica Ramirez	004309	JR031022	Board Of Supervisors Meeting 03/10/22	\$ 200.00
Karen Hillis	004304	KH031022	Board Of Supervisors Meeting 03/10/22	\$ 200.00
Let's Plan A Party	004315	040922 Let's Plan A Party	Event Entertainment for Easter	\$ 950.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Outdoor Furniture Connection	004294	17222	20 Existing Chaise Lounges Full Straps 01/22	\$ 2,350.00
Pasco County	004296	16256134	18636 Mentmore Blvd 02/22	\$ 344.19
Pasco County	004296	16257753	19322 Umlerland Place 02/22	\$ 10.14
Pasco County Sheriff	004295	AR001275	Law Enforcement Services #5 02/22	\$ 9,077.42
Pasco County Sheriff	004307	AR001287	Law Enforcement Services #6 03/22	\$ 9,077.42
Rizzetta & Company, Inc.	004297	INV000006435	General Management & Oversight 03/04/22	\$ 13,645.23
Rizzetta & Company, Inc.	004287	INV0000065648	General Management & Oversight 02/04/22	\$ 8,035.81
Rizzetta & Company, Inc.	004283	INV0000066121	Personnel Reimbursement 02/18/22	\$ 7,677.93
Rizzetta & Company, Inc.	004283	INV0000066325	Management Fees 03/22	\$ 6,301.34
Rizzetta & Company, Inc.	004308	INV0000066589	Out of Pocket Expenses 02/22	\$ 161.40
Rizzetta & Company, Inc.	004316	INV0000066759	Personnel Reimbursement 03/18/22	\$ 6,269.24
Site Masters of Florida, LLC	004288	022522-1	Backflow Preventer Installation For New Park 02/22	\$ 4,400.00
Site Masters of Florida, LLC	004288	022622-3	Removed Vegetative Overgrowth From Wetland 02/22	\$ 3,800.00
Solitude Lake Management LLC	004310	PI-A00770901	Lake & Pond Management Services 03/22	\$ 6,247.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2022 Through March 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Solitude Lake Management LLC	004310	PI-A00770902	Wetland Management Services 03/22	\$ 513.00
Solitude Lake Management LLC	004310	PI-A00770903	Wetland Management Services 03/22	\$ 2,595.00
Steven A. Christie	004299	SC031022	Board Of Supervisors Meeting 03/10/22	\$ 200.00
Straley Robin Vericker	004317	20569	Legal Services - Easement Encroachment 10/21	\$ 286.15
Straley Robin Vericker	004289	21027	Legal Services 02/22	\$ 3,155.50
Straley Robin Vericker	004289	21028	Legal Services - Easement Encroachment 01/22	\$ 291.20
Straley Robin Vericker	004317	21263	Legal Services 03/22	\$ 3,581.01
Straley Robin Vericker	004317	21264	Legal Services - Easement Encroachment 03/22	\$ 219.50
Suncoast Pool Service	004311	8061	Monthly Pool & Splash Pad Service 03/22	\$ 2,000.00
Suncoast Rust Control, Inc.	004290	04295	Rust Control 02/22	\$ 1,085.00
Report Total				<u>\$ 143,772.25</u>