

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

February 2, 2023

**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 9, 2023 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
 - C. District Counsel
 - D. Field Operations Manager
 - i. Aquatics Report Tab 1
 - ii. Landscape Inspection Services Report Tab 2
 - iii. Greenview Weekly Reports..... Tab 3
 - iv. Consideration of Landscape Proposals..... Tab 4
 - E. Clubhouse Manager
 - i. Review Monthly Clubhouse Report..... Tab 5
 - ii. Consideration of Marquee Proposals Tab 6
 - F. District Manager Tab 7
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on January 12, 2023 Tab 8
 - B. Consideration of Operation and Maintenance Expenditures for November 2022..... Tab 9
- 5. BUSINESS ITEMS**
 - A. Discussion Regarding Fiscal Year 2023/2024 Budget
 - i. Discussion Regarding Capital Improvements Tab 10
 - ii. Discussion Regarding Reserve Study & Stormwater Analysis Reports Tab 11
 - B. Consideration of Price Increase for Suncoast Pools Tab 12
 - C. Ratify Repair Costs and Consideration of Insurance Claim for Lightning Damage Tab 13
 - D. Consideration of Letter to Pasco County Traffic Manager (under separate cover)
- 6. 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, January 12, 2023 at 10:10 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
Jim Steele	Board Supervisor, Assistant Secretary
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Jerica Ramirez	Board Supervisor, Assistant Secretary (via conf. call)

Also present were:

Debby Wallace	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker
Stephen Brletic	District Engineer, JMT
Michael Speidel	Clubhouse Mgr., Rizzetta & Co., Inc.
Deputy Brown	Pasco County Sheriff's Department

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

Audience members addressed the Board about landscape maintenance and parking on CDD property.

THIRD ORDER OF BUSINESS

Staff Reports

A. District Financial Services Manager

i. Discussion of Series 2016 Revenue Account Balance

As a follow up to last meeting, the excess revenue will be deposited to the 2016A prepayment account.

B. Deputy Brown

Ms. Wallace introduced Deputy Brown to the Board.

C. District Engineer

i. Consideration of Parking Lot Repairs Proposal

The Board reviewed the proposals. The Board directed Ms. Wallace to add \$25,000.00 for parking lot repairs to the Capital Improvement line items for Fiscal Year 2023/2024 proposed budget.

ii. Consideration of Proposal for Pond R9

On a Motion by Mr. Christie, seconded by Ms. Matthias--Gorman, with four in favor, and Mr. Berdeguez opposed, the Board of Supervisors approved the Finn Outdoor proposal in the amount of \$6,500.00, for the Concord Station Community Development District.

iii. Acceptance of JMT Resignation Letter (under separate cover)

On a Motion by Mr. Berdeguez, seconded by Mr. Christie, with all in favor, the Board of Supervisors accepted JMT resignation letter for engineering services, for the Concord Station Community Development District.

Ms. Wallace will send an email to JMT that the Board accepted their resignation.

iv. Consideration of BDI Proposal (under separate cover)

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the BDI proposal for engineering services, for the Concord Station Community Development District.

D. District Counsel

No report. Ms. Wallace to follow up with Game Time on permit and delivery of equipment.

E. Aquatics Report

Ms. Wallace presented the aquatics report to the Board. Ms. Wallace to send letter to 19241 Umlerland Place to remove fence from CDD easement.

F. Field Inspection Report

The Board reviewed the field inspection report. Ms. Wallace to send an email to Greenview to maintain weeds in the pocket park plant beds.

i. Consideration of Landscape Proposals

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias--Gorman, with all in favor, the Board of Supervisors approved the Greenview proposal for mulch installation in the amount of \$27,315.00, for the Concord Station Community Development District.

On a Motion by Mr. Christie, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors approved the Greenview Podocarpus plants along fence line at Trinity Cottage in the amount of \$2,840.00, for the Concord Station Community Development District.

The Board tabled the additional invoice from Greenview for Trinity Cottage Podocarpus installation.

G. Clubhouse Manager

i. Review of Monthly Clubhouse Report

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

ii. Consideration of JNS Pressure Washing Proposal

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Steele, with all in favor, the Board of Supervisors approved the JNS Pressure Washing proposal in the amount of \$4,750.00, for the Concord Station Community Development District.

iii. Consideration of Marquee Proposals

The Board tabled these proposals and asked to remove #3 proposal. Mr. Speidel will collect proposals for a larger illuminated sign and check with the District Engineer if the sign can be installed in front of the clock tower.

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On a Motion by Ms. Ramirez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved cancelling Frontier and adding Spectrum for internet, subject to 3 months free and waive of set up construction fee, for the Concord Station Community Development District.

H. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for February 9, 2023, at 6:30 p.m.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Special Meeting
held on November 28, 2022**

On a Motion by Mr. Christie, seconded by Mr. Steele, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Special Meeting held on November 28, 2022, as amended, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

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

On a Motion by Mr. Christie, seconded by Mr. Berdeguez, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for October 2022 (\$257,133.30), for the Concord Station Community Development District.

SIXTH ORDER OF BUSINESS

Establish Audit Committee

On a Motion by Ms. Matthias-Gorman, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors appointed the Board of Supervisors as the Audit Committee, for the Concord Station Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Tri-Party Agreement

On a Motion by Mr. Steele, seconded by Mr. Christie, with all in favor, the Board of Supervisors approved the Tri-Party Agreement, for the Concord Station Community Development District.

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EIGHTH ORDER OF BUSINESS

**Consideration of Audit Engagement
Letter for Fiscal Year 2022**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the McDirmit Davis Audit Engagement Letter for Fiscal Year 2022, for the Concord Station Community Development District.

NINTH ORDER OF BUSINESS

Supervisor Requests

Ms. Matthias-Gorman will send a draft letter to Ms. Wallace to add to agenda regarding the CDD in favor of traffic control at the school.

TENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Christie, seconded by Mr. Steele, the Board of Supervisors adjourned the meeting at 12:05 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

November 2022

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2022 through November 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$85,304.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ADT Security Services, Inc.	100090	952465422	Clubhouse Security Services 11/22	\$ 51.99
City Wide Facility Solutions	100107	32019013361	Monthly Cleaning Service 11/22	\$ 800.00
Clean Sweep Supply Co., Inc.	100100	4736	Janitorial Supplies 09/22	\$ 81.05
Clean Sweep Supply Co., Inc.	100091	5053	Janitorial Supplies 10/22	\$ 136.50
Clean Sweep Supply Co., Inc.	100108	5228	Janitorial Supplies 10/22	\$ 1,312.98
Department of Economic Opportu	100095	86800 FY22/23	Special District Fee FY22/23	\$ 175.00
Donna Matthias-Gorman	100109	DG112822	Board of Supervisors Meeting 11/28/2022	\$ 200.00
Duke Energy		9100 8845 0087 10/22	0000 Trinity Cottage Drive Light 10/22	\$ 1,165.23
Duke Energy		Summary Bill 10/22	Summary Bill 10/22	\$ 10,551.79
Florida Department of Revenue	100101	61-8017248652-6 10	Sales & Use Tax 10/22	\$ 112.52
Fred Berdeguez	100110	FB112822	Board of Supervisors Meeting 11/28/2022	\$ 200.00
Frontier Florida, LLC		813-909-4569-12171	Account #813-909-4569-121718-5 11/22	\$ 618.31
Greenview Landscaping, Inc.	100112	11CCSCDD22	Monthly Landscape Maintenance 11/22	\$ 19,000.00
Greenview Landscaping, Inc.	100112	11CCSCHMO22	Monthly Maintenance for Clubhouse 11/22	\$ 1,100.00
Greenview Landscaping, Inc.	100111	11CCSDRAIN2	Drain Clean Up - Conservation Area 11/22	\$ 250.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Illuminations Holiday Lighting, LLC	100113	319922	Holiday Lighting Deposit Due 09/22	\$ 8,900.00
Johnson Mirmiran & Thompson, LLP	100114	38-200996	Engineer Services 10/22	\$ 1,250.00
Pasco County Tax Collector	100115	21-26-18-0010-2450	Ad Valorem Taxes & Non-Ad Valorem Assessments 2022	\$ 1,851.36
Pasco County Utilities	100102	17441101	18636 Mentmore Blvd 10/22	\$ 448.11
Pasco County Utilities	100098	17444674	19322 Umlerland Place 10/22	\$ 69.66
Pinot's Palette Wesley Chapel	100106	111922	Paint Night 11/19/22	\$ 1,110.00
Poop 911	100092	CS2022	Annual Service FY22/23	\$ 5,446.98
Rizzetta & Company, Inc.	100099	INV0000072602	District Management Fees 11/22	\$ 6,518.34
Rizzetta & Company, Inc.	100093	INV0000072695	Personnel Reimbursement 10/28/22	\$ 8,299.46
Rizzetta & Company, Inc.	100103	INV0000072726	Out of Pocket Expenses 10/22	\$ 118.75
Rizzetta & Company, Inc.	100104	INV0000072751	Amenity Management & Oversight/Personnel Reimbursement	\$ 10,175.38
Steven A. Christie	100116	SC112822	Board of Supervisors Meeting 11/28/2022	\$ 200.00
Straley Robin Vericker	100105	22183	Legal Services 10/22	\$ 1,893.50
Straley Robin Vericker	100105	22184	Legal Services Easement Encroachment 10/22	\$ 33.00
Suncoast Pool Service, Inc.	100117	8747	Monthly Pool Maintenance 11/22	\$ 2,000.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2022 Through November 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Suncoast Rust Control, Inc.	100094	5063	Rust Control 10/22	\$ 1,085.00
Times Publishing Company	100118	0000257341 11/16/2	Legal Advertising Acct# 121715 11/16/22	\$ 92.80
Waste Management Inc. of Florida		0793160-1568-8	Waste Disposal Services 11/22	<u>\$ 57.14</u>
TOTAL				<u>\$ 85,304.85</u>