

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

March 1, 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, March 9, 2023 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
 - 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. Ratification of Irrigation Proposal Tab 4
 - v. Consideration of Landscape Proposals..... Tab 5
 - E. Clubhouse Manager
 - i. Review Monthly Clubhouse Report..... Tab 6
 - ii. Consideration of Marquee Proposals Tab 7
 - F. District Manager Tab 8
- 4. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Audit Committee Meeting held on February 9, 2023..... Tab 9
 - B. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on February 9, 2023 Tab 10
 - C. Consideration of Operation and Maintenance Expenditures for December 2022 and January 2023..... Tab 11
- 5. BUSINESS ITEMS**
 - A. Consideration of Letter to Pasco County Traffic Manager Tab 12
 - B. Consideration of Playground Inspection Proposal Tab 13
 - C. Consideration of Suncoast Rust Control Agreement..... Tab 14
- 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
Regional District Manager

Tab 9

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
February 9, 2023 Minutes of Meeting
Page 1

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 audit committee meeting of the Concord Station Community Development District was held on **Thursday, February 9, 2023 at 6:36 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, Committee Member
Fred Berdeguez	Board Supervisor, Committee Member
Jim Steele	Board Supervisor, Committee Member
Donna Matthias-Gorman	Board Supervisor, Committee Member
Jerica Ramirez	Board Supervisor, Committee Member

Also present were:

Debby Wallace	District Manager, Rizzetta & Co., Inc.
John Vericker	District Counsel, Straley Robin Vericker

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

Consideration of Audit Proposal Instructions

On a Motion by Mr. Steele, seconded by Mr. Berdeguez, with all in favor, the Audit Committee approved the audit proposal instructions with price, for the Concord Station Community Development District.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
February 9, 2023 Minutes of Meeting
Page 2

THIRD ORDER OF BUSINESS

**Consideration of Audit Evaluation
Criteria**

On a Motion by Ms. Matthias-Gorman, seconded by Mr. Christie, with all in favor, the Audit Committee approved the audit evaluation criteria with price, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of RFP for Audit
Services Advertisement**

On a Motion by Mr. Christie, seconded by Mr. Steele, with all in favor, the Audit Committee approved RFP for Audit Services advertisement, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, the Audit Committee adjourned the meeting at 6:39 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 10

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
February 9, 2023 Minutes of Meeting
Page 1

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, February 9, 2023 at 6:40 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
Jim Steele	Board Supervisor, Assistant Secretary
Donna Matthias-Gorman	Board Supervisor, Assistant Secretary
Jerica Ramirez	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, BDI
Deputy Brown	Pasco County Sheriff's Department

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

No audience member comments.

THIRD ORDER OF BUSINESS

Staff Reports

A. Deputy Brown

Deputy Brown provided an update to the Board.

B. District Engineer

Mr. Brletic provided an update on the Shade Pavilion repairs. The permit has been received and repairs will begin shortly.

Mr. Brletic provided an update on the Playground installation. Installation is anticipated to begin mid-March.

Mr. Speidel is working on Splash Pad repairs.

Mr. Brletic discussed the cracks in the Tennis and Basketball Courts. He inspected and provided an opinion (under separate cover).

C. District Counsel

No report.

D. Aquatics Report

Ms. Wallace presented the aquatics report to the Board.

E. Field Inspection Report

The Board reviewed the field inspection report.

i. Consideration of Landscape Proposals

The Board reviewed the proposal for Podocarpus and did not approve.

F. Clubhouse Manager

i. Review of Monthly Clubhouse Report

Ms. Wallace presented the monthly Clubhouse Report to the Board.

ii. Consideration of Marquee Proposals

This item was tabled to the March 9, 2023 meeting.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
February 9, 2023 Minutes of Meeting
Page 3

G. District Manager

Ms. Wallace reminded the Board that the next meeting is scheduled for March 9, 2023, at 10:00 a.m.

Ms. Wallace presented under separate cover the MPLC Licensing Agreement proposal in the amount of \$1,549.00 to begin February 1, 2023.

On a Motion by Mr. Christie, seconded by Mr. Steele, with three in favor, and. Mr. Berdeguez and Ms. Ramirez opposed, the Board of Supervisors approved the MPLC Licensing Agreement in the amount of \$1,549.00, for the Concord Station Community Development District.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Regular Meeting
held on January 12, 2023**

On a Motion by Ms. Ramirez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' Regular Meeting held on January 12, 2023, for the Concord Station Community Development District.

FIFTH ORDER OF BUSINESS

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

On a Motion by Mr. Berdeguez, seconded by Ms. Ramirez, with all in favor, the Board of Supervisors ratified the Operation and Maintenance Expenditures for November 2022 (\$83,304.85), for the Concord Station Community Development District.

SIXTH ORDER OF BUSINESS

**Discussion Regarding Capital
Improvements**

The Board directed Ms. Wallace to add #4, #5, #6, #7 (\$5,000.00) and #11 to Fiscal Year 2023/2024 proposed budget under Capital Outlay.

SEVENTH ORDER OF BUSINESS

Discussion Regarding Revenues

Mr. Christie and Ms. Wallace reviewed, and the Board discussed.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
February 9, 2023 Minutes of Meeting
Page 4

EIGHTH ORDER OF BUSINESS

**Consideration of Price Increase for
Suncoast Pools**

On a Motion by Mr. Berdeguez, seconded by Ms. Matthias-Gorman, with all in favor, the Board of Supervisors approved Suncoast Pools increase of \$300.00 to \$2,300.00 starting January 2023, for the Concord Station Community Development District.

NINTH ORDER OF BUSINESS

**Ratify Repair Costs and Consideration
of Insurance Clam for Lightning
Damage**

On a Motion by Ms. Ramirez, seconded by Mr. Steele, with all in favor, the Board of Supervisors ratified repairs by DCSI for \$10,148.00 and file an insurance claim for these charges associated with lightning strike, for the Concord Station Community Development District.

TENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Ramirez requests a \$1,000.00 debit card for Rizzetta employee Kelsee Ratcliff.

On a Motion by Mr. Steele, seconded by Ms. Ramirez, with three in favor, and Mr. Berdeguez and Ms. Matthias-Gorman opposed, the Board of Supervisors approved a \$1,000.00 Debit Card for Kelsee Ratcliff, for the Concord Station Community Development District.

Ms. Matthias-Gorman reviewed a draft letter to Pasco County regarding traffic on Mentmore. The Board directed Ms. Wallace to add to the next meeting agenda.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Berdeguez, seconded by Mr. Steele, the Board of Supervisors adjourned the meeting at 8:34 p.m., for the Concord Station Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 11

Concord Station Community Development District

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Operations and Maintenance Expenditures December 2022 For Board Approval

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

The total items being presented: **\$121,815.74**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ADT Security Services, Inc.	100134	958336976	Clubhouse Security Services 12/22	\$51.99
Amelia Island Catering, Inc.	100129	121022	Balance Due for Food Catered for Event 12/10/22	\$1,602.40
City Wide Facility Solutions	100138	32019013932	Monthly Cleaning Service 12/22	\$800.00
Clean Sweep Supply Co., Inc.	100135	5388	Janitorial Supplies 11/22	\$513.10
Clean Sweep Supply Co., Inc.	100139	5485	Janitorial Supplies 12/22	\$219.10
Duke Energy		Summary Bill 11/22	Summary Bill 11/22	\$10,046.97
Florida Department of Revenue	100130	61-8017248652-6 11/2	Sales & Use Tax 11/22	\$70.65
Frontier Florida, LLC		22-Dec	Account #813-909-4569-121718-5 12/22	\$624.75
Greenview Landscaping, Inc.	100119	10CCSSOK22	Installed 14 Podocarpus on Tuckerton 11/22	\$560.00
Greenview Landscaping, Inc.	100140	123407CHE22	Cut Back the Conservation 12/22	\$800.00
Greenview Landscaping, Inc.	100140	12CCHOU22	Monthly Maintenance for Clubhouse 12/22	\$1,100.00
Greenview Landscaping, Inc.	100140	12CCSCDD22	Monthly Landscape Maintenance 12/22	\$19,000.00
Greenview Landscaping, Inc.	100131	12CCSPOIN22	Installed 14 Poinsettias in Front of Clock Tower 12/22	\$126.00
Greenview Landscaping, Inc.	100131	9CCSFER22.	Fertilized St. Augustine & Oranamentals 11/22	\$12,700.00
Hughes Exterminators	100120	49380353	Pest Control Service Int/Ext 11/22	\$50.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
James C Steele	100121	JS112822	Board of Supervisors Meeting 11/28/2022	\$200.00
Kimi Kady	100122	Kady 112922	Singer for Christmas Party 12/10/22	\$750.00
Let's Plan A Party	100136	121322 Let's Plan	Entertainment for Christmas Family Event 12/22	\$2,150.00
Master Consulting Engineers, Inc	100141	20826	Capital Improvements 09/22	\$3,900.00
Pasco County Sheriff's Office	100123	AR001777	Law Enforcement Services #1 10/22	\$9,834.59
Pasco County Sheriff's Office	100124	AR001778	Law Enforcement Services #2 11/22	\$9,834.59
Pasco County Utilities	100137	17591545	18636 Mentmore Blvd 11/22	\$519.67
Pasco Sheriff's Office	100142	AR001798	Law Enforcement Services 12/22	\$9,834.59
Rizzetta & Company, Inc.	100125	INV0000073248	12/22 District Management Fees 12/22	\$6,518.34
Rizzetta & Company, Inc.	100126	INV0000073348	Amenity Management & Oversight 11/25/22	\$9,333.95
Rizzetta & Company, Inc.	100132	INV0000073383	Out of Pocket Expenses 11/22	\$161.88
Rizzetta & Company, Inc.	100133	INV0000073407	Amenity Management & Oversight 12/9/22	\$10,466.79
Solitude Lake Management, LLC	100127	PSI-26964	Lake & Pond Management Services 11/22	\$6,247.00
Solitude Lake Management, LLC	100127	PSI-27367	Wetland Management Services 11/22	\$513.00
Straley Robin Vericker	100128	22330	Legal Services 11/22	\$1,171.07

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2022 Through December 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Straley Robin Vericker	100128	22331	Legal Services Easement Encroachment 11/22	\$51.35
Suncoast Pool Service, Inc.	100143	8833	Monthly Pool Maintenance 12/22	\$2,000.00
Waste Management Inc. of Florida		17-45064-33006	Waste Disposal Services 12/22	<u>\$63.96</u>
TOTAL				<u>\$121,815.74</u>

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Operations and Maintenance Expenditures

January 2023

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2023 through January 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$125,369.65**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Action Kawasaki Yamaha	100165	49014	Kawasaki Mule Maintenance 01/23	\$643.54
ADT Security Services, Inc.	100169	964374381	Clubhouse Security Services 01/23	\$56.38
City Wide Facility Solutions	100170	32019014507	Monthly Cleaning Service 1/23	\$800.00
Commercial Energy Specialists, Inc.	100156	220360	Replacement of U.V. Sanitation Bulbs 01/23	\$1,412.03
Donna Matthias-Gorman	100157	DM011223	Board of Supervisors Meeting 01/12/23	\$200.00
Duke Energy		9100 8845 0087 11/22 0000	Trinity Cottage Drive Light 11/22	\$1,165.23
Duke Energy		Summary Bill 12/22	Summary Bill 12/22	\$10,927.86
Fitness Logic, Inc.	100146	110533	Quarterly General Maintenance & Cleaning Labor 12/22	\$165.00
Florida Department of Revenue	100153	61-8017248652-6 12/22	Sales & Use Tax 12/22	\$102.06
Fred Berdeguez	100158	FB011223	Board of Supervisors Meeting 01/12/23	\$200.00
Frontier Florida, LLC		813-909-4569-121718	Account #813-909-4569-121718-5 01/23 Autopay	\$651.39
Gaspar Stitch, LLC	100166	1127	Staff Shirts 01/23	\$533.38
Greenview Landscaping, Inc.	100167	1CCSCDD23	Monthly Landscape Maintenance 01/23	\$20,900.00
Hughes Exterminators	100152	49726416	Pest Control Service Int/Ext 12/22	\$50.00
Illuminations Holiday Lighting, LLC	100154	319122	Holiday Lighting Balance Due 12/22	\$8,900.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
James C Steele	100159	JS011223	Board of Supervisors Meeting 01/12/23	\$200.00
Jerica Ramirez	100160	JC011223	Board of Supervisors Meeting 01/12/23	\$200.00
Johnson Mirmiran & Thompson, Inc.	100147	3962202963	Engineer Services 11/22	\$1,660.00
Pasco County Sheriff's Office	100171	AR001808	Law Enforcement Services 01/23	\$9,834.59
Pasco County Utilities	100148	17597867	19322 UMBERLAND PLACE 11/22	\$144.21
Pasco County Utilities	100161	17733170	18636 Mentmore Blvd 12/22	\$422.47
Pasco County Utilities	100161	17738372	19322 UMBERLAND PLACE 12/22	\$167.46
Pope's Water Systems, Inc.	100149	68454	Irrigation Pump Repairs 05/21	\$767.50
Pope's Water Systems, Inc.	100149	68455	Irrigation Pump Repairs 05/21	\$190.00
Rizzetta & Company, Inc.	100145	INV0000074686	District Management Fees 1/23	\$6,518.34
Rizzetta & Company, Inc.	100144	INV0000074779	Personnel Reimbursement 12/22	\$9,418.86
Rizzetta & Company, Inc.	100163	INV0000074887	Annual Dissemination Services 01/23	\$5,000.00
Rizzetta & Company, Inc.	100155	INV0000074943	Amenity Management & Oversight/Personnel Reimbursement 01/23	\$11,025.61
Rizzetta & Company, Inc.	100164	INV0000075262	Personnel Reimbursement 01/23	\$9,314.02
Sitex Aquatics, LLC	100172	7157B	Quarterly Fountain Maintenance 1ST Q 01/23	\$375.00

Concord Station Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2023 Through January 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Solitude Lake Management, LLC	100150	PSI-32115	Lake & Pond Maintenance 12/22	\$513.00
Solitude Lake Management, LLC	100150	PSI-32998	Lake & Pond Management Services 12/22	\$6,247.00
Solitude Lake Management, LLC	100150	PSI-33934	Wetland Management Services 12/22	\$2,595.00
Solitude Lake Management, LLC	100173	PSI-37726	Lake & Pond Management Services 01/23	\$6,247.00
Solitude Lake Management, LLC	100173	PSI-39904	Lake & Pond Maintenance 01/23	\$513.00
Solitude Lake Management, LLC	100173	PSI-42376	Wetland Management Services 01/23	\$2,595.00
Steven A. Christie	100162	SC011223	Board of Supervisors Meeting 01/12/23	\$200.00
Straley Robin Vericker	100168	22469	Legal Services 12/22	\$2,013.00
Straley Robin Vericker	100168	22470	Legal Services Easement Encroachment 12/22	\$125.85
Suncoast Rust Control, Inc.	100151	5160	Rust Control 11/22	\$1,085.00
Suncoast Rust Control, Inc.	100174	5264	Rust Control 12/22	\$1,085.00
Times Publishing Company	100175	0000268059 01/25/23	Legal Advertising Acct# 121715 01/25/23	\$124.00
Waste Management Inc. of Florida		0810080-1568-7 1/23	Waste Disposal Services 1/23	<u>\$81.87</u>

Total

\$125,369.65