

MEDITERRA

**COMMUNITY DEVELOPMENT
DISTRICT**

December 6, 2023

BOARD OF SUPERVISORS

REGULAR

MEETING AGENDA

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Mediterra Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889

November 29, 2023

Board of Supervisors
Mediterra Community Development District

ATTENDEES: Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.
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Dear Board Members:

The Board of Supervisors of the Mediterra Community Development District will hold a Regular Meeting on December 6, 2023 at 9:00 a.m., in the Bella Vita I Room at the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments (*3 minutes per speaker*)
3. Chairman's Comments
4. Consideration of Resolution 2024-01, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date
5. Discussion: Evaluation Criteria for Bidding Process
6. Discussion/Consideration of MRI Inspection, LLC Estimate #4434 [ROV of Lake Interconnecting Pipes]
7. Continued Discussion/Update: Nature Trail and Boardwalk
 - Continued Discussion/Consideration: E-Blast to Residents
8. Acceptance of Unaudited Financial Statements as of October 31, 2023
 - 2023 Operations Financial Impact Analysis
 - Breakdown/Summary Report
9. Approval of October 18, 2023 Regular Meeting Minutes
10. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*


- B. District Engineer: *Johnson Engineering, Inc.*
 - Update: Permit Extension – Phase 3 East Stormwater Pond 74
- C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: January 17, 2024 at 9:00 AM
 - QUORUM CHECK

SEAT 1	MARY WHEELER	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	KENNETH TARR	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	JOHN HENRY	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	ROBERT GREENBERG	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	VICKI GARTLAND	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- D. Operations Manager: *Wrathell, Hunt and Associates, LLC*
 - Key Activity Dates Report
11. Action/Agenda or Completed Items
 12. Old Business
 13. Supervisors’ Requests
 14. Public Comments (*3 minutes per speaker*)
 15. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,


Chesley “Chuck” E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 229 774 8903

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEDITERRA COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE DISTRICT MANAGER TO APPOINT SIGNORS ON THE LOCAL BANK ACCOUNT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Mediterra Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the District’s Board of Supervisors desires to appoint the District Chair, Treasurer and Assistant Treasurer as signors on the local bank account.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MEDITERRA COMMUNITY DEVELOPMENT DISTRICT THAT:

1. **DESIGNATING AUTHORIZED SIGNATORIES.** The District Chair, Treasurer and Assistant Treasurer shall be appointed as signors on the local account.

2. **EFFECTIVE DATE.** This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 6th day of December, 2023.

ATTEST:

MEDITERRA COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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From: Willson, Alyssa C. <Alyssa.Willson@KutakRock.com>

Sent: Wednesday, October 18, 2023 4:47 PM

To: reglitig8r@comcast.net; 'Chuck Adams - Wrathell, Hunt & Associates, LLC' <adamsc@whhassociates.com>; 'Cleo Adams' <cleo.adams@whhassociates.com>

Subject: RE: Apologies I was having a lot of feedback on the phone connection

It is our firm's standard evaluation criteria used for projects that exceed the \$195k annual maintenance bid threshold to provide an evaluation basis for award of contract to the most responsive and responsible bidder. Moving forward if you would like to propose adjustments to these criteria we can consider but you need to have some sort of price point calculation similar to that which was used today. Use of these (or similar) evaluation criteria provide a record of the board's decision which ultimately be used to defend any bid protest received. You were correct in noting that every category except for price is subjective in nature. The evaluation criteria is included with the draft notice of RFP in advance for board review (in your August meeting materials) and then it is included in the project manual to ensure all proposers are on notice of criteria.

If you have any feedback on evaluation criteria that you would like incorporated in future solicitations, please let me know.

Alyssa C. Willson

Partner

Kutak Rock LLP – Tallahassee

Alyssa.Willson@kutakrock.com

m: 850.692.7309

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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M.R.I. Inspection LLC

5570 Zip Dr.
Fort Myers Fl. 33905
239-984-5241 Office
239-236-1234 Fax



CGC 1507963

Name

Mediterra CDD
c/o Wrathell, Hunt, & Associates,
LLC
9220 Bonita Beach Rd Suite 214
Bonita Springs, Florida 34135

Proposal

Date	Estimate #
------	------------

10/23/2023 4434

Project

ROV
Lake Interconnct Pipes
CDD Pipes

Description	Total
<p>Total cost to send the ROV submersible camera through specified drainage lines (structure to structure) inspect and assess the condition of each line for any defects or blockages. We have provided a detailed inspection report of our findings and recording of the inspection. This price includes all labor, material and equipment needed to complete this job. Approximately 241 Lines</p> <p>Total Cost Per Line \$200.00 if we can ROV all Lines Total cost per Line \$250.00 If we break the inspection into 3 different inspection</p>	48,200.00

Please know that we cannot hold pricing according to our normal terms, as our vendors are not holding pricing to us. All quotes will need to be reviewed at the time of contract.

Total \$48200.00

M.R.I. Underwater Specialist utilizes the federal E-Verify program in contracts with public employers
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Additional charges may occur if any changes are made during scope of work and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance . All contractors are fully covered under general liability insurance. We will not be responsible for any unforeseen incidents, when we dewater any wet well system . Due to sink holes crevases or breeches etc. in and around wet well. This proposal does not include replacing any landscaping(Grass,trees, shrubs.etc.) all Jobsites will be left clean,

Authorized Signature
Michael Radford
Michael Radford President

We Utilize E-Verify for all workers

Acceptance of Proposal The Above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made within 30 days after invoiced. If not we will agree to pay a 10% late fee. This proposal may be withdrawn if not accepted within thirty (30) days.

Signature_____

Date of acceptance_____

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, suite 410W
Boca Raton, FL 33431
(239) 464-7114

Dear Mediterra CDD Members:

At our Wednesday, October 18th meeting, we finalized our presentation to the community of the proposed Nature Boardwalk.

Enclosed with this letter is the full package of information including a depiction of the boardwalk, breakdown of both Phase I and Phase II construction costs, and a FAQ sheet.

We also finalized the resident survey. The survey will be conducted in a separate communication in the weeks ahead. We anticipate having the results of the survey back for our November 15th meeting.

If the enclosed does not answer all of your questions, please do not hesitate to email any of the Supervisors thru their CDD email addresses which can be found at <https://www.mediterracdd.net/rri.php#board>.

Sincerely,
Robert E. Greenberg, Esq.
Chairman, Mediterra CDD

NATURE BOARDWALK FACT SHEET

Phase I Project Materials and Cost

- 8 foot wide side board and railed boardwalk constructed out of treated pine originating at the Calusa Park
- Phase I cost \$600,500; Phase II cost \$568,000. See the attached cost breakdown.

Phase I (and II) Construction Financing

- Adequate funds are available in the fiscal year 2023/24 budget balances to complete Phase I construction **without any assessment increase**. Phase II construction costs (if funded entirely through increased general fund assessments) would amount to approximately \$570 per household which cost would be spread over two years (\$285 per year).

Annual Maintenance

- Twice yearly inspection and maintenance would be minimal during the first 5 years. Thereafter, the estimate is \$25K per year.

Risk Management

- Anyone using the boardwalk does so at their own “assumed risk.”
- Appropriate best practices signage will be posted at the entrance (*i.e., use only permitted during daylight; no food; no pets; if medically at risk do not use; no bicycles, scooters, golf carts or any motorized vehicles including ATVs; be aware of potential wildlife; children must be supervised at all times*).
- The CDD has extensive legal protection against lawsuits because it is a governmental entity. In addition, the CDD maintains a robust all inclusive insurance program. There is very little litigation risk as a result of these two factors.
- Infrastructure is covered by insurance. Any judgment is covered by our current general liability insurance – \$1M/\$3M. Supervisors are protected with a \$5M D&O policy. We have a zero dollar deductible policy; therefore, the reality is that CDD exposure is zero.
- There have been only 15 confirmed bear attacks on humans in Florida since 1976; **none in Lee or Collier Counties**. When human foods are easily available black bears will seek them. That is why you should not put out your garbage cans the night before pickup! The Florida Wildlife Commission considers most bear attacks on humans in the state to be cases of animals defending themselves, their cubs, or a food source against a perceived threat.¹ To minimize bear encounters to the greatest extent possible, no nighttime access will not be allowed and no food or dogs will be allowed on the boardwalk trail.

¹ The last 2 attacks were recorded in January 2022, in Daytona Beach and Orlando. In Orlando at about 9 PM a woman walking her dog was chased and knocked down by a sow in the company of three yearling cubs. In Daytona Beach a man fended off a black bear attacking his dogs. The bear was with 2 cubs. For more information go to <https://myfwc.com/wildlifehabitats/wildlife/bear/living/myths/>

Mediterra Community Development District
Nature Boardwalk Construction Cost

Phase I

Description	Unit Price	Quantity	Extended Price
Labor: Site Prep/Installation/Restoration	\$25,000	1	\$ 41,000.00
Double Silt Fence	\$10	1,240	\$ 12,400.00
Boardwalk, Pine (8' Wide)	\$680	620	\$ 421,600.00
As-Built Survey	\$8,000	1	\$ 8,000.00
10% Contingency (excluding survey)			\$ 47,500.00
Env Mitigation (\$350K per acre)		0.20	\$ 70,000.00
TOTAL PHASE I COST			\$ 600,500.00

Phase II

Description	Unit Price	Quantity	Extended Price
Labor: Site Prep/Installation/Restoration*	\$25,000	1	\$ 25,000.00
Double Silt Fence	\$10	1,200	\$ 12,000.00
Boardwalk, Pine (8' Wide)	\$680	600	\$ 408,000.00
As-Built Survey	\$12,000	1	\$ 12,000.00
10% Contingency (excluding survey)	\$8,000	1	\$ 44,500.00
Env Mitigation (\$350K per acre)		0.19	\$ 66,500.00
TOTAL PHASE II COST			\$ 568,000.00

* If both phases built at once, Mobilization/Demobilization savings will be realized.

NO.	REVISIONS DESCRIPTION	DATE

DATE: MARCH 2023
PROJECT NO. 20023589-024
FILE NO. ###-##-##
SCALE: AS SHOWN

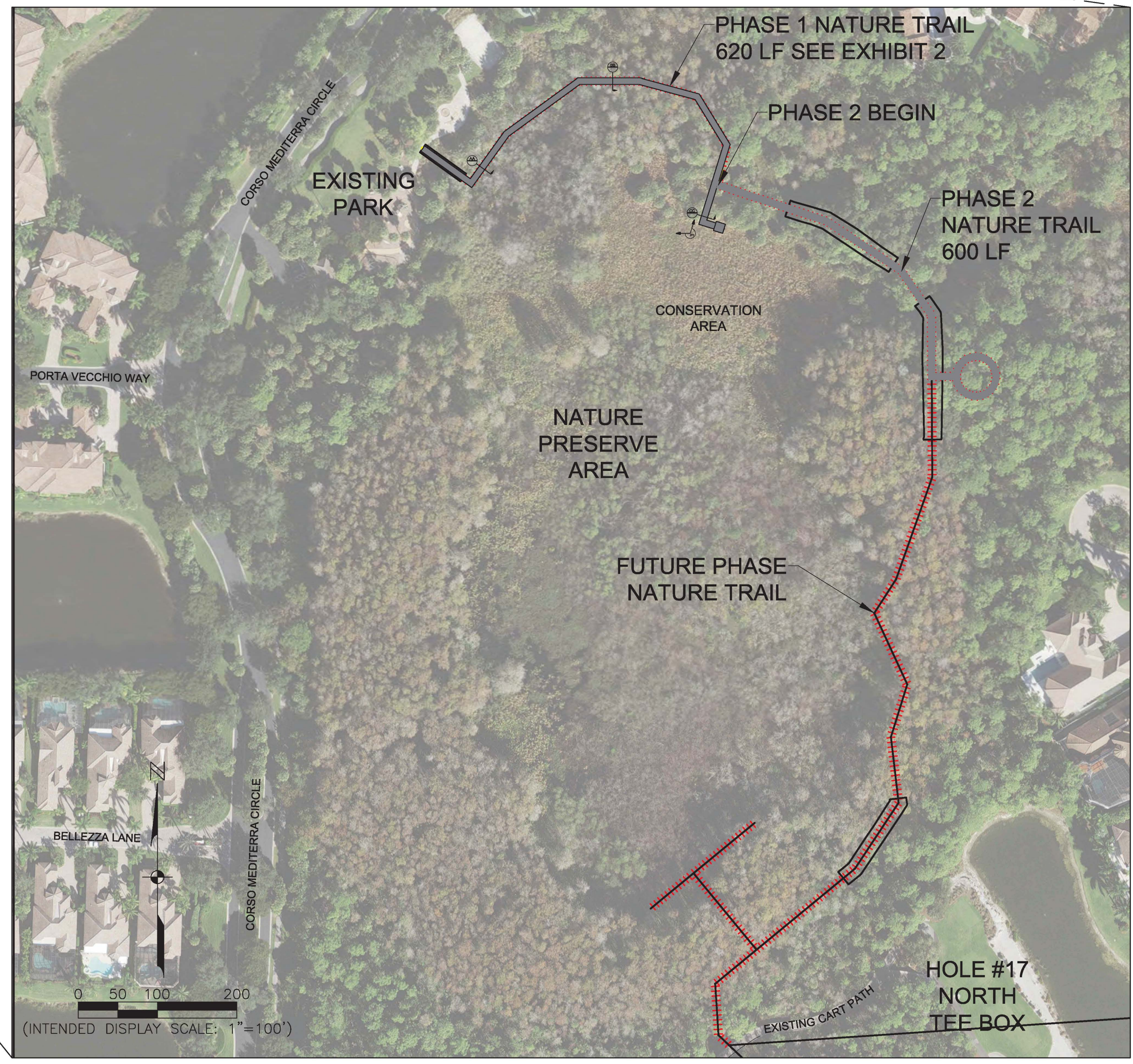
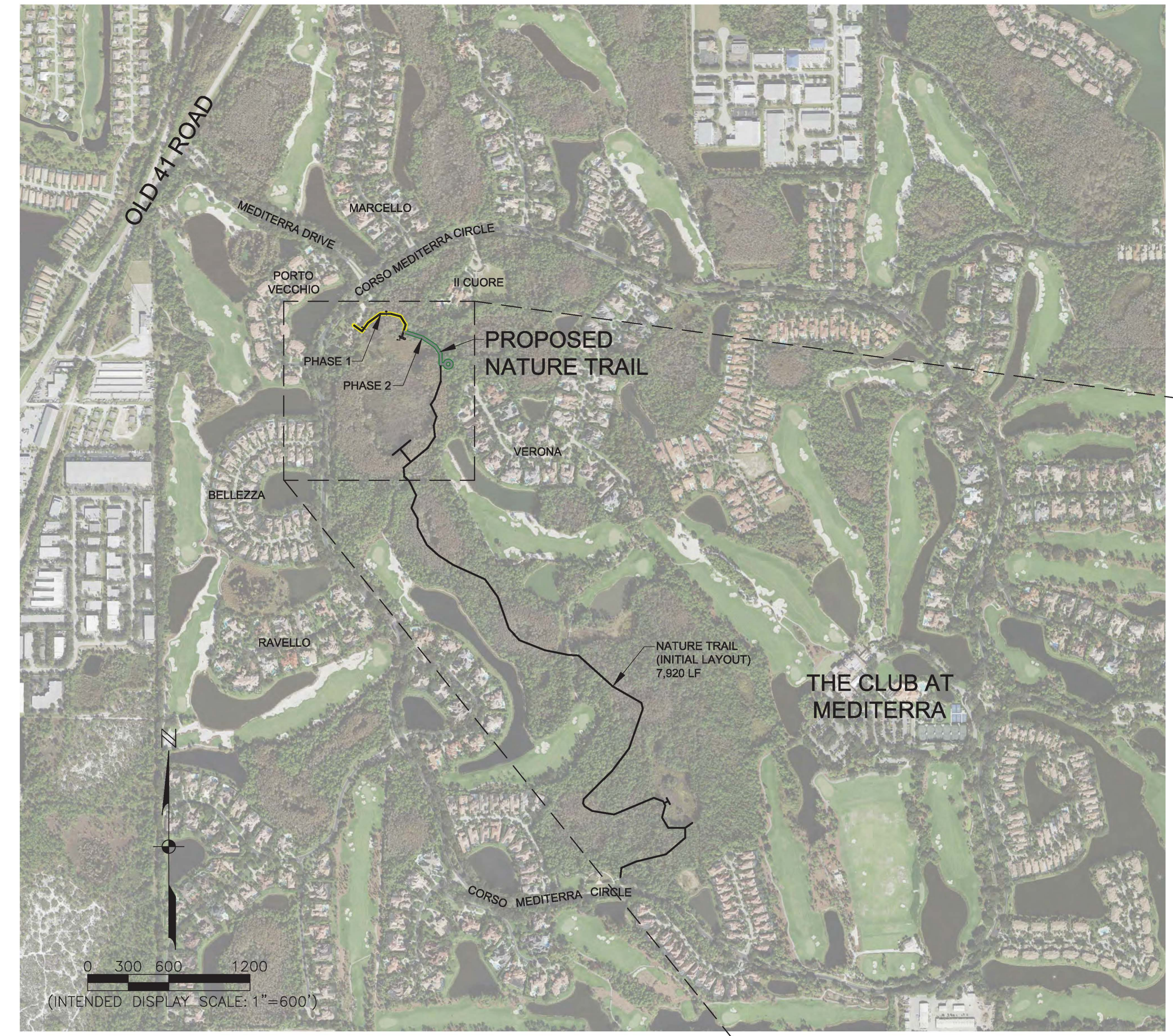
CONCEPTUAL
NATURE TRAIL
EXHIBIT

SHEET NUMBER

EX1

NATURE TRAIL CALCULATIONS

PHASE 1:	620 LINEAR FEET
PHASE 2:	600 LINEAR FEET
TOTAL:	1,220 LINEAR FEET



MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICTS
FINANCIAL STATEMENTS
UNAUDITED
OCTOBER 31, 2023**

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICTS
BALANCE SHEET
GOVERNMENTAL FUNDS
OCTOBER 31, 2023**

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2013	Debt Service Series 2022	
ASSETS				
Cash				
Operating	\$ 806,869	\$ -	\$ -	\$ 806,869
Investments				
BB&T - CDARS Series 2013	1,496	-	-	1,496
Revenue		223,632	-	223,632
Reserve	-	75,000	-	75,000
Series 2022				
Principal	-	-	3	3
Interest	-	-	3	3
Prepayment	-	-	916	916
Revenue	-	-	197,209	197,209
Due from general fund	-	8,737	12,953	21,690
Due from MS 2013	1,253	-	-	1,253
Due from MS 2022	64,265	-	-	64,265
Due from other	2,610	-	-	2,610
Prepaid expense	-	-	62,387	62,387
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 878,839</u>	<u>\$ 307,369</u>	<u>\$ 273,471</u>	<u>\$ 1,459,679</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable	5,493	-	-	5,493
Due to other funds				
General fund	-	1,253	64,266	65,519
Due to debt service - series 2013	8,737	-	-	8,737
Due to debt service - series 2022	12,953	-	-	12,953
Total liabilities	<u>27,183</u>	<u>1,253</u>	<u>64,266</u>	<u>92,702</u>
Fund Balances				
Restricted for:				
Debt service	-	306,116	209,205	515,321
Assigned				
3 months working capital	268,067	-	-	268,067
Future fire mitigation clean-up	160,000	-	-	160,000
Unassigned	423,589	-	-	423,589
Total fund balances	<u>851,656</u>	<u>306,116</u>	<u>209,205</u>	<u>1,366,977</u>
Total liabilities and fund balances	<u>\$ 878,839</u>	<u>\$ 307,369</u>	<u>\$ 273,471</u>	<u>\$ 1,459,679</u>

*Required bank loan reserve which will be applied to final payment

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES , EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED OCTOBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUE				
Special assessment: on roll	\$ 10,409	\$ 10,409	\$ 1,352,268	1%
Interest and miscellaneous	8	8	-	N/A
Total revenues	<u>10,417</u>	<u>10,417</u>	<u>1,352,268</u>	1%
EXPENDITURES				
Administrative				
Supervisors	1,077	1,077	9,900	11%
Management	4,164	4,164	49,973	8%
Accounting	1,392	1,392	16,700	8%
Audit	-	-	15,000	0%
Legal	-	-	10,000	0%
Field management	1,275	1,275	15,300	8%
Engineering	2,114	2,114	50,000	4%
Engineering-nature trail	-	-	100,000	0%
Trustee	-	-	10,000	0%
Dissemination agent	333	333	4,000	8%
Arbitrage rebate calculation	-	-	1,500	0%
Assessment roll preparation	417	417	5,000	8%
Postage	176	176	1,500	12%
Insurance	12,376	12,376	13,090	95%
Legal advertising	-	-	4,000	0%
Contingencies	85	85	2,500	3%
Annual district filing fee	175	175	175	100%
Website	-	-	705	0%
ADA website compliance	210	210	210	100%
Total administrative	<u>23,794</u>	<u>23,794</u>	<u>309,553</u>	8%
Water management				
Lake Maintenance			220,000	0%
Contractual services	1,785	1,785	42,500	4%
Aquascaping/cutbacks/pipe cleanout	-	-	100,000	0%
Fuel Load reduction of right of ways	-	-	129,000	0%
Lake bank erosion repairs	-	-	75,000	0%
Electricity	-	-	35,000	0%
Capital outlay- Nature Trail	-	-	100,000	0%
Aeration replacement and Repairs	-	-	25,760	0%
Total water management	<u>1,785</u>	<u>1,785</u>	<u>727,260</u>	0%
Other fees & charges				
Property appraiser & tax collector	3,340	3,340	35,456	9%
Total other fees & charges	<u>3,340</u>	<u>3,340</u>	<u>35,456</u>	9%
Total expenditures	<u>28,919</u>	<u>28,919</u>	<u>1,072,269</u>	3%
Excess/(deficiency) of revenues over/(under) expenditures	(18,502)	(18,502)	279,999	
Fund balances - beginning	870,158	870,158	436,428	
Fund balance - ending (projected)				
Assigned				
3 months working capital	268,067	268,067	268,067	
Future fire mitigation clean-up	160,000	160,000	160,000	
Unassigned	423,589	423,589	644,236	
Fund balances - ending	<u>\$ 851,656</u>	<u>\$ 851,656</u>	<u>\$ 1,072,303</u>	

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES , EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND 204 - SERIES 2013 (REFUNDED 2003A BONDS)
FOR THE PERIOD ENDED OCTOBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ 3,498	\$ 3,498	\$ 315,756	1%
Interest	1,206	1,206	-	N/A
Total revenues	<u>4,704</u>	<u>4,704</u>	<u>315,756</u>	1%
EXPENDITURES				
Debt service				
Principal	-	-	180,000	0%
Interest	-	-	125,425	0%
Total debt service	<u>-</u>	<u>-</u>	<u>305,425</u>	0%
Other fees & charges				
Property appraiser & tax collector	1,323	1,323	11,512	11%
Total other fees & charges	<u>1,323</u>	<u>1,323</u>	<u>11,512</u>	11%
Total expenditures	<u>1,323</u>	<u>1,323</u>	<u>316,937</u>	0%
Excess/(deficiency) of revenues over/(under) expenditures	3,381	3,381	(1,181)	
Fund balances - beginning	302,735	302,735	268,603	
Fund balances - ending	<u>\$ 306,116</u>	<u>\$ 306,116</u>	<u>\$ 267,422</u>	

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES , EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND 222 - SERIES 2022 (REFUNDED SERIES 2012)
FOR THE PERIOD ENDED OCTOBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ 5,185	\$ 5,185	\$ 827,957	1%
Interest	796	796	-	N/A
Total revenues	<u>5,981</u>	<u>5,981</u>	<u>827,957</u>	1%
EXPENDITURES				
Debt service				
Principal	-	-	693,000	0%
Interest	-	-	124,773	0%
Total debt service	<u>-</u>	<u>-</u>	<u>817,773</u>	0%
Other fees & charges				
Property appraiser & tax collector	1,983	1,983	17,146	12%
Total other fees & charges	<u>1,983</u>	<u>1,983</u>	<u>17,146</u>	12%
Total expenditures	<u>1,983</u>	<u>1,983</u>	<u>834,919</u>	0%
Excess/(deficiency) of revenues over/(under) expenditures	3,998	3,998	(6,962)	
Fund balances - beginning	205,207	205,207	671,058	
Fund balances - ending	<u>\$ 209,205</u>	<u>\$ 209,205</u>	<u>\$ 664,096</u>	

Mediterra CDD

2024 Operations Financial Impact Analysis

11.8.23

<u>Operations Account</u>	Budget <u>FY 2024</u>	Encumbered <u>FY 2024</u>	Variance <u>FY 2024</u>	<u>Notes</u>
Lake Maintenance Contract	\$ 220,000	\$ 387,865	\$ (167,865)	L. & W. Contract
Other Contract Services	\$ 42,500	\$ 31,830	\$ 10,670	Cane Toad Removal & Water quality testing (L-52 bacteria application quote not yet received)
Aqua/cut backs/pipe cleanout	\$ 100,000	\$ 6,000	\$ 94,000	Pipe Inspections
Conservation area fire mitigation	\$ -	\$ -	\$ -	
Fuel Load reduction right of ways	\$ 129,000		\$ 129,000	
Lake Bank - Erosion Repairs	\$ 75,000	\$ 16,475	\$ 58,525	Lake 6 and Lake 13
Electricity	\$ 35,000		\$ 35,000	
Capital Outlay: nature-trail	\$ 100,000		\$ 100,000	
Aeration Repairs and replacements	\$ 25,760	\$ 17,067	\$ 8,693	
	<u>\$ 727,260</u>	<u>\$ 459,237</u>	<u>\$ 268,023</u>	

Mediterra Breakdown November 8, 2023

Summary:

Water Management/Contract Services:

Contract Services Lake & Wetland	\$349,365.00 (expires 10/31/25)
Initial Cleanup (Superior)	\$ 31,500.00 (Superior Waterway)
Monthly Maintenance Services	\$ 7,000.00 (Superior Waterway Oct. Services)

Other Contract Services:

Cane Toad Removal Project	\$ 19,650.00 (expires 11/30/24)
Water Testing	\$ 12,180.00
Lake 52 bacteria applications	\$ (Proposal not yet received)

Aqua/cutbacks/pipe cleanout:

Annual Pipe Cleanout Project	\$6,000.00 (inspection)
Pipe Repairs	\$
Littoral Plantings Project	\$

Lake Bank Erosion Repairs:

Bank Restoration	\$16,475.00
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Note: Lake 52 bacteria applications (Bio-Zyme Eco Socks) is a combination of beneficial aerobic bacteria, enzymes, and other microbial or natural nutrient binding and limiting products as required for the proper maintenance of the pond. Approved by the Board February 20, 2019 in an effort to minimize growth of algae.

Water Testing/Sampling of four outfall ponds (Lake-24, Lake 35, L-37, L-52 & L-55) performed during the month of September (wet season); and February thru May (dry season).

Note: Bank Restoration/Sod Installation of Lake 13 (\$4,250.00) and completed November 6th. Bank Restoration/Sod Installation of Lake 6 (\$12,225.00) schedule/Completion date not yet received.

<u>Aeration Repairs:</u>	\$17,067.00
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MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on October 18, 2023 at 9:00 a.m., in the Bella Vita I Room at the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110.

Present were:

Robert Greenberg	Chair
Kenneth Tarr	Vice Chair
Mary Wheeler	Assistant Secretary
John Henry	Assistant Secretary
Vicki Gartland	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Andy Tilton	District Engineer
Jared Brown	JEI
James Barron	EarthBalance Corporation
Andy Nott	Superior Waterway Services, Inc.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:03 a.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments (3 minutes)

Asked when the survey will come out, Mr. Greenberg stated it will be discussed today.

THIRD ORDER OF BUSINESS

Chairman's Comments

Mr. Greenberg welcomed the residents and attendees. He noted the following:

39 ➤ Water levels are still low but the ponds look better than in recent weeks. The ponds
40 levels are down approximately 2’ and while nothing can be done about that the problem lake
41 banks will be addressed.

42 ➤ Discussion of the nature trail was delayed by a month but that is probably good so
43 residents can be present for discussions as opposed to sending emails. Transparency and full
44 and open discussion with the community are preferable.

45 ➤ Due to SOLitude’s deficiencies, a replacement vendor will be selected today. Some
46 ponds did not look well over the summer and many complaints were received. Staff should be
47 commended for their management of the situation.

48

49 **FOURTH ORDER OF BUSINESS**

**Continued Discussion/Update: Nature Trail
and Boardwalk**

50

51

52 • **Nature Boardwalk Fact Sheet**

53 This item was addressed following the Fourteenth Order of Business.

54

55 **FIFTH ORDER OF BUSINESS**

Discussion/Consideration: Sports Club LME

56

57 Mr. Adams presented the request from the Club at Mediterra for a 10’ Lake
58 Maintenance Easement to accommodate expansion of the pool area.

59 Discussion ensued regarding how best to address the request be it by legal description
60 and deed or by a Consent to Use Agreement.

61 Ms. Willson recommended the CDD enter into a Consent to Use Agreement. Mr. Adams
62 discussed the proposal for a 10’ encroachment into the CDD’s 20’ easement and noted that the
63 CDD also has access to the lake bank from the other shore. Ms. Willson stated the Agreement
64 will require the Club to follow all County and other governmental setback requirements. Mr.
65 Adams stated the requirements will be vetted during the permitting process. Ms. Willson
66 recommended the document be recorded in the public record so that all parties are on notice
67 that the encroachment is allowed for this specific purpose only.

68 Mr. Tarr noted that, although it is a minor encroachment, the lake bank will be altered
69 to some extent. Mr. Adams stated The Club will be required to maintain the slope.

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On MOTION by Mr. Tarr and seconded by Mr. Henry, with all in favor, authorizing a Consent to Use of Easement Agreement with The Club, as identified on the Exhibit provided, subject to the usual restrictions and indemnities and recording of the Agreement, was approved.

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SIXTH ORDER OF BUSINESS

Consideration of Sod Replacement at Lake 6

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A. BLUE Landscape Contracting Group, LLC Estimate 17863

81

B. LandCare Proposal/Authorization for Extra Work

82

Mr. Willis presented the proposals for sod replacement at Lake 6. The proposals are comparable and he recommended engaging BLUE Landscape Contracting Group, LLC, (BLUE) as they are on site and maintain the landscaping for the Villoresi Association. Mrs. Adams stated that the LandCare proposal does not include irrigation. Mr. Tarr noted that residents have been very satisfied with the services provided by BLUE.

87

Mr. Willis was directed to ask BLUE to match the lowest bid submitted of \$11,460.

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On MOTION by Mr. Tarr and seconded by Ms. Wheeler, with all in favor, BLUE Landscape Contracting Group, LLC Estimate 17863, in a not-to-exceed amount of \$12,225, was approved.

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SEVENTH ORDER OF BUSINESS

Discussion: Termination of SOLitude Lake Management, LLC Services

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Mrs. Adams presented the Memorandum regarding the Award of Contract for Lake & Wetland Management, included in Item 9E. When the SOLitude contract was terminated, Superior Waterway Services (Superior) was engaged to perform initial cleanup, etc., in the interim due to Mr. Andy Nott’s familiarity with the property and immediate availability.

101

Mrs. Adams stated the sealed bid process was followed as outlined.

102

Mr. Greenberg stated, as other Board Members were out of town, he acted upon the authority given to him by the Board and directed Staff to proceed with terminating the

103

104 SOLitude contract. He reiterated that the lakes were looking poor over the summer, partly due
105 to low water levels.

106

107 **On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor,**
108 **termination of the SOLitude contract, was ratified.**

109

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111 **A. Superior Waterway Services, Inc. Report (Andy Nott)**

112 Mr. Nott described the emergency work provided by Superior. Every lake was treated at
113 least once; crews sprayed grasses, vines, broadleaf and weeds. Several crews hand-cut taller
114 foliage. Multiple treatments will be needed to eradicate grasses and, due to the overgrowth of
115 weeds and vines, there will be some collateral damage to the littorals. Good progress was made
116 and more treatments are required to catch up. All lakes received initial treatment, except for a
117 few areas with access issues; boats will be used to reach undeveloped areas. Brazilian pepper
118 trees will be cut back.

119 Asked for his personal sense of the quality and condition of the CDD's lakes compared to
120 other communities in Collier and Lee Counties, Mr. Nott stated they are below standard. Many
121 communities are struggling but, when growth is 4', 5' and 6' tall, vines canopy over and torpedo
122 grass is so thick, it is below standard and looks like it was missed or not treated at all.

123 Asked to describe the progress made, Mr. Nott stated crews treated every lake at least
124 once and multiple treatments were done; good progress has been made.

125 Mr. Tarr acknowledged that Superior stepped into a difficult situation. He asked if the
126 dead vegetation will be removed from the lake bank. Mr. Nott stated removal is unlikely as that
127 is a massive project; technicians are trying to limit treatments to protect beneficial vegetation.

128 Mr. Tarr stated he has never seen the lakes in such poor condition. In his opinion,
129 residents will be dissatisfied if treatments are limited to spraying. Mr. Greenberg stated Staff
130 can be asked to solicit additional proposals for lake cleanup. Mr. Tarr noted that the bids for
131 non-emergency services include removal of dead matter.

132 Asked to define the services provided thus far, Mr. Nott stated technicians visited 20 to
133 30 times. Crews might vary from two to five technicians, for a total of 20 to 25 “man days” in
134 the last six to eight weeks.

135 Mr. Tarr stated the CDD had issues when contractors offered a great price but
136 underestimated the magnitude of the problems. Mr. Nott stated the bid is not a lowball price.
137 He confirmed the cleanup contract scope of work includes only spraying and killing of weeds.

138 Mr. Greenberg noted that Superior came in under exigent circumstances based on the
139 nonperformance of SOLitude. In his opinion, Superior executed the scope of work admirably.
140 He expressed his appreciation.

141 Ms. Gartland thanked Staff and Superior for acting so quickly. She believes Mr. Tarr’s
142 point is that, in doing this part of the repair, there will be other matters to consider; the
143 maintenance needed will not be typical as it will involve extensive issues. Mr. Greenberg stated
144 the scope of work will cover what is needed.

145

146 **On MOTION by Mr. Tarr and seconded by Ms. Gartland, with all in favor, the**
147 **Superior Waterway Services, Inc. contract, in the amount of \$31,500, was**
148 **approved.**

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151 **EIGHTH ORDER OF BUSINESS**

**Discussion/ Consideration of Superior
Waterway Services, Inc., Service
Agreement for Cut, Removal and Disposal
of Palm Trees on Lakes 57 and 60**

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156 Mrs. Adams presented the Superior proposal for removal of the seeded palms.

157 Discussion ensued regarding the scope of work and the residential nature of Lake 57.

158 Mr. Greenberg asked for the downside of leaving the trees. Mrs. Adams expressed
159 concern about the seeded palms adjacent to the golf course. Mr. Greenberg voiced his opinion
160 that the Golf Club should raise the issue if necessary and the CDD should perform cleanup
161 rather than removal. Mrs. Adams noted that the tree behind the residence is small.

162 Mr. Nott stated small trees will be removed at no charge. Mr. Willis recalled a policy was
163 stated that trees below shoulder height will be removed as a matter of course.

164 Mr. Greenberg directed removal of small trees and for Staff to be consulted regarding
165 large trees. Asked what issue seeded palms present, Mr. Adams stated the seeds enter the
166 pond and float around and when water levels fall they are left on the bank where they can
167 germinate and block access.

168

169 **NINTH ORDER OF BUSINESS**

**Consideration of Responses to RFP for
Maintenance of Water Management Areas
[Aquatic and Wetland Management]**

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173 **A. Affidavits/Proofs of Publication**

174 **B. RFP Package**

175 These items were included for informational purposes.

176 **C. Respondents**

177 **I. EarthBalance Corporation**

178 **II. Superior Waterway Services, Inc.**

179 Mrs. Adams stated bid packages were sent to four contractors; two contractors
180 attended the mandatory pre-bid meeting. She has experience with both contractors and both
181 are well-qualified. She discussed her experience with the contractors and their subcontractors.

182 **D. Evaluation Criteria**

183 The Board Members and Staff discussed the Evaluation Criteria and the bid package, Mr.
184 Tarr's concern about removal of duff and dead weeds, the scope of work, distinction between
185 mechanical removal, chemical treatment, removal of weeds and removal of debris.

186 Ms. Willson stated the bidding process is different from those followed in the past due
187 to the cost threshold, which necessitated a sealed bid process. Questions can be asked of Staff
188 and vendors and a contract can be finalized based on the price provided. If necessary, a Change
189 Order can be negotiated for additional services with the vendor following the bid process.

190 Discussion ensued regarding the Request for Proposals verbiage and changes desired for
191 future reference.

192 Mr. Tarr asked if bidders understand that dead weeds will be removed to the top of the
193 lake bank. Mrs. Adams stated they can speak for themselves but that is how these contracts
194 have always worked; she has never had to give that type of instruction.

195 Following additional discussion, Mr. Greenberg opined that the intent was that material
196 cut and pulled out would be hauled away and materials sprayed would be left to decay.

197 Mr. Nott stated the intent is not to let it get to that point. Superior came into a situation
198 where some collateral damage is necessary to improve the conditions. A lot of manpower will
199 be needed for spraying, weed eating, raking, etc. Moving forward, if an area in their contract is
200 neglected, they will cut and remove it if necessary.

201 Mr. Tarr noted that six months from today, the existing problem could be addressed.

202 Mr. James Barron, EarthBalance Corporation Project Manager, stated his subcontractor
203 Crosscreek Environmental has been doing this type of work for years. EarthBalance's bid is a bit
204 pricier because it includes removal and the preserves also require management. He noted that
205 most of the preserves are treated in place; his firm has worked with District Management on
206 lake bank restoration and removal of unsightly vegetation in other communities.

207 Mr. Tarr pointed out that the EarthBalance bid lists a large array of equipment but the
208 other bid does not. Mr. Nott discussed the equipment included in Superior's bid.

209 Mr. Greenberg observed that one bidder intends to perform the entire contract in-
210 house with its own staff under direct supervision but the other bidder intends to utilize
211 subcontractors for a significant portion of the contract, which, in his opinion, leads to questions
212 about control responsibility, etc.

213 The Board and Staff discussed the bids and scope of work. Mr. Nott and Mr. Barron
214 responded to questions about the scope of work, work experience, aerators, etc.

215 Mr. Greenberg called for a brief recess so the Board Members can complete the
216 Evaluation Forms.

217 **The meeting recessed at 10:05 a.m., and reconvened at 10:10 a.m.**

218 Mr. Tarr asked Mrs. Adams to discuss how many technicians each firm would supply.
219 Mrs. Adams indicated that Superior's bid states that routine maintenance will include two
220 technicians with one supervisor and one project manager. Technicians will be on site two days
221 per week. EarthBalance indicated that Crosscreek Environmental's routine maintenance will
222 include three technicians on site three days per week. Mr. Tarr opined that 50% more visits
223 with 50% more technicians will equal more activity.

224 Mr. Adams presented the bid tabulations and bid amounts, as follows:

225 1. EarthBalance Corporation (EarthBalance): Scored 425.8 points. Bid \$349,364.60 for the
226 first and second years.

227 2. Superior Waterway Services, Inc. (Superior): Scored 356 points. Bid \$198,623.52 for the
228 first year and \$206,568.44 for the second year.

229 **E. Award of Contract**

230 Asked if the Board is obligated to award the contract to the highest scoring entity, Ms.
231 Willson replied affirmatively. She stated the Notice of Intent to Award the Contract will be sent
232 to both entities informing them of the ranking. Following the protest period, assuming there is
233 no protest and provided that the required insurance and certifications and backup are
234 provided, the contract will be circulated for execution.

235 Asked when the Superior contract ends, Mrs. Adams stated the Superior contract ends
236 at the end of October. The new contract will commence on November 1, 2023.

237 Mr. Tarr stressed it is imperative that EarthBalance understands the extent of the issues.

238 Mr. Greenberg voiced his opinion that the Board is making a terrible mistake today, as
239 Superior is a small, local company that rescued the CDD. Ms. Gartland agreed with Mr.
240 Greenberg's opinion and stated she does not think the points in the categories offered a way to
241 emphasize Superior's work for the CDD. Additionally, she prefers a company that does not
242 subcontract out the work.

243 Mr. Tarr voiced his opinion that more visits with more technicians will achieve a
244 significant difference. Mr. Greenberg stated it is also significant to note that EarthBalance will
245 subcontract out half the work.

246

247 **On MOTION by Ms. Gartland and seconded by Mr. Henry, with Ms. Gartland,**
248 **Mr. Henry, Mr. Tarr and Ms. Wheeler in favor and Mr. Greenberg dissenting,**
249 **authorization for District Staff to issue a Notice of Intent to Award Contract to**
250 **EarthBalance Corporation, and to prepare and circulate an Agreement for**
251 **execution, was approved. [Motion passed 4-1]**

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254 **TENTH ORDER OF BUSINESS**

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**Update: License Agreement for Lake
Fountain Operation and Maintenance with**

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Monterosso at Mediterra Condominium Association, Inc.

Mrs. Adams stated the License Agreement was executed; no further action is needed.

ELEVENTH ORDER OF BUSINESS

Consideration of Long Bay Partners, LLC, Warranty Deed

Mr. Adams presented the Long Bay Partners, LLC, Warranty Deed. The parcel identified within the CDD boundaries has always been recognized as a future right-of-way (ROW) for the Parkway; the deed indicates that the parcel is not and will not be subject to any CDD assessments now or in the future, as Collier County requires.

Ms. Willson stated the CDD’s request to add the caveat that the condition applies as long as the property is owned by Collier County was accepted.

On MOTION by Mr. Tarr and seconded by Ms. Gartland, with all in favor, the Long Bay Partners, LLC, Warranty Deed and authorizing the Chair to execute, was approved.

TWELFTH ORDER OF BUSINESS

Discussion/Update: Operating Funds Investment Options

Mr. Adams presented three investment option proposals for the CDD’s operating funds. The BankUnited Insured Cash Sweep (ICS) Money Market account is FDIC insured up to \$150 million versus a typical business Money Market account with FDIC coverage up to \$250,000. FineMark Bank offers an ICS Cash Sweep account with FDIC coverage up to \$250,000. Synovus Bank offers a Money Market account with FDIC coverage up to \$250,000. Synovus and BankUnited have very similar terms, indexing interest rates against the Federal Prime rate, which would currently yield approximately 4.75% interest; the rate would be checked against the Federal Prime rate monthly and adjusted accordingly.

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On MOTION by Mr. Henry and seconded by Ms. Wheeler, with all in favor, accepting the BankUnited proposal and investing CDD funds in a BankUnited ICS account, was approved.

THIRTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2023

- **2023 Operations Financial Impact Analysis**
- **Breakdown/Summary Report**

Mr. Adams stated, eleven months into the fiscal year, the operating fund revenues are above budget and expenditures are and well below budget.

Mr. Henry asked what the “Cost of issuance” expenditure of \$105,795 refers to. Mr. Adams stated it is related to fees and expenses incurred in the financing activities. He noted that District Management did not charge a fee, although they had the right to.

Ms. Gartland asked why postage was at 400% of the budgeted amount. Mr. Adams stated the postage expenses are related to shipping agenda packets to Board Members when they are on vacation. Asked if the agenda is still being emailed, Mr. Adams stated this month it was emailed with a link to the agenda, due to the very large file size.

Mr. Willis stated postage costs were also due to mailing Defective Work Notices.

Mr. Greenberg directed Staff to adjust the postage line item for next year’s budget in anticipation that Board Members might be traveling.

The financials were accepted.

FOURTEENTH ORDER OF BUSINESS

Approval of August 16, 2023 Public Hearings and Regular Meeting Minutes

The following changes were made:

Line 336: Insert “Club” before “President” and change “MCA” to “Club”

On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor, the August 16, 2023 Public Hearings and Regular Meeting Minutes, as amended, were approved.

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323 ▪ **Continued Discussion/Update: Nature Trail and Boardwalk**324 **This item, previously the Fourth Order of Business, was presented out of order.**325 • **Nature Boardwalk Fact Sheet**

326 Mr. Greenberg discussed the process whereby he developed the fact sheet over the
327 summer with the assistance of Mr. Tilton, Mr. Willis, Mr. Adams and Mrs. Adams. The goal was
328 to create a clear and concise document of the project scope of work and cost, and address
329 concerns voiced to the Board or Board Members. The final draft of the survey created by Ms.
330 Babair includes revisions submitted by Mr. Tarr, Mr. Greenberg and Staff. He suggested the
331 Board discuss the fact sheet, survey and process going forward.

332 Mr. Tarr expressed concern about utilizing surplus funds to fund the Nature Trail, given
333 the lack of reserves, a recent broken drain pipe in Medici and the unknown condition of the
334 CDD pipes. He believes such a project should be assessed and the Board should not use CDD
335 funds possibly needed later to meet the CDD's charter requirement to maintain the stormwater
336 system and the preserves. He discussed his long advocacy for a nature trail and stated he could
337 support an assessment or a bank loan for it but he finds financing it troublesome.

338 Having researched the matter, Mr. Adams stated the options depend upon whether the
339 Board undertakes only Phase I or the full 1,200 linear feet. Non-financing options include
340 maintaining assessments at the current level. Without an assessment program, the project
341 would likely have needed to be deferred two years. He noted that the contract just awarded
342 will have a great impact on the budget, as the expense is \$150,000 more than what the CDD
343 paid previously, which will likely increase the need to defer the project three years.

344 Mr. Tarr voiced his opinion that the Board should discuss using ROVs to inspect critical
345 pipes because the crack in the Medici pipe was unexpected. Asked if the ROV inspections will
346 show pipe loss in advance, Mr. Adams replied affirmatively and stated that it is much more
347 expensive than regular inspections. Mrs. Adams stated that currently, the ROV is only employed
348 in outfall structures. It was noted that ROV inspections would impact funds.

349 Mr. Henry recalled the Board agreed to a survey. He noted the last question asks
350 residents if they are in favor of constructing a 600' or 1,200' trail or not in favor. He suggested

351 accurately explaining the costs to assist residents in making a decision. He assumes residents
352 understand that the Board will do its best to finance or assess the project, if necessary. In his
353 opinion, absent a plurality of residents supporting it then it is a bigger issue given the cost. He
354 thinks the CDD's primary responsibilities are to maintain lakes and conservation areas and fire
355 prevention. He supports the nature trail but he will not support it if residents do not want it.

356 Mr. Greenberg stated he thought the nature trail would be a great amenity for the
357 community. He asked Mr. Adams to include discussion of the ROV on the next agenda. He
358 suggested discussing the fact sheet and the survey and sending the Survey in the next month.

359 Mr. Henry voiced his opinion that the Board should not predict how the Nature Trail
360 would be funded and suggested flexibility, as the Board does not yet know how funding will be
361 accomplished given the additional expense for the lake management contract.

362 Ms. Gartland recalled a previous estimate of \$700 per unit. Mr. Greenberg discussed his
363 estimate that, with what is already budgeted, \$500 spread over two years would equate to
364 \$250 per unit for each of the two years.

365 Discussion ensued regarding whether to propose an assessment or to show different
366 scenarios including one without an assessment increase, issue with using funds that would
367 normally go into surplus and the possibility that surplus funds can be used for financing.

368 Ms. Gartland stated she does not want to complicate the survey but she thinks
369 homeowners will want to know how much they will have to pay.

370 Mr. Greenberg thinks the nature trail will probably need to be deferred until the
371 significant impact of other expenses can be considered. He noted that the lake management
372 contract selected is \$150,000 higher than previously budgeted and will significantly impact the
373 budget, which is why he voted against it. He believes that contract, possibility of ROV
374 inspections and the results should be factored in. He suggested tabling this to the next meeting.

375 Discussion ensued regarding changes to simplify the fact sheet.

376 Mr. Greenberg asked Ms. Gartland to review and edit the fact sheet.

377 Discussion ensued regarding the spreadsheet and it was decided that "Sources and Uses
378 of Funds" will be removed from the spreadsheet.

379 Mr. Henry proposed indicating that no assessment increase is expected this year but
380 future assessments could be affected that it is not expected to be outside normal increases.

381 The Board agreed. Ms. Gartland will make the necessary revisions.

382 Regarding risk management, Mr. Tarr thinks the average homeowner does not
383 understand sovereign immunity for CDD Supervisors. Mr. Greenberg will revise the language.

384 Mr. Greenberg stated the revised survey will be circulated when it is complete and he
385 believes the survey can be sent next week.

386 Discussion ensued regarding removing “How often do you or your family members walk
387 the Corso or the East Side loop?” and “If you live on the East Side, how often do you go to the
388 West Side to talk the Corso?”

389 A resident voiced their opinion that walking does not matter and suggested asking “Do
390 you want a nature trail or do you not want a nature trail and why?”

391 Mr. Greenberg thinks the questions are “Do you believe it would be a valuable amenity,
392 why, and are you in favor.”

393 Mr. Adams stated the survey can ensure that each home gets one vote, as the survey
394 will be sent to the registered email address. Regarding how many votes The Club will get, it was
395 noted that, while The Club pays assessments, it also collects fees and the survey will not be sent
396 to The Club. Asked how The Club views the nature trail, Mr. Greenberg stated his feeling that
397 The Club does not want to weigh in.

398 It was agreed that “Check All That Apply” will be added to the survey.

399 Mr. Tarr thanked Mr. Greenberg for his service to the community over the years,
400 including the wall, finding the General Manager, managing the hurricane, etc.

401 Mr. Greenberg stated he does not understand why the nature trail has been an uphill
402 battle and stated, if the survey is possible and the nature trail proceeds, he will consider
403 running again in 2024 when his seat is up for election. In his opinion, the nature trail will last
404 forever, it is environmentally responsible and designed in the best way. He noted that the
405 Board and especially Staff have worked very hard on it and they will try to see it to fruition;
406 however, if the community does not want it, that will be it.

407 Asked if guided tours would be possible, Mr. Adams suggested a volunteer could walk
 408 the trail and produce a video. Staff will walk the trail and produce a video with a voiceover to
 409 be sent in advance of the survey.

410 Mr. Greenberg thanked everyone for their input and suggestions.

411

412 **FIFTEENTH ORDER OF BUSINESS**

Staff Reports

413

414 **A. District Counsel: Kutak Rock LLP**

415 There was no report.

416 **B. District Engineer: Johnson Engineering, Inc.**

417 Mr. Tilton introduced Mr. Jared Brown, who has served as his firm’s Office Manager for
 418 ten years and has worked in Collier County for 20 years and stated Mr. Brown will take over
 419 when he retires in January.

420 Mr. Tarr asked about the Governor’s recent Declaration of Emergency. Mr. Brown
 421 stated his understanding that Declarations of Emergency cannot overlap; further information
 422 will be provided at the next meeting.

423 The Board wished Mr. Tilton well in his retirement.

424 **C. District Manager: Wrathell, Hunt and Associates, LLC**

- 425 • **NEXT MEETING DATE: November 15, 2023 at 9:00 AM**

- 426 ○ **QUORUM CHECK**

427 **D. Operations Manager: Wrathell, Hunt and Associates, LLC**

- 428 • **Key Activity Dates Report**

429 The October 2023 Key Activity Dates Report was included for informational purposes.

430

431 **SIXTEENTH ORDER OF BUSINESS**

Action/Agenda or Completed Items

432

433 This item was not addressed.

434

435 **SEVENTEENTH ORDER OF BUSINESS**

Old Business

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437 There was no old business.

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439 **EIGHTEENTH ORDER OF BUSINESS****Supervisors' Requests**

440

441 Mr. Tarr asked when the GIS maps will be updated. Mr. Willis stated the update was
442 completed. Mr. Tarr asked for very big maps to be printed for the next meeting.

443

444 **NINETEENTH ORDER OF BUSINESS****Public Comments (3 minutes)**

445

446 A resident asked for the fact sheet. Mr. Greenberg provided it and noted that the
447 revisions discussed today will be made.

448

449 A resident asked who will be responsible for maintaining the nature trail. Mr. Greenberg
450 stated it would be the CDD but maintenance would be de minimis for at least the first five
451 years; for example, the golf course has not needed to replace the planks on the bridges until

452

453 Asked about the measures that would be taken if the ROV discovers pipe issues, Mr.
454 Adams stated there is no reserve but the CDD has "Unassigned Fund Balance" in excess of
455 \$600,000.

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456 **TWENTIETH ORDER OF BUSINESS****Adjournment**

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459 **On MOTION by Mr. Henry and seconded by Ms. Gartland, with all in favor, the**
460 **meeting adjourned at 11:18 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS

C

MEDITERRA COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

*Bella Vita I Room at the Sports Club at Mediterra
15735 Corso Mediterra Circle, Naples, Florida 34110*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 18, 2023	Regular Meeting	9:00 AM
November 15, 2023 CANCELED	Regular Meeting	9:00 AM
December 6, 2023*	Regular Meeting	9:00 AM
January 17, 2024	Regular Meeting	9:00 AM
February 21, 2024	Regular Meeting	9:00 AM
March 20, 2024	Regular Meeting	9:00 AM
April 17, 2024	Regular Meeting	9:00 AM
May 15, 2024	Regular Meeting	9:00 AM
June 12, 2024**	Regular Meeting	9:00 AM
August 21, 2024	Public Hearing & Regular Meeting	9:00 AM

Exceptions

**December meeting date is two (2) weeks earlier to accommodate the holidays.*

***June meeting date is one (1) week earlier to accommodate the Juneteenth holiday.*

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS
D**

MEDITERRA CDD

Key Activity Dates

Updated: December 2023

Highlighted boxes indicate current and upcoming projects within 60 days

Description	Reference	Submit To	Due Date	Date
Cane Toad Removal	SOP	N/A	The Cane Toad & Tadpole removal project is scheduled to commence in February. 2 night visits per month (February through November). Program will include 18 visits.	2/23 thru 11/2023
Wetland Maintenance	SOP	N/A	Wetland Maintenance as required by SFWMD is to be performed at a minimum of two times per year.	10/2023 & 4/2024
Lake & Wetland Contract	SOP	N/A	Executed Contract Agreement with EarthBalance for Lake and Wetland Services. Includes an automatic second year renewal unless the Board considers terminating.	11.1.23 thru 10.31.24
Elide Fire Extinguishing 4" Ball (Standard Bracket) Phase I Project	SOP	N/A	Elide Fire USA Extinguishing Ball and comes with a three year warranty. All Aeration Boxes with this equipment will be reviewed and fire balls replaced every three years. Current Cost \$95.00 each.	2/2023 install 1/2026 expires
Elide Fire Extinguishing 4" Ball (Standard Bracket) Phase II Project	SOP	N/A	As discussed/approved at the April Board meeting, (50) Elide Fire Ball's to be purchased and installed under the 2023/24 Budget: Cost: Supply \$4,750 + Install \$1,070 = \$5,820.00.	Date to be determined
Annual Financial Report April Agenda Item	190.008/218.32 & 39	Florida Department of Financial Services	45 days after the completion of the Annual Financial Audit but no more than 9 months after end of Fiscal Year. Auditor placed on notice of deadline being no later than April 30th annually, and provide in their May agenda package for Board's consideration/approval. 2023 Audit provided in the April agenda.	Due 5/1/2024
Proposed Budget April Agenda Item	189.016, 189.418 & 200.065	Due to local governing authority (county or municipality)	Due to local governing authority (county or municipality) by June 15th each year.	6/15/2024
O & M Assessment letter	SOP	N/A	Staff to provide Chairman's draft assessment letter to the Board 48 hours in advance of mailing to the Residents of proposed increases. Notices must be mailed thirty days in advance of meeting to adopt the budget and received by WHA (Corporate) forty days in advance of the hearing date.	7/1/2024 draft notice to Chairman & 7/7/24 notice to WHA
Assessment Roll Certification	Local County requirement.	Local County Tax Collector	For most counties, submission and certification of the annual assessment roll is due by September 15th each year.	9/15/2024

Insurance Renewal	SOP	N/A	Bind Insurance for upcoming Fiscal Year with an effective of October 1st thru September 30th	10/1/2024
Adopted Budget	189.016, 189.418 & 200.065	Due to local governing authority (county or municipality)	Due to local governing authority (county or municipality) by October 1st each year.	10/1/2024
TRIM Compliance Report	200.068	Department of Revenue, Property Tax Oversight, Trim Compliance Section	No later than 30 days following the adoption of the property tax levy ordinance/resolution (if levying property taxes)	10/15/2024
Canna Lilly cut back	SOP	N/A	Seasonal cut back and removal of large stands of Canna Lilly on lake banks owned by the District, to reduce seasonal unsightliness and promote new lush and vigorous growth. Program to be considered/completed between February & March of each year if necessary.	Feb. & March Annually
Qualified Public Depositor Annual Report to CFO	280.17	Department of Financial Services- Division of Treasury - Collateral Management.	By November 30 of each year, file annual report for the period ending September 30, 2023	11/30/2023
Fiscal Year Annual District Filing Fee and Update Form	190,189.064 & 189.018 & Chapter 73C-24, F.A.C.	Florida department of Economic Opportunity (Special District Accountability Program)	Annual filing fee of \$175 is paid to the Florida department of Economic Opportunity. The filing of the Update Form is required to verify the status of the Special District and to update any changes (including changes to the registered agent). Filing Fee invoice and Update Form is mailed out by the State on October 1st of each year. The fee and form are due and must be postmarked by the following December 3rd.	12/3/2023
Laptop @ MCS	SOP	MCA GM Bill Bowden	Mr. Adams to create a cloud link on the website and will upload records of proceedings. This project is still in progress however the Webmaster is reviewing all items at this time to ensure ADA Compliance. Upon speaking with Corporate, the Webmaster has not been able to provide an estimated completion date.	On-going
Certification of District Registered Voters	190(3)(a)(2)(d)	District receives annually from the local Supervisor of Elections	Due April 15th of each year and must be read into the record at a regularly scheduled meeting (no additional filing is required)	4/15/2024
Interconnecting Drain Pipe/Outfall Structures inspection and cleanout	SOP	N/A	Annual inspection and clean out of all lake and wetland interconnecting drain pipes and control structures, that are owned and operated by the District, where the percentage of pipe block exceeds 25%. This is to include annual ROV inspections of all outfall structures.	1/15/2024 thru 6/2024

Lake Audit Report	SOP	N/A	Annual inspection and report of all District owned lakes. Report includes review of specific items related to water quality, lake maintenance deficiencies, littoral plant health and population, structural integrity of lake banks, aerator operation and any unauthorized activities in or adjacent to the lakes. This is an August agenda item.	May/June 2024
Littoral Planting Projects	SOP	N/A	Lakes will be identified during the annual Lake audit.	6/1/2024
Phase Three East - Stormwater Pond 74	SOP	N/A	The original issue date was April 16, 2020. Modified May 19, 2022. The duration of the permit is extended until October 7, 2027 per the request to SFWMD. 90 day reminder is included, as reflected. Once the stormwater planning exercise is completed, it will have to be repeated every five years.	1/1/2026 (reminder) 10/7/2027 (deadline)
Stormwater Management Needs Analysis Report	FL Statutes 403.9301 and 403.9302	20 year needs analysis	New legislation that requires the District to analyze its existing stormwater infrastructure necessary to comply with the statutory requirements to create a 20-year needs analysis. 6/30/22 and every five years there after.	6/30/2027
Preserve Fire Reduction Program - Three Year Rotation Program	SOP	N/A	As approved at the June 16, 2021 meeting; project commenced on January 3, 2022 and will continue every three years. Castellano Way Area RMZ-11 of \$14,200.00 to be added to the 3 year rotation project and added to the Fiscal Year 2023/24 Budget	1/1/2025
Est Cortile Court	SOP	N/A	First annual monitoring report submitted June 30, 2022 with a required 2nd annual report due June 30th 2023.	6/30/2024
Qualified Public Deposit Identification and Acknowledgement Form	280.02	Maintain original document in District Reports	Complete each time a new account is opened with a Qualified Public Depository.	

Bond - Disclosure	Bond Indenture Update	E.M.M.A. (Electronic Municipal Marketing Access) and Bond Trustee	<p>Loan payments each April 1 and November 1, commencing May 1, 2022.</p> <p>Section 701(g) The District shall maintain such liability, casualty and other insurance as is reasonable and prudent for similarly situated independent special districts of the State. Within the first six months of each fiscal year (April 1), the District Manager shall file with registered owner of the 2022 Note (the "Owner") a compliance certificate as confirmation of the insurance coverages relating to the 2012 Project, such compliance certificate to include, without being limited thereto, a schedule of all insurance policies required by the Indenture which are then in effect, stating with respect to each policy the name of the insurer, the amount, number, and expiration date, and the hazards and risks covered thereby. Section 701(j) Furnish a copy of the District's audit by June 30 of each year to Owner. Section 701(k) Provide copy of annual budget to Owner within 45 days after commencement of each fiscal year (November 14). Budget must specifically detail the series 2022 assessments and any other special assessment levied by the District w/ respect to such fiscal year. Section 701(l) District shall maintain records with respect to the Series 2022 Assessments which shall be updated as Series 2022 Assessments are collected. The records shall detail Series 2022 Assessments (i) levied to date on a parcel-by-parcel basis, and (ii) collected to date. An annual report setting for the foregoing information will be provided to the Owner at such times, and in such format as the Owner may reasonably request. Section 701 (m) Commencing with the tax roll adopted during calendar year 2022, the District shall provide the Owner the certified assessment roll detailing the Series 2022 Assessments, if any, to be imposed for each tax year within 30 days of the date the such roll becomes available.</p>	April 1, May 1, June 30 November 1, November 14, and 30 days from certification of assessment roll annually
Bonds - Arbitrage	IRS Regulation	IRS - if a rebate is due.	<p>The Bond Indenture refers to IRS rules which state an issuer must pay (an Arbitrage) rebate installment for computation dates that occur at least once every 5 years. Rebate payments are due within 60 days after each computation date. The final rebate payment for an issue is due within 60 days after the issue is discharged. See IRS Regulation Section 1.148-3(e) through (g).</p>	

**MEDITERRA COMMUNITY DEVELOPMENT DISTRICT
STORMWATER PONDS AND APPROXIMATE LOCATION
Last Updated 9.15.2022**

L-1	Monterosso & Villorosi	L-39	Teramo & Positano
L-2	Main Entrance Southside	L-40	Golf Course & Trebbio
L-3	Main Entrance Northside	L-41	Verona
L-4	Golf Course & Savona	L-42	Verona
L-5	Golf Course & Savona	L-43	Golf Course & Verona
L-6	Villorosi	L-44	Verona & Cortile
L-7	Golf Maintenance	L-45N	Cortile
L-8	Golf Course & Milan	L-45S	Cortile
L-9	Golf Course & Trebbio	L-46	Positano
L-10	Golf Course & Trebbio	L-47	Golf Course & Positano
L-11	Benvenuto	L-48	Brendisi
L-11B	Club House	L-49N	Golf Course & Treviso
L-12	Club House	L-49S	Golf Course & Treviso
L-12B	Club House	L-50	Serata, Calabria, and Villalago
L-13	Club House	L-52	Terrazza & Serata
L-14	Golf Course & Cortile	L-53	Amarone & Terrazza
L-15	Golf Course & Cortile	L-54	Golf Course Maintenance
L-16	Milan	L-55	Golf Course Maintenance
L-17	Golf Course & Corsini	L-56	Golf Course & Milan
L-18	Golf Course & Verona	L-57	Padova
L-19	Golf Course & Verona	L-58	Porta Vecchio
L-20	Bello Lago	L-59N	Cortile & Golf Course
L-21	Bello Lago	L-59S	Cortile & Golf Course
L-22	Medici	L-60	Golf Course & Milan
L-23	Golf Course & Corsini	L-61	Golf Course & Trebbio
L-24	Padova	L-62	Treviso
L-25	Padova	L-63	Amarone
L-26	Golf Course & Padova	L-64	Amarone
L-27 & 28	Golf Course & Ravello	L-65	Terrazza
L-29	Golf Course & Bellezza	L-66S	Celebrita & Felicita
L-30	Bellezza & Ravelo	L-67	Cellini & Buonasera
L-31	Bellezza	L-68	Lucarno & Felicita
L-32	Porta Vecchio & Bellezza	L-69	Lucarno II, Cellini, and Cabreo
L-33	Porta Vecchio	L-70	Lucarno
L-34	Golf Course & Porta Vecchio	L-71	Lucarno II
L-35	Marcello & Golf Course	L-72	Lucarno II
L-36	Marcello	L-73	Lucarno II & Cabreo
L-37	Marcello	L-74	Lucarno II
L-38	Golf Course & Teramo	L-75	Caminetto
		L-76	Caminetto

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT**

**ACTION/AGENDA
OR
COMPLETED
ITEMS**

MEDITERRA CDD

#	MTG DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	STAKEHOLDER	ONGOING	COMPLETED	MTG DATE MOVED TO COMPLETED
1	03.01.18	ACTION	Move "Completed" items 6 months or older from the date moved to completed to the Archive List.	Admin Staff	X		
2	01.16.19	ACTION	Take annual sediment samples only at outfall lakes w/ muck & Lake 35 at same time & reduce water quality samples to once in July except Lake 55 adding Sept., only if issues. Staff: Provide year-over-year nitrogen & phosphorous tables. 01.18.23 Per Mr. Tilton: Being completed February to May.	Mr. Tilton	X		
3	03.03.21	ACTION	Board: Include Mrs. Adams/Mr. Willis/Mr. Greenberg in email requests to Mgt. Mrs. Adams: Respond to requests indicating person who will give info. Mr. Willis: Track all requests.	Mrs. Adams Mr. Willis	X		
4	03.03.21	ACTION	Email mtg agenda to Chair 3 days before sending to BOS.	Admin Staff	X		
5	03.03.21	ACTION	Review CDD website for accuracy & notify MCA GM of cancelled meetings/date changes to e-blast to residents.	Mr. Willis	X		
6	04.21.21	ACTION	Obtain unit pricing for all contracts moving forward.	CDD Staff	X		
7	04.21.21	ACTION	Add cloud link on website & upload record of proceedings. 11.16.22 Check status & provide update at next meeting.	Webmaster	X		
8	01.19.22	ACTION	Work with MCA Manager to ensure Staff has an opportunity to proof communications before they are sent out.	Mr. Adams	X		
9	11.16.22	ACTION	Include Mr. Greenberg in email chain if fire incident happens so he can alert the Board.	Mr. Bowden	X		
10	03.15.23	BOTH	Prep License Agmt for Lake 71 fountain, identify if Agmts for decorative fountains in CDD ponds exists, if not, identify ownership and get License Agmt processed. Add under Old Business. 04.19.23 Work with the MCA and HOA determining who owns and maintains the License Agreements and for Ms. Willson to work with either one to get them executed 05.17.23 : Both communicating with Mr. Bowden & Mr. George regarding ownership of fountains. Several more will be reviewed before Fountain Maintenance Agreements completed 08.16.23 : MCA License Agreement in agenda for execution. Monterosso License Agreement is ongoing.	Mrs. Adams Ms. Wilson	X		

MEDITERRA CDD

#	MTG DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	STAKEHOLDER	ONGOING	COMPLETED	MTG DATE MOVED TO COMPLETED
11	08.16.23	ACTION	Revisit Lake Audit Report and add ID to each Evaluation Sheet, as well as correct typo in the Memorandum.	Mr. Willis	X		
12	10.18.23	ACTION	Consent to Use of Easement Agreement with The Club to be recorded.	Ms. Willson	X		
13	10.18.23	ACTION	Ask BLUE to match the lowest bid submitted of \$11,460.	Mr. Willis	X		
14	10.18.23	ACTION	Mr. Nott stated to remove small trees from Lake 57 at no charge. Trees below shoulder height will be removed from the lake bank as a matter of course.	Mr. Willis	X		
15	10.18.23	ACTION	RFP verbiage changes to be made for future reference	Mrs. Adams	X		
16	10.18.23	ACTION	Accept the BankUnited investment program	Mr. Adams	X		
17	10.18.23	ACTION	Staff to adjust the postage line item for next year's budget	Mr. Adams	X		
18	10.18.23	BOTH	Mrs. Adams to obtain cost for ROV inspection of all pipes and add discussion of the ROV to the Agenda	Mrs. Adams	X		
19	10.18.23	ACTION	Ms. Gartland to review and edit the fact sheet.	Ms. Gartland	X		
20	10.18.23	ACTION	"Sources and Uses of Funds" to be removed from the spreadsheet.	Mr. Adams	X		
21	10.18.23	ACTION	Staff to walk the trail and produce a video with a voiceover, to be sent in advance of the survey.	Mr. Willis, Mr. Tilton	X		
22	10.18.23	ACTION	Mr. Willis to ensure GIS maps are updated and to provide very big maps be printed for the next meeting.	Mr. Willis	X		
23	10.18.23	ACTION	District Engineer to provide report on Permit Extension	Mr. Brown/ Mr. Tilton	X		
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MEDITERRA CDD

#	MTG DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	STAKEHOLDER	ONGOING	COMPLETED	MTG DATE MOVED TO COMPLETED
1	05.17.23	ACTION	Email Mr. Willis the exact verbiage for the website.	Mr. Tarr		X	06.21.23
2	05.17.23	ACTION	Make Supervisors' revisions to proposal piece & survey; send final version to Mr. Greenberg by 05.26.23.	Ms. Babair		X	08.16.23
3	05.17.23	ACTION	Email 3communications to residents, begin with handout "teaser" 3 days before survey. Send emails to BOS for approval before sending.	Ms. Babair		X	08.16.23
4	06.21.23	ACTION	Defective Work Notice will be issued giving SOLitude a certain amount of time to remedy the issues.	Mrs. Adams		X	08.16.23
5	06.21.23	ACTION	Send License Agreements & Letters fountain owners for signature; those who don't sign will be asked to remove the fountain(s).	Mrs. Adams		DELETE	08.16.23
6	03.15.23	ACTION	SOLitude-extra service: Remove trash/vegetation/clean Lakes 73 & 69 behind Cabero. 04.19.23 Have SOLitude remove debris at no charge. 05.17.23: SOLitude coming nxt week.	Mrs. Adams SOLitude		DELETE	08.16.23
7	11.16.22	ACTION	SOLitude: Add implementing fire break around each box & provide photo showing when completed. 01.18.23 Solitude: Give quote to clear foliage around aeration compressor equip.	Mrs. Adams SOLitude		X	10.18.23
8	08.16.23	ACTION	Meet with Ms. Willson regarding SOLitude termination letter.	Mrs. Adams		X	10.18.23
9	08.16.23	ACTION	Obtain proposals to determine the scope and assess the costs for initial cleanup, subject to review by District Counsel.	Mrs. Adams		X	10.18.23
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