

MEDITERRA

COMMUNITY DEVELOPMENT DISTRICT

January 17, 2024

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

January 10, 2024

Board of Supervisors
Mediterra Community Development District

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

Dear Board Members:

The Board of Supervisors of the Mediterra Community Development District will hold a Regular Meeting on January 17, 2024 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 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Collier County and Lee County Supervisors of Elections Begin Conducting the District's General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date
5. Discussion/Update: Lake Bank Restoration
 - Consideration of Anchor Marine Proposals
6. Discussion: Evaluation Criteria for Bidding Process
7. Continued Discussion/Update: Nature Trail and Boardwalk
 - Continued Discussion/Consideration: E-Blast to Residents
8. Acceptance of Unaudited Financial Statements as of November 30, 2023
 - 2024 Operations Financial Impact Analysis
 - Breakdown/Summary Report
9. Approval of December 6, 2023 Regular Meeting Minutes

10. Staff Reports

A. District Counsel: *Kutak Rock LLP*

- Update: Memorandum Regarding Ethics Training Requirements

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: February 21, 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

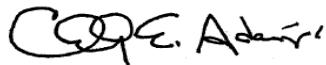
13. Supervisors' Requests

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 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEDITERRA COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), FLORIDA STATUTES, AND REQUESTING THAT THE COLLIER COUNTY AND LEE COUNTY SUPERVISORS OF ELECTIONS BEGIN CONDUCTING THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FOR THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the Mediterra Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 42QQQ-1 Florida Administrative, rules and regulations of the Land and Water Adjudicatory Commission Code Florida Statutes, being situated within Collier and Lee Counties, Florida; and

WHEREAS, the Board of Supervisors ("Board") of Mediterra Community Development District seeks to implement section 190.006(3), Florida Statutes, and to instruct the Collier-County and Lee County Supervisors of Elections ("Supervisors") to conduct the District's General Elections.

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

1. **GENERAL ELECTION SEATS.** Seat 3, currently held by John Henry, Seat 4, currently held by Robert Greenberg and Seat 5, currently held by Victoria Gartland are scheduled for the General Election in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats with the Division of Elections, pursuant to Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Collier County or Lee County Supervisors of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 17TH DAY OF JANUARY, 2024.

**MEDITERRA COMMUNITY DEVELOPMENT
DISTRICT**

CHAIR/VICE CHAIR, BOARD OF SUPERVISORS

ATTEST:

SECRETARY/ASSISTANT SECRETARY

Exhibit A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE
MEDITERRA COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Mediterra Community Development District will commence at noon on June 10, 2024 and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Department of State, Division of Elections, located at Room 316, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Collier County or Lee County Supervisors of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Mediterra Community Development District has three (3) seats up for election, specifically seats 3, 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, in the manner prescribed by law for general elections.

For additional information, please contact the Department of State, Division of Elections.

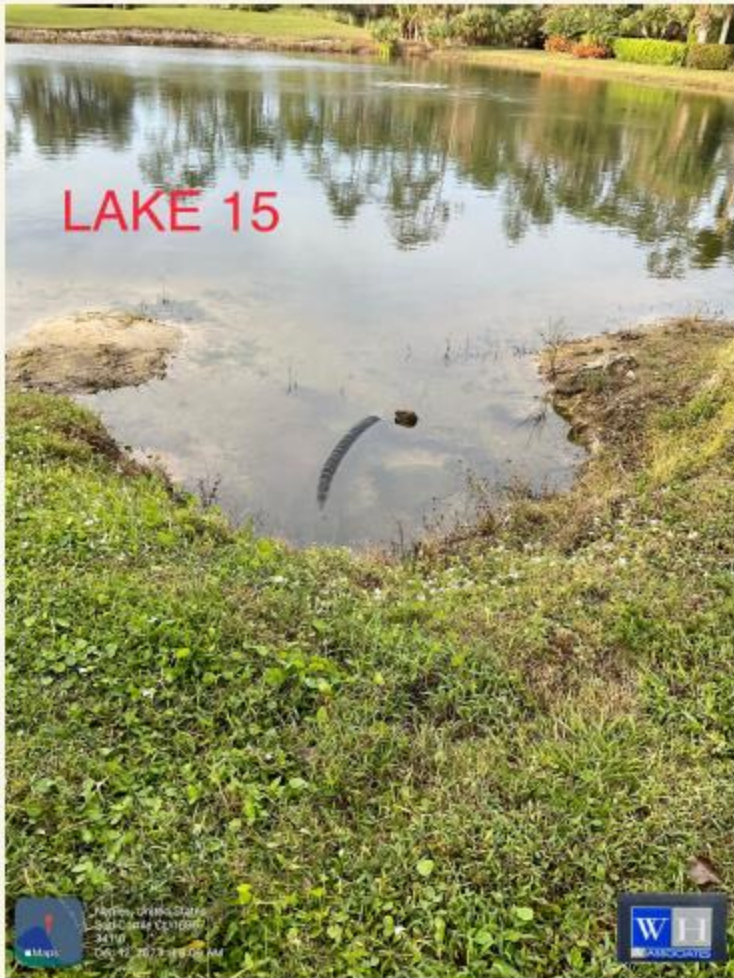
Chesley E. Adams, Jr.
District Manager

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

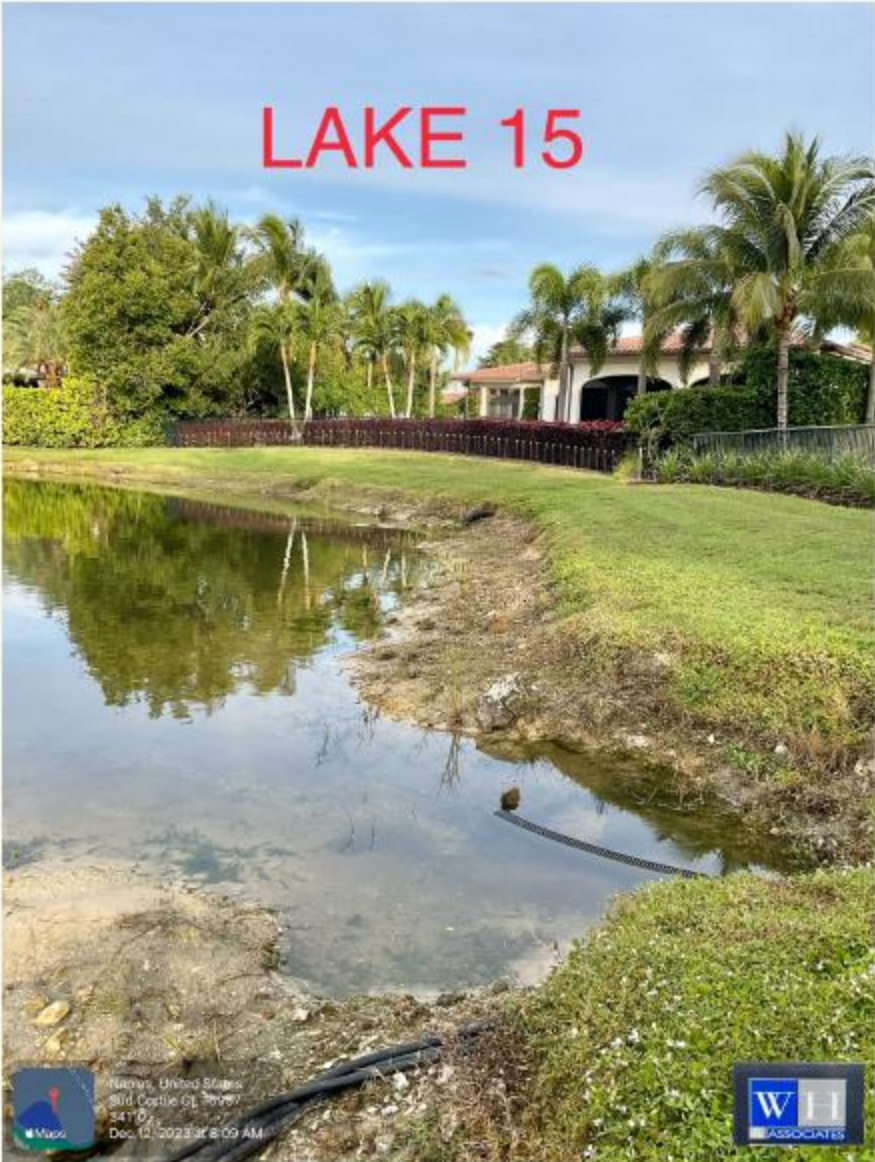
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Collier County Parcels 2023	
S_SECTION	11
S_TOWNSHIP	48
S_RANGE	25
SUBDIV_NM	MEDITERRA PAR 118
PIN	59960181382
O_NAME1	DIPASQUALE, SANDY-& CONNIE
O_NAME2	
O_NAME3	
O_ADDRESS1	16957 SUD CORTILE CT
O_ADDRESS2	
O_ADDRESS3	
O_CITY	NAPLES
O_STATE	FL
Zoom to	***



LAKE 15



Naples, United States
34109
Dec 12, 2023 8:09 AM



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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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

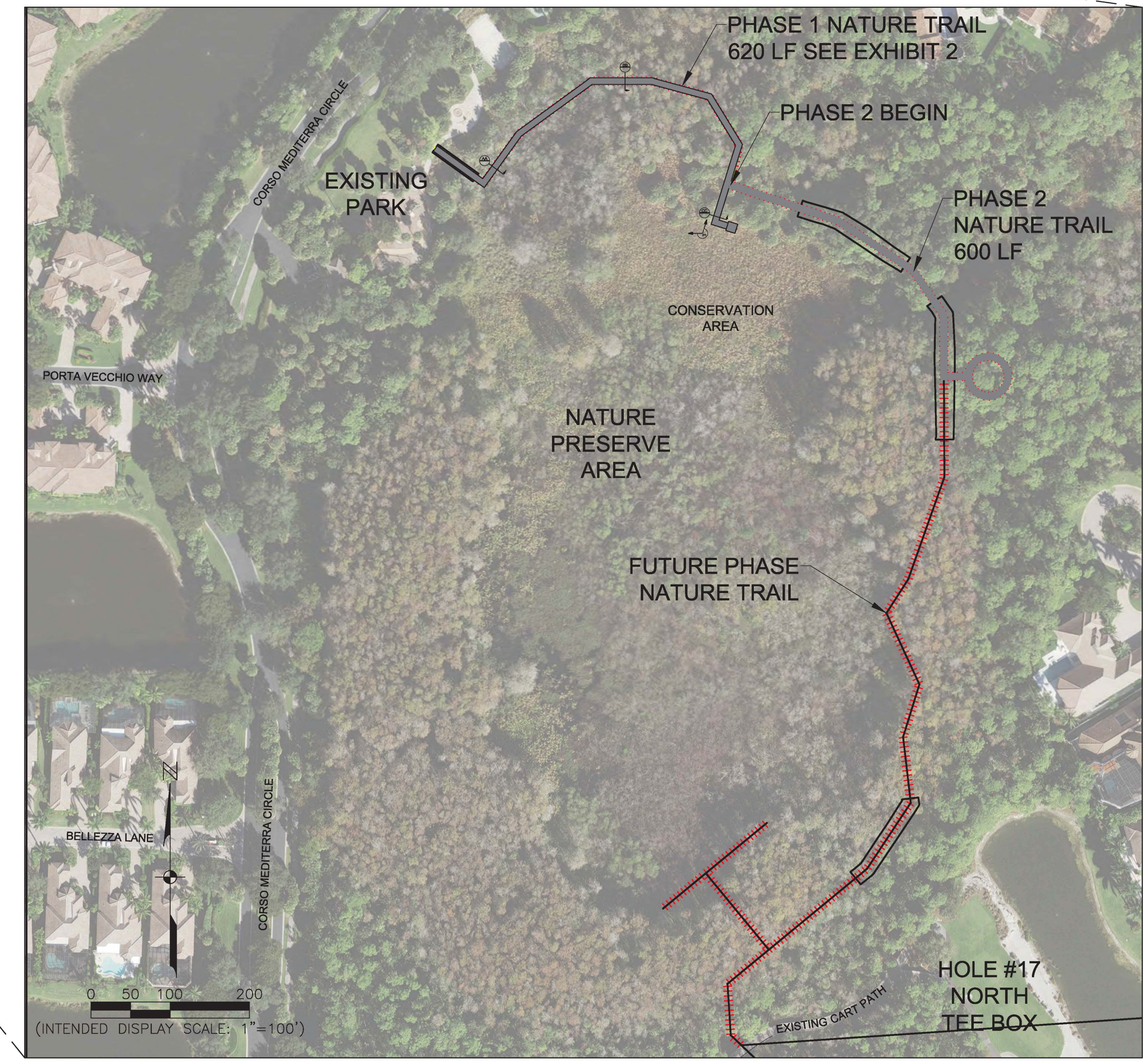
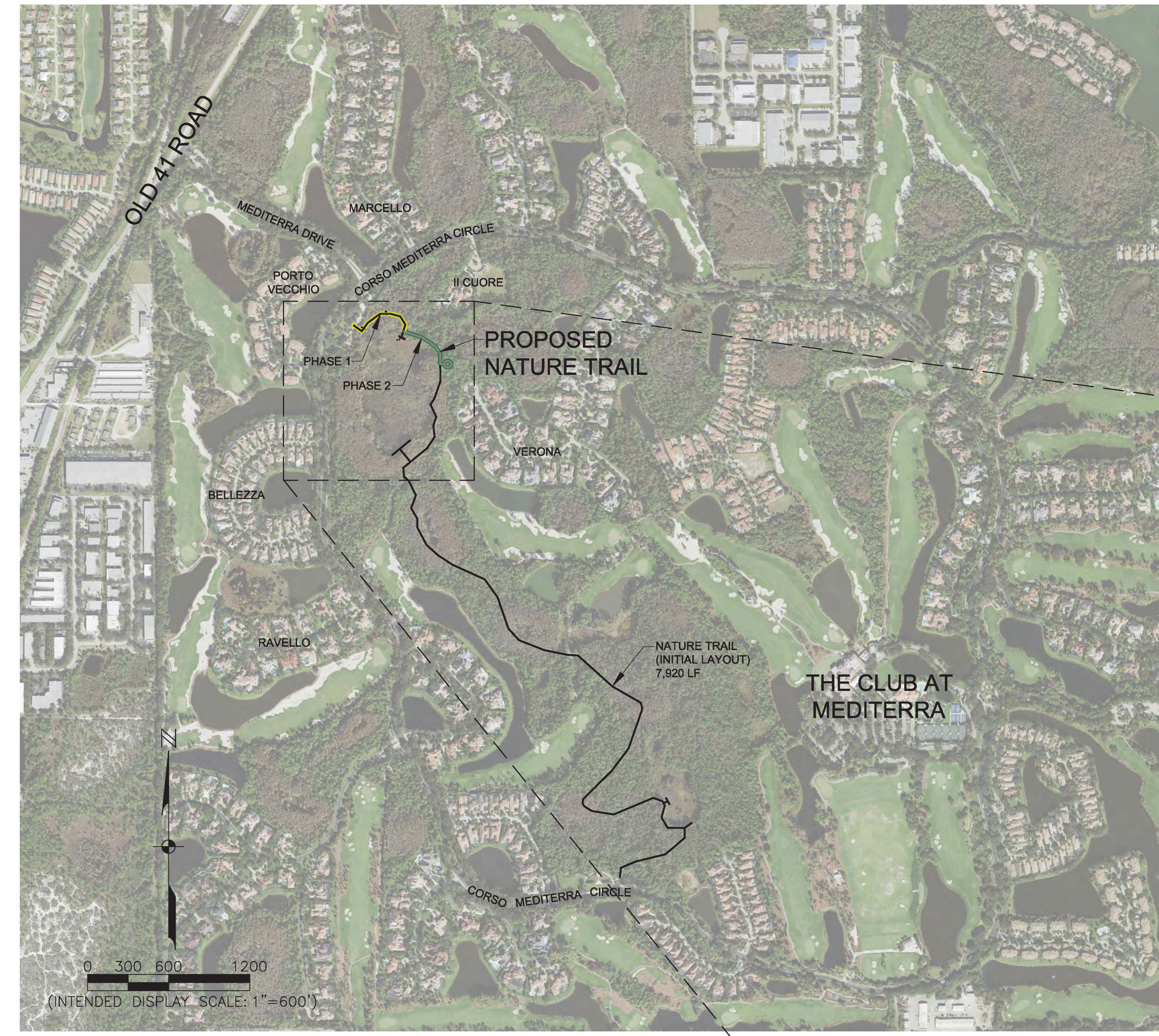
CONCEPTUAL
NATURE TRAIL
EXHIBIT

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
NOVEMBER 30, 2023**

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICTS
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2023**

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2013	Debt Service Series 2022	
ASSETS				
Cash				
Operating	\$2,639,366	\$ -	\$ -	\$ 2,639,366
Investments				
BB&T - CDARS	1,496	-	-	1,496
Series 2013				
Revenue		166,233	-	166,233
Reserve	-	75,000	-	75,000
Series 2022				
Principal	-	-	3	3
Prepayment	-	-	920	920
Revenue	-	-	140,646	140,646
Due from general fund	-	243,396	638,391	881,787
Due from MS 2022	62,386	-	-	62,386
Due from other	2,610	-	-	2,610
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 2,708,204</u>	<u>\$ 484,629</u>	<u>\$ 779,960</u>	<u>\$ 3,972,793</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Due to other funds				
General fund	\$ -	\$ -	\$ 62,387	\$ 62,387
Due to debt service - series 2013	243,396	-	-	243,396
Due to debt service - series 2022	638,391	-	-	638,391
Total liabilities	<u>881,787</u>	<u>-</u>	<u>62,387</u>	<u>944,174</u>
Fund Balances				
Restricted for:				
Debt service	-	484,629	717,573	1,202,202
Assigned				
3 months working capital	268,067	-	-	268,067
Future fire mitigation clean-up	160,000	-	-	160,000
Unassigned	1,398,350	-	-	1,398,350
Total fund balances	<u>1,826,417</u>	<u>484,629</u>	<u>717,573</u>	<u>3,028,619</u>
Total liabilities and fund balances	<u>\$ 2,708,204</u>	<u>\$ 484,629</u>	<u>\$ 779,960</u>	<u>\$ 3,972,793</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 NOVEMBER 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUE				
Special assessment: on roll	\$ 1,047,633	\$ 1,058,042	\$ 1,352,268	78%
Interest and miscellaneous	9	17	-	N/A
Total revenues	<u>1,047,642</u>	<u>1,058,059</u>	<u>1,352,268</u>	78%
EXPENDITURES				
Administrative				
Supervisors	-	1,077	9,900	11%
Management	4,164	8,329	49,973	17%
Accounting	1,392	2,783	16,700	17%
Audit	-	-	15,000	0%
Legal	-	-	10,000	0%
Field management	1,275	2,550	15,300	17%
Engineering	6,893	9,007	50,000	18%
Engineering-nature trail	-	-	100,000	0%
Trustee	-	-	10,000	0%
Dissemination agent	333	667	4,000	17%
Arbitrage rebate calculation	-	-	1,500	0%
Assessment roll preparation	417	833	5,000	17%
Postage	87	263	1,500	18%
Insurance	-	12,376	13,090	95%
Legal advertising	-	-	4,000	0%
Contingencies	198	284	2,500	11%
Annual district filing fee	-	175	175	100%
Website	-	-	705	0%
ADA website compliance	-	210	210	100%
Total administrative	<u>14,759</u>	<u>38,554</u>	<u>309,553</u>	12%
Water management				
Lake Maintenance	-	-	220,000	0%
Contractual services	39,800	41,585	42,500	98%
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	3,135	3,135	35,000	9%
Capital outlay- Nature Trail	-	-	100,000	0%
Aeration replacement and Repairs	-	-	25,760	0%
Total water management	<u>42,935</u>	<u>44,720</u>	<u>727,260</u>	6%
Other fees & charges				
Property appraiser & tax collector	15,187	18,526	35,456	52%
Total other fees & charges	<u>15,187</u>	<u>18,526</u>	<u>35,456</u>	52%
Total expenditures	<u>72,881</u>	<u>101,800</u>	<u>1,072,269</u>	9%
Excess/(deficiency) of revenues over/(under) expenditures	974,761	956,259	279,999	
Fund balances - beginning	851,656	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	1,398,350	1,398,350	644,236	
Fund balances - ending	<u>\$ 1,826,417</u>	<u>\$ 1,826,417</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 NOVEMBER 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ 244,866	\$ 248,363	\$ 315,756	79%
Interest	1,257	2,463	-	N/A
Total revenues	<u>246,123</u>	<u>250,826</u>	<u>315,756</u>	79%
EXPENDITURES				
Debt service				
Principal	-	-	180,000	0%
Interest	62,713	62,713	125,425	50%
Total debt service	<u>62,713</u>	<u>62,713</u>	<u>305,425</u>	21%
Other fees & charges				
Property appraiser & tax collector	4,897	6,219	11,512	54%
Total other fees & charges	<u>4,897</u>	<u>6,219</u>	<u>11,512</u>	54%
Total expenditures	<u>67,610</u>	<u>68,932</u>	<u>316,937</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	178,513	181,894	(1,181)	
Fund balances - beginning	306,116	302,735	268,603	
Fund balances - ending	<u>\$ 484,629</u>	<u>\$ 484,629</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 NOVEMBER 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ 640,570	\$ 645,755	\$ 827,957	78%
Interest	831	1,627	-	N/A
Total revenues	<u>641,401</u>	<u>647,382</u>	<u>827,957</u>	78%
EXPENDITURES				
Debt service				
Principal	1,000	1,000	693,000	0%
Interest	124,773	124,773	124,773	100%
Total debt service	<u>125,773</u>	<u>125,773</u>	<u>817,773</u>	15%
Other fees & charges				
Property appraiser & tax collector	7,260	9,243	17,146	54%
Total other fees & charges	<u>7,260</u>	<u>9,243</u>	<u>17,146</u>	54%
Total expenditures	<u>133,033</u>	<u>135,016</u>	<u>834,919</u>	16%
Excess/(deficiency) of revenues over/(under) expenditures	508,368	512,366	(6,962)	
Fund balances - beginning	209,205	205,207	671,058	
Fund balances - ending	<u>\$ 717,573</u>	<u>\$ 717,573</u>	<u>\$ 664,096</u>	

Mediterra CDD

2024 Operations Financial Impact Analysis

1.11.24

<u>Operations Account</u>	<u>Budget</u> <u>FY 2024</u>	<u>Encumbered</u> <u>FY 2024</u>	<u>Variance</u> <u>FY 2024</u>	<u>Notes</u>
Lake Maintenance Contract	\$ 220,000	\$ 389,460	\$ (169,460)	
Other Contract Services	\$42,500	\$ 37,530	\$ 4,970	Cane Toad Removal & Water quality testing
Aqua/cut backs/pipe cleanout	\$ 100,000	\$ 53,700	\$ 46,300	ROV Pipe Inspections & clean out projects
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	\$ 3,135	\$ 31,865	
Capital Outlay: nature-trail	\$ 100,000		\$ 100,000	
Aeration Repairs and replacements	\$ 25,760	\$ 31,803	\$ (6,043)	
	<u>\$ 727,260</u>	<u>\$ 532,103</u>	<u>\$ 195,157</u>	

Mediterra Breakdown January 11, 2024

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)
Lake 57 Removal of Cabbage Palm	\$ 295.00 (Lake Bank removal)
GC Hole #6 North Dead Pine Trees	\$ 1,300.00

Other Contract Services:

Cane Toad Removal Project	\$ 19,650.00 (expires 11/30/24)
Water Testing	\$ 12,180.00
Lake 52 bacteria applications	\$ 5,700.00

Aqua/cutbacks/pipe inspections/cleanout:

Annual Pipe Cleanout Project	\$53,700.00
Pipe Repairs	\$
Littoral Plantings Project	\$

Lake Bank Erosion Repairs:

Bank Restoration	\$16,475.00
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Other Contract Services:

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).

Aqua/cutbacks/pipe inspections/cleanout:

Note: Annual Pipe Inspections and cleanout: Includes \$48,200 for ROV inspections of all pipes and executed on December 7, 2023. Plug and dewatering of connecting pipe Lake 6 to Lake 1 (structures 246 & 247 \$4K; as well as removal of bricks from Lake 21 structure 53 \$1,500.00 and completed on December 14, 2023.

Lake Bank Erosion Repairs:

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).

Aeration Repairs:

Inspection Report Submitted 7/23	\$17,067.00 (repairs completed)
Inspection Report Submitted 11/2023	\$14,736.00 (repairs in progress)

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT
MINUTES OF MEETING
MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Mediterra Community Development District held 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.

Present were:

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

Also present:

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis (via telephone)	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Andy Tilton	District Engineer
Bill Bowden	MCA General Manager
Mike Radford (via telephone)	MRI Inspection, LLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:00 a.m. Supervisors Wheeler, Tarr and Gartland were present. Supervisor Henry was not present at roll call. Supervisor Greenberg was not present.

SECOND ORDER OF BUSINESS

Public Comments (3 minutes)

No members of the public spoke.

THIRD ORDER OF BUSINESS

Chairman's Comments

Mr. Tarr stated Mr. Greenberg hopes to attend the meeting; some items will be deferred subject to his arrival or to the next meeting.

42 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01,
Directing the District Manager to Appoint
Signors on the Local Bank Account; and
Providing an Effective Date**

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46
47 Mr. Adams presented Resolution 2024-01, which is related to the new investment
48 account. The Resolution provides for appointing the Chair, Treasurer and Assistant Treasurer as
49 signors on the account. Two signors will be required on each check; a positive pay system offers
50 additional fraud controls. Mr. Adams believes the account will initially be funded with \$1 million
51 and will earn a 4.75% interest rate. Prior to opening of this account, the funds in question were
52 in the checking operating account, earning negligible interest.

53
54 **On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor,
55 Resolution 2024-01, Directing the District Manager to Appoint Signors on the
56 Local Bank Account; and Providing an Effective Date, was adopted.**

57
58
59 **FIFTH ORDER OF BUSINESS**

**Discussion: Evaluation Criteria for Bidding
Process**

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61
62 This item was deferred.

63
64 **SIXTH ORDER OF BUSINESS**

**Discussion/Consideration of MRI
Inspection, LLC Estimate #4434 [ROV of
Lake Interconnecting Pipes]**

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66
67
68 Mr. Tarr asked if the proposal includes all 241 lines and how long the inspection will
69 take. Mr. Radford estimated it will take approximately three to four weeks.

70 Mr. Radford responded to questions regarding the scope of work and noted that, during
71 dry season, conditions can be difficult as a half full pipe can lack enough water for the ROV but
72 be too flooded to allow a crawler through. Inspectors will make multiple trips, if necessary; now
73 is probably the best time to begin the inspections.

74 Ms. Gartland asked if this is beyond the scope of previous inspections. Mrs. Adams
75 replied affirmatively; previous ROV inspections were limited to outfall structures.

76 Mr. Radford stated the cost will be \$50 less per line if all lines can be inspected in one
77 visit period, due to economies of scale, versus three separate annual inspections.

78 Mr. Tarr noted the contract states that E-Verify is utilized for all workers and asked if the CDD
 79 requires every contractor to utilize E-Verify. Ms. Willson stated it is a Statutory requirement,
 80 not specific to the CDD. Mrs. Adams stated every contractor is required to utilize E-Verify. Mr.
 81 Adams confirmed that Mediterra is his first client to have all pipes inspected using an ROV.

82 Mr. Radford stated he had a couple of clients inspect the entire system; he opined that
 83 such comprehensive inspection is not needed every year; rather, perhaps, on a 10-year
 84 rotation. Mr. Radford stated the inspection will begin in January 2024.

85

86 **On MOTION by Ms. Wheeler and seconded by Ms. Gartland, with all in favor,**
 87 **MRI Inspection, LLC Estimate #4434 for the ROV of Lake Interconnecting Pipes**
 88 **in one inspection, at a cost of \$200 per line, was approved.**

89

90

91 **SEVENTH ORDER OF BUSINESS**

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

92

93

- 94 • **Continued Discussion/ Consideration: E-Blast to Residents**

95 This item was deferred.

96

97 **EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of October 31, 2023**

98

99

- 100 • **2023 Operations Financial Impact Analysis**
- 101 • **Breakdown/Summary Report**

102 Mr. Tarr stated he requested year-end figures. Mrs. Adams stated the figures were
 103 distributed. Mr. Tarr questioned the beginning and ending fund balances on Page 2. Mr. Adams
 104 discussed revenues and expenditures and stated he will research and advise. He noted that the
 105 assessment receivables of \$14,047 will not be reflected in the current month, as they have not
 106 been received yet; delinquent assessments will be managed by the Property Appraiser and Tax
 107 Collector. He noted that the due date for assessment payments was pushed back one month.

108 Reviewing the Unaudited Financial Statements, Mr. Adams stated some assessment
 109 revenues were received.

110 **Mr. Bowden arrived at 9:21 a.m.**

111 Mr. Tarr asked if all work on the Nature Trail has stopped. Mr. Adams replied
 112 affirmatively; he confirmed that no capital outlays are planned yet for the Nature Trail.

113 The financials were accepted.

114 Mrs. Adams presented the Operations Financial Impact Analysis and responded to
115 questions. She noted the following:

116 ➤ The Lake 52 bacteria application contract was just executed; the \$475 monthly cost will
117 be reflected in the January update.

118 ➤ The annual pipe cleanout project will be increased from \$6,000 to \$48,200 because all
119 pipes will be ROV inspected.

120 Discussion ensued regarding repair work not completed by SOLitude.

121 Mrs. Adams stated the breakdown reflects funds paid, including the current contract
122 just executed with EarthBalance. The initial cleanup totaling \$31,500, performed by Superior, is
123 reflected.

124 Mr. Tarr questioned whether aeration repairs to old equipment that had been rebuilt
125 previously are worthwhile. Mrs. Adams stated she will research what has been done and
126 advise. The \$17,067 shown as encumbered is based upon work already completed.

127 Asked if a motion can be made to adjust the budget, Mr. Adams stated a budget
128 amendment will likely need to be done later in the fiscal year if necessary. He noted that
129 fluctuation within budgeted line items is quite common; other line items are under budget and
130 sufficient funds are available within other line items.

131 Discussion ensued regarding cost overruns, the need to be fiscally responsible, the
132 possibility that the pipe inspection could identify the need for expensive repairs and the need
133 to address any issues found.

134 Mr. Tarr asked if the purchase and installation of fire extinguishing balls was completed.
135 Mrs. Adams stated it was not; the Key Activity Dates Report shows that it is an approved
136 expenditure scheduled for the Fiscal Year 2024 budget. The order will be placed and installation
137 scheduled in the near future.

138

139 **NINTH ORDER OF BUSINESS**

**Approval of October 18, 2023 Regular
Meeting Minutes**

140

141

142 Ms. Wheeler asked if BLUE Landscape matched the lowest bid as she had requested. Mr.
143 Willis stated they did not, as their proposal was at cost; their bid was firm.

144

On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor, the October 18, 2023 Regular Meeting Minutes, as presented, were approved.

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Ms. Gartland opined that the quality of the minutes has improved drastically in recent months.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer: Johnson Engineering, Inc.

• Update: Permit Extension – Phase 3 East Stormwater Pond 74

Mr. Tilton stated the Hurricane Ian Executive Order continues so the stormwater pond permit extension will remain on hold until at least January 2024. It is set to expire in 2027 so an extension of approximately two years is possible, to roughly December 2028 or January 2029. Mr. Tarr observed that future CDD Boards will have tremendous flexibility, given approximately five acres of land of the combined CDD and MCA property.

Mr. Tilton stated the Medici pond does not meet the 4:1 slope requirement in some places on the resident side. He will send photos to Mr. Willis and these areas will be added to the list of areas to address. The drop-off is a 2:1 slope in some areas; fill and littoral plants are needed. Mrs. Adams stated Anchor Marine will determine the work needed and submit a bid.

Asked if other areas have similar issues, Mr. Tilton stated runoff contributes to the ongoing issue. Mrs. Adams stated that exposed pipes will be covered in conjunction with repairs to be done.

Mr. Willis stated, during the Lake Audit in June 2023, issues were identified at Lakes 15, 22 and 43; proposals will be presented in the Spring of 2024 for work to be done before the rainy season begins. He is scheduled to meet with Crosscreek next week Tuesday.

Ms. Wheeler asked if the work should be done now when the lakes are at low levels. Mr. Willis stated, if that is the Board’s preference, the work can be scheduled sooner.

Mr. Willis was directed to meet with Anchor Marine and obtain proposals.

Noting Mr. Tilton’s upcoming retirement, Mr. Tarr presented Mr. Tilton with a token of appreciation from the Board and thanked Mr. Tilton for his service.

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

179 • NEXT MEETING DATE: January 17, 2024 at 9:00 AM

180 ○ QUORUM CHECK

181 D. Operations Manager: Wrathell, Hunt and Associates, LLC

182 • Key Activity Dates Report

183 The December 2023 Key Activity Dates Report was included for informational purposes.

184 Mr. Willis stated he will meet with Crosscreek technicians and the Area Manager to
185 discuss community standards.

186 Mr. Tarr recalled that, in the past, EarthBalance was always the highest bidder for
187 preserve cleanups by a large margin and Cintron is no longer in the tree trimming business but
188 will do tree removal work. Mrs. Adams asked Mr. Willis to request a quote for the removal of
189 dead pine trees in Medici. Mr. Willis stated he called this morning and is awaiting a response.

190 Ms. Wheeler noted that a palm tree stump on the lake bank behind 15201 Medici Way
191 needs to be removed.

192 Mr. Tarr suggested Davie Tree be considered if Cintron cannot perform the work. Mr.
193 Willis will contact Davie Tree for a quote.

194 Mr. Tarr noted that, in the Lake Report, some lakes have "N" and some have "S" after
195 the lake number and asked if that is a holdover designation from when Mediterra was
196 comprised of two CDDs, Mediterra North and Mediterra South. He asked if the Report/list and
197 maps should be updated to remove the "N" and "S" designations. Mrs. Adams stated the "N"
198 and "S" designations do not refer to the former Mediterra North and Mediterra South CDDs.
199 Mr. Willis noted that some parcels are in Lee County and some are in Collier County. Mr. Tilton
200 stated Lee County has many more restrictions regarding how lake banks must be maintained
201 and when a permit is required; Collier County is more lenient.

202 The consensus was to leave the lake numbers as is and not change them.

203 Mr. Tilton's name will be removed and Mr. Brown's name added to applicable items.

204 Mr. Adams will follow up with the Admin Department regarding the cloud link on the
205 website.

206

207 **ELEVENTH ORDER OF BUSINESS**

Action/Agenda or Completed Items

208

209 Items 10, 13, 15, 16, 18, 21, 22 and 23 were completed.

210 Item 14: A quote for removal was requested from EarthBalance.

211 Item 19: Remove

212 Item 12: The Agreement was submitted to The Club for comments or execution.

213

214 **TWELFTH ORDER OF BUSINESS**

Old Business

215

216 There was no old business.

217

218 **THIRTEENTH ORDER OF BUSINESS**

Supervisors' Requests

219

220 Mr. Tarr asked Mr. Tilton if low water levels are causing excessive sediment in the lake
221 water. Mr. Tilton stated it should not; clarity generally improves with low water and less rain.
222 Mr. Tarr stated that two Medici fountains were painted but yellow staining is occurring because
223 the fountains use irrigation water. It was noted that the surficial aquifer has high
224 concentrations of iron and manganese, which can cause a reddish-brown appearance. While
225 water levels are low, these levels might be more concentrated; the issue might resolve itself
226 when more rain is received and levels are more diluted.

227 Ms. Gartland stated that numerous reports were received regarding a sulphur or "rotten
228 egg" odor near the pickleball courts. The Club has a well and a pumping structure in the vicinity
229 and the water is pumped from the well through the structure and into the lake behind the
230 Fitness Center. While the odor is noted near the structure, it is not sewage related. Should
231 anyone ask, it is The Club's issue.

232 The Club's use of the lake and the location of the well were discussed.

233 Mr. Adams stated the well's location is closer to The Club lake and the fact that The Club
234 lake interconnects to the Monteroso lake made it much easier at the time of installation to
235 utilize the existing drainage. The open grate is present to facilitate surface drainage, as the
236 lake's primary function is as a drainage structure to drain the adjacent area around the tennis
237 courts and pickleball courts into that lake.

238 Ms. Gartland believes that much of the drainage around the pickleball courts was
239 redone; however, this is The Club's issue. It was noted that hydrogen sulfide can be present in
240 surficial aquifers. While some things can be done, it is not a CDD matter.

241 Ms. Gartland asked for dead branches and materials at the Calabria Coach Homes to be
242 removed. Mr. Adams stated the HOA should have a surveyor mark the property line locations
243 and the landscape contractor Calabria should be advised to trim the trees to the property line.

244 Ms. Gartland asked if the fire management plan provides for removal of dead materials
245 or invasive plants. It was noted that dead materials cannot be removed from the preserve at
246 any time but invasive plants can be removed twice per year. EarthBalance goes through the
247 preserve every six months, treating and removing invasive plants.

248 Mr. Willis will obtain the wetland treatment schedule and email it to the Board.

249 **Mr. Henry arrived at the meeting at 10:21 a.m.**

250 Mr. Tarr expressed concern about the Fiscal Year 2024 budget, given the authorized
251 pipe inspections. He thinks EarthBalance has a history of being a very high bidder on preserve
252 cleanups and expressed concern that the CDD is accruing at a much lower amount. It was noted
253 that the full cleanup is anticipated to cost \$240,000.

254 Discussion ensued regarding the bidding process scheduled to occur in 2024, past
255 amounts budgeted, the \$240,000 projected budget, etc.

256 Mr. Henry believes the budget has line items with contingencies.

257 Mr. Tarr stated the discussion of the Nature Trail was deferred at the Chair's request.

258 Discussion ensued regarding whether the Nature Trail will proceed and delaying a vote
259 until all Board Members are present.

260 Mr. Tarr noted that Mr. Rodney Chase announced his plan to resign from The MCA and
261 noted that The MCA will have numerous new Board Members.

262 Mr. Henry expressed his opinion that a decision should be made at the next meeting
263 regarding whether to postpone the project to the following year.

264 Prioritizing projects, use of surplus funds, fiscal responsibility, the preference for
265 lowering assessments, a Reserve Study, increasing costs and potential discoveries from the
266 inspection of the pipes, were discussed.

267 Mr. Tarr asked why a reserve for aerators was not established. Mr. Adams stated the
268 decision was made to set it up on a depreciation schedule, as the cost was miniscule. He stated
269 larger expenditures such as a full pipe replacement would be bid and financed at the time of
270 need and paid for by current homeowners at the time rather than having it paid for by
271 homeowners no longer living in the CDD at the time of need. Mr. Tarr asked if the CDD could
272 impose assessments to pay, if necessary. Mr. Adams replied affirmatively.

273 Mr. Henry opined that, if the Nature Trail is not built in Fiscal Year 2024, there might be
274 a lot of extra Fund Balance available for other projects or to reduce assessments in Fiscal Year
275 2025.

276 Ms. Wheeler noted that, realistically, most neighborhoods never replace all their pipes.
277 Mr. Adams stated that current technology is less invasive.

278 Discussion ensued about construction methods, project specifications and timing of the
279 pipe inspections, repairs and replacement.

280 Mr. Tarr recalled an issue with shallow lakes on the east side of the CDD and asked if
281 dredging might be necessary in conjunction with the long-term plan and how weeds are being
282 kept out. Mr. Tilton discussed various factors and noted that aeration can be beneficial. He
283 cautioned against dredging lakes without cause. He noted that some communities might
284 choose to selectively dredge a small percentage of lakes to establish a baseline but most dredge
285 on an as-needed basis. Asked if dredging can reduce manganese and iron content, Mr. Tilton
286 stated reductions, if any, would be minimal and temporary.

287 Mr. Tarr asked about obtaining lake measurements from about 10 years ago.

288 Mr. Adams stated, if he does not have the study, he will request it from Jared.

289 Mr. Tilton thinks a select number of ponds with issues were surveyed. He noted that
290 many types of studies can be done but they might not be necessary.

291 Mr. Tarr expressed concern about residents on the east side, as the lakes are shallow to
292 begin with. Mr. Henry stated he did not notice an odor but he believes looking at the previous
293 tests makes sense.

294

295 **FOURTEENTH ORDER OF BUSINESS** **Public Comments (3 minutes per speaker)**

296

297 No members of the public spoke.

298

299 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

300

301

302 **On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor,**
303 **the meeting adjourned at 10:42 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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313 _____
Secretary/Assistant Secretary

Chair/Vice Chair

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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A

MEMORANDUM

To: Board of Supervisors, Mediterra Community Development District

From: Alyssa Willson

Date: January 4, 2024

Subject: Ethics Training Requirements

Beginning January 1, 2024, all Board Supervisors of Florida Community Development Districts will be required to complete four (4) hours of Ethics training each year. The four (4) hours must be allocated to the following categories: two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records law.

This training may be completed online, and the four (4) hours do not have to be completed all at once. The Florida Commission on Ethics (“COE”) has compiled a list of resources for this training. An overview of the resources are described below, and links to the resources are included in this memo.

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the Ethics training requirements. At this time, there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

Free Training Options

The Florida Commission on Ethics’ (“COE”) website has several free online resources and links to resources that Supervisors can access to complete the training requirements. Navigate to that page here: [Florida Commission on Ethics Training](https://ethics.state.fl.us/Training/Training.aspx).¹ Please note that the COE only provides free training for the two (2) hour Ethics portion of the annual training. However, the COE does provide links to free outside resources to complete the Sunshine and Public Records portion of the training. These links are included in this memorandum below for your ease of reference.

¹ <https://ethics.state.fl.us/Training/Training.aspx>

Free Ethics Law Training

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)

Click here: [Kinetic Ethics](#)

Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction

Click here: [Business and Employment Conflicts](#)

Gifts (50 minutes)

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

Voting Conflicts - Local Officers (58 minutes)¹

Click here: [Voting Vertigo](#)

Free Sunshine/Public Records Law Training

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

Other Training Options

4- Hour Course

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

CLE Course

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

If you have any questions, please do not hesitate to contact me.

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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.

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MEDITERRA CDD

Key Activity Dates

Updated: January 2024

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 Cost not yet received from Crosscreek	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	11/30/2024
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.	12/3/2024
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. As discussed at the December 6, 2023 meeting; possible extension due to Hurricane Ian of 9/2022 to early 2029. 90 day reminder is included, as reflected. Once the stormwater planning exercise is completed, it will have to be repeated every five years. <u>Engineering needs to follow-up.</u>	1/1/2026 (reminder) 10/7/2027 (deadline) Possible (deadline) 2029
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 & Ravello	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	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		
11	10.18.23	ACTION	Record Consent to Use of Easement Agmt w Club. 12.06.23: Agmt submitted to The Club for comments/execution.	Ms. Willson	X		
12	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. 12.06.23: A quote was requested from EarthBalance.	Mr. Willis	X		
13	10.18.23	ACTION	Staff to adjust the postage line item for next year's budget.	Mr. Adams	X		
14	10.18.23	ACTION	Remove "Sources and Uses of Funds" from the spreadsheet.	Mr. Adams	X		
15	12.06.23	ACTION	Meet w Anchor Marine. Get proposals for lake remediation.	Mr. Willis	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
16	12.06.23	ACTION	Discuss community standards w Crosscreek techs & Area Mgr.	Mr. Willis	X		
17	12.06.23	ACTION	Request quote for removal of dead pine trees in Medici & palm tree stump behind 15201 Medici Way. Contact Davie Tree and Cintron; consider Davie Tree if Cintron cannot perform the work.	Mr. Willis	X		
18	12.06.23	ACTION	Obtain Wetland Treatment schedule & email to Board.	Mr. Willis	X		
19	12.06.23	ACTION	Locate lake measurements done about 10 years ago. If necessary, request it from Jared.	Mr. Adams	X		
20							
21							
22							
23							
24							

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
10	10.18.23	ACTION	Ms. Gartland to review and edit the fact sheet.	Ms. Gartland		DELETE	12.06.23
11	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 w MCA & HOA determining who owns & maintains the License Agmts & for Ms. Willson to work w either one to get them executed 05.17.23: Both communicating w Mr. Bowden & Mr. George re: fountain ownership. More will be reviewed before Fountain Maintenance Agmts completed 08.16.23: MCA License Agmt in agenda for execution. Monterosso License Agmt is ongoing.	Mrs. Adams Ms. Willson		X	12.06.23

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
12	10.18.23	ACTION	Ask BLUE to match the lowest bid submitted of \$11,460.	Mr. Willis		X	12.06.23
13	10.18.23	ACTION	RFP verbiage changes to be made for future reference	Mrs. Adams		X	12.06.23
14	10.18.23	ACTION	Accept the BankUnited investment program	Mr. Adams		X	12.06.23
15	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	12.06.23
16	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	12.06.23
17	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	12.06.23
18	10.18.23	ACTION	District Engineer to provide report on Permit Extension	Mr. Brown/ Mr. Tilton		X	12.06.23