

# **MEDITERRA**

## **COMMUNITY DEVELOPMENT DISTRICT**

**March 20, 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**

March 13, 2024

Board of Supervisors  
Mediterra Community Development District

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

The Board of Supervisors of the Mediterra Community Development District will hold a Regular Meeting on March 20, 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. Update: Aquatics Report - *March 2024*
5. Acceptance of Unaudited Financial Statements as of January 31, 2024
  - 2024 Operations Financial Impact Analysis
  - Breakdown/Summary Report
6. Approval of February 21, 2024 Regular Meeting Minutes
7. 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: April 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

8. Action/Agenda or Completed Items
9. Old Business
10. Supervisors' Requests
11. Public Comments (*3 minutes per speaker*)
12. 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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## MEDITERRA AQUATICS REPORT

3/12/24

Crosscreek Environmental appreciates the opportunity to provide aquatics management and aeration maintenance for the Mediterra CDD.

Following my ride property tour with Shane at the end of November until now, our Lake technicians have been vigilant on turning the conditions of these lakes around from where they were, to where they need to be.

This included the cutting and treatment of all shoulder height and under Cabbage Palms along the lake banks. This is an ongoing process and we have already made great progress. We have also been focused on removing garbage during our regularly scheduled visits.

The torpedo grass is something that we can control better once the Lake levels drop down more. Unfortunately, the previous vendor let this invasive grass gain a strong foothold throughout the property. For now we treat it the best we can and hope some treatments get to the root of this unwanted plant. Like I stated, it will soon be exposed by low water level thus, making a treatment more thorough.

### CURRENT MAINTENANCE NOTES:

3/24 - The cutting of dead vegetation will continue today, the 12th by our Wetland crew to the following lake banks: 1, 55, 56, 60, 17, 8, 23 and 27

3/24 - Lake 52 Cypress Trees will be Inspected today by technicians to see if they are healthy yet dormant or if they are injured or dead. Findings and our professional opinion will be reported by end of day.

3/24 - Lake dye and some beneficial bacteria has been added to Lake 70 and 71. Personally, I think the overall aesthetic has improved.

Older, ongoing report is as follows:

- Lake 52 has been getting monthly applications of Bio-zyme bacteria to help ensure water quality. The Chara that was once there is very minimal now.
- Lake 45 is receiving monthly application blue dye and beneficial bacteria and has shown significant improvement.

Overall, we will continue our clean-up efforts as well as regular service to ensure the best quality lakes, both aesthetically and environmentally. Our goal is to bring the Lakes at Mediterra back to the appearance and overall health they were at when I treated the property years ago.

### ASSIGNED AQUATICS TECHS & LAKES:

#### LAKES SUPERVISOR

Jim Sheeran (15+ years experience)

47, 46, 39, 38, 36, 37, 35, 58, 33, 34, 32, 31, 30, 29, 27, 28, 26, 25, 24, 57, 23, 22, 55, 56, 60, 17, 8, 23, 22, 16

• Bryan Lewis (20+ years experience)

50, 52, 64, 65, 54, 53, 63, 49s, 49n, 62, 59n, 59s, 13, 48, 14, 13, 45n, 45s, 15, 18, 19, 43, 44, 42, 41

• Joe Cromer (5+ years experience)

66s, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 2, 3, 4, 5, 6, 61, 9, 10, 40, 11, 11b, 12, 12b, 7

I am available for ongoing property tours as well as attending CDD meetings. If you have any questions or concerns, please feel free to contact me directly at, 239-240-2478 or [jim@crosscreekenv.com](mailto:jim@crosscreekenv.com)

Lake Supervisor, James Sheeran

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**



**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICTS  
FINANCIAL STATEMENTS  
UNAUDITED  
JANUARY 31, 2024**

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICTS  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JANUARY 31, 2024**

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2013	Debt Service Series 2022	
<b>ASSETS</b>				
Cash				
Operating	\$1,199,149	\$ -	\$ -	\$ 1,199,149
ICS - BankUnited	25,000	-	-	25,000
BankUnited - 3474	678,876	-	-	678,876
Investments				
BB&T - CDARS	1,496	-	-	1,496
Series 2013				
Revenue		438,896	-	438,896
Reserve	-	75,000	-	75,000
Series 2022				
Principal	-	-	3	3
Prepayment	-	-	927	927
Revenue	-	-	919,608	919,608
Due from general fund	-	18,668	54,019	72,687
Due from MS 2022	62,387	-	-	62,387
Due from other	3,135	-	-	3,135
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 1,972,389</u>	<u>\$ 532,564</u>	<u>\$ 974,557</u>	<u>\$ 3,479,510</u>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Liabilities</b>				
Accounts payable	13,151	-	-	13,151
<i>Mediterra North</i>				
General fund	-	-	62,387	62,387
<i>Mediterra South</i>				
Due to debt service - series 2013	18,668	-	-	18,668
Due to debt service - series 2022	54,019	-	-	54,019
Total liabilities	<u>85,838</u>	<u>-</u>	<u>62,387</u>	<u>148,225</u>
<b>Fund Balances</b>				
Restricted for:				
Debt service	-	532,564	912,170	1,444,734
Assigned				
3 months working capital	268,067	-	-	268,067
Future fire mitigation clean-up	160,000	-	-	160,000
Unassigned	1,458,484	-	-	1,458,484
Total fund balances	<u>1,886,551</u>	<u>532,564</u>	<u>912,170</u>	<u>3,331,285</u>
Total liabilities and fund balances	<u>\$ 1,972,389</u>	<u>\$ 532,564</u>	<u>\$ 974,557</u>	<u>\$ 3,479,510</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 JANUARY 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUE</b>				
Special assessment: on roll	\$ 38,143	\$ 1,266,450	\$ 1,352,268	94%
Interest and miscellaneous	2,743	3,916	-	N/A
Total revenues	<u>40,886</u>	<u>1,270,366</u>	<u>1,352,268</u>	94%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Supervisors	1,076	3,014	9,900	30%
Management	4,164	16,658	49,973	33%
Accounting	1,392	5,567	16,700	33%
Audit	-	-	15,000	0%
Legal	-	2,004	10,000	20%
Field management	1,275	5,100	15,300	33%
Engineering	1,500	11,242	50,000	22%
Engineering-nature trail	-	-	100,000	0%
Trustee	-	-	10,000	0%
Dissemination agent	333	1,333	4,000	33%
Arbitrage rebate calculation	-	-	1,500	0%
Assessment roll preparation	417	1,667	5,000	33%
Postage	162	543	1,500	36%
Insurance	-	12,376	13,090	95%
Legal advertising	502	502	4,000	13%
Contingencies	294	775	2,500	31%
Annual district filing fee	-	175	175	100%
Website	-	-	705	0%
ADA website compliance	-	210	210	100%
Total administrative	<u>11,115</u>	<u>61,166</u>	<u>309,553</u>	20%
<b>Water management</b>				
Lake Maintenance	29,114	121,224	220,000	55%
Contractual services	-	4,070	42,500	10%
Aquascaping/cutbacks/pipe cleanout	-	5,500	100,000	6%
Fuel Load reduction of right of ways	-	-	129,000	0%
Lake bank erosion repairs	12,649	16,899	75,000	23%
Electricity	268	6,438	35,000	18%
Capital outlay- Nature Trail	-	-	100,000	0%
Aeration replacement and Repairs	-	17,412	25,760	68%
Total water management	<u>42,031</u>	<u>171,543</u>	<u>727,260</u>	24%
<b>Other fees &amp; charges</b>				
Property appraiser & tax collector	462	21,264	35,456	60%
Total other fees & charges	<u>462</u>	<u>21,264</u>	<u>35,456</u>	60%
Total expenditures	<u>53,608</u>	<u>253,973</u>	<u>1,072,269</u>	24%
Excess/(deficiency) of revenues over/(under) expenditures	(12,722)	1,016,393	279,999	
Fund balances - beginning	1,899,273	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	1,458,484	1,458,484	644,236	
Fund balances - ending	<u>\$ 1,886,551</u>	<u>\$ 1,886,551</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 JANUARY 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on roll	\$ 7,758	\$ 294,622	\$ 315,756	93%
Interest	1,624	5,060	-	N/A
Total revenues	<u>9,382</u>	<u>299,682</u>	<u>315,756</u>	95%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	180,000	0%
Interest	-	62,713	125,425	50%
Total debt service	<u>-</u>	<u>62,713</u>	<u>305,425</u>	21%
<b>Other fees &amp; charges</b>				
Property appraiser & tax collector	155	7,140	11,512	62%
Total other fees & charges	<u>155</u>	<u>7,140</u>	<u>11,512</u>	62%
Total expenditures	<u>155</u>	<u>69,853</u>	<u>316,937</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	9,227	229,829	(1,181)	
Fund balances - beginning	523,337	302,735	268,603	
Fund balances - ending	<u>\$ 532,564</u>	<u>\$ 532,564</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 JANUARY 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on roll	\$ 24,628	\$ 776,020	\$ 827,957	94%
Interest	1,752	3,936	-	N/A
Total revenues	<u>26,380</u>	<u>779,956</u>	<u>827,957</u>	94%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	(1,000)	-	693,000	0%
Interest	(62,386)	62,386	124,773	50%
Total debt service	<u>(63,386)</u>	<u>62,386</u>	<u>817,773</u>	8%
<b>Other fees &amp; charges</b>				
Property appraiser & tax collector	230	10,607	17,146	62%
Total other fees & charges	<u>230</u>	<u>10,607</u>	<u>17,146</u>	62%
Total expenditures	<u>(63,156)</u>	<u>72,993</u>	<u>834,919</u>	9%
Excess/(deficiency) of revenues over/(under) expenditures	89,536	706,963	(6,962)	
Fund balances - beginning	822,634	205,207	671,058	
Fund balances - ending	<u>\$ 912,170</u>	<u>\$ 912,170</u>	<u>\$ 664,096</u>	

## Mediterra CDD

2024 Operations Financial Impact Analysis

3.5.24

<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	\$ 392,050	\$ (172,050)	
Other Contract Services	\$42,500	\$ 37,530	\$ 4,970	Cane Toad Removal/ Water quality testing/Lake 52 Bacteria Applications
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	\$ 34,503	\$ (8,743)	
	<u>\$ 727,260</u>	<u>\$ 537,393</u>	<u>\$ 189,867</u>	

## Mediterra Breakdown March 5 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	\$ 7,500.00 (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
Conservation 4AS Dead Pine Trees	\$ 1,750.00 (Cintron completed 2.14.24)
Dye Application Lakes 71/72	\$ 340.00 (EarthBalance)

**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)
Aeration Repairs Submitted 1/24	\$1,175.00 (repairs in progress)
Aeration Repairs Submitted 1/24	\$1,525.00 (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 February 21, 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.

**Present were:**

Kenneth Tarr	Vice Chair
Vicki Gartland	Assistant Secretary
Mary Wheeler (via telephone)	Assistant Secretary
John Henry	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Brent Burford (via telephone)	District Engineer
Jim Sheeran	Crosscreek Environmental, Inc.
Dennis Tocci	Resident
Michael Fedida	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:01 a.m. Supervisors Tarr, Gartland and Henry were present. Supervisor Wheeler attended via telephone. Supervisor Greenberg was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments (3 minutes)**

Resident Dennis Tocci recalled that he attended the last meeting to report an issue with one of the lake compressors that was creating unbearable noise near his home. He asked for the minutes of today's meeting to reflect that the issue was addressed and that he is very thankful that Mr. Willis addressed the issue.

Mr. Tarr asked if the equipment had to be replaced or if it was rebuilt.

Mr. Willis stated the compressor will need to be replaced. Mr. Sheeran stated the equipment will be replaced, along with some other equipment. The aeration specialist is

41 methodically reviewing the aeration system; he works in the CDD once or twice a week and  
42 advises which equipment needs maintenance and/or replacement. Mrs. Adams stated that the  
43 CDD replaces rather than rebuilds equipment.

44

45 **THIRD ORDER OF BUSINESS**

**Chairman's Comments**

46

47 Mr. Tarr stated he has no comments in Mr. Greenberg's absence.

48

49 **FOURTH ORDER OF BUSINESS**

**Update: Aquatics Report - February 2024**

50

51 Mr. Tarr asked Mr. Sheeran about his previous experience with lake management  
52 contractors in the CDD. Mr. Sheeran stated he started working in the CDD while employed by  
53 LakeMasters between 2006 and 2008 and he worked in the CDD for four or five years before  
54 going to work with another lake management company. He joined Crosscreek as a Lead  
55 Technician and he is now a Lake Manager.

56 Mr. Tarr opined that the Lake 22 lake bank looks much better than it has in past years.  
57 Mr. Sheeran stated he visited three times so far and he is working to restore the lakes to their  
58 former pristine appearance.

59 Mr. Sheeran presented the February 2024 Aquatics Report, responded to questions and  
60 noted the following:

61 ➤ Algae foam around the perimeter of lakes is a sign of the lake fixing itself, likely because  
62 of nutrient runoff from fertilizer. Foam is removed as needed and algae is treated.

63 ➤ Bacopa, a dense beneficial aquatic weed that grows on the lake bank, helps with erosion  
64 problems; therefore, he encourages the growth of bacopa. It generally grows up to the  
65 floritam; he does not recommend killing bacopa. He spot treats invasives growing within  
66 bacopa, as bacopa helps to preserve the lake bank.

67 Ms. Gartland stated she observed a lot of technician activity while on the golf course  
68 and cleanup activity at the lakes and has noticed great improvement.

69 Ms. Wheeler thanked Mr. Sheeran for the good explanations and information and  
70 stated the information about the aquatic beneficial plants will be shared with the community.

71 Mrs. Adams noted the big difference between aquatic weeds and aquatic beneficials.

72 Mr. Willis stated he will send a photograph of bacopa to the Board after the lake review  
73 on Friday.

74 Mrs. Adams stated she gave Mr. Sheeran a 6" fireball; the 4" fireballs are no longer  
75 available. It is unclear whether the 6" will fit in the existing cabinet. One ball is \$150.

76 Mr. Willis stated several complaints were received about construction trash in the lake  
77 at Corsini. Mr. Sheeran's team will handle it and the MCA will be asked to have its construction  
78 crews address the issue, which might be related to items blowing over the silt fence.

79 **▪ Discussion/ Consideration of Proposals for Dye Application to Lakes 71 and 72**

80 **This item, previously the Seventh Order of Business, was presented out of order.**

81 Mr. Willis stated that homeowners on the east side of Lakes 71 and 72, in Lucarno,  
82 complained about aquatic weeds and littorals and the milky appearance of the shallow water.  
83 Mr. Henry stated the issue was raised at the Lucarno Board Meeting.

84 Discussion ensued regarding the Crosscreek Environmental proposals to dye the lake  
85 water to change the aesthetic appearance of the lakes, the aesthetics of the water in the  
86 shallow lake and the need to dye both lakes to achieve a balanced appearance.

87 Mrs. Adams stated one lake has been receiving dye at no additional charge, for several  
88 years, due to submersed aquatics.

89 Mr. Sheeran stated he presented options for blue and black dye because blue dye is  
90 often less expensive; however, black dye often looks more natural.

91 Water levels, turbidity, whether to wait until dry season, the possibility of additional  
92 requests for dye and whether the HOAs should pay for lake dye treatments were discussed.

93 Mr. Adams stated the presence of the high-end park could justify enhanced aesthetics.  
94 Ms. Gartland suggested approving one treatment.

95 Ms. Willson stated some parameters must be set in case additional requests are  
96 received, such as indicating which lakes will be treated and which will not and treating similarly  
97 situated lakes in the same manner. She stated the Board could proceed with treating one lake  
98 and, if necessary, develop a policy that treats like situations alike.

99 The Board and Staff discussed whether to treat one or both lakes and which color of dye  
100 should be used.

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**On MOTION by Mr. Henry and seconded by Ms. Gartland, with all in favor, authorizing a one-time treatment of Lake 71 and Lake 72, with blue dye, at a cost of \$175 and \$165 respectively, was approved.**

Mr. Sheeran stated the lakes will be treated on February 27, 2024.

Mr. Henry stated he would like to be better educated regarding littorals. Mrs. Adams suggested he accompany Staff on the annual lake audit.

Mr. Willis will send the educational brochure about littorals to all Board Members.

#### **FIFTH ORDER OF BUSINESS**

#### **Continued Discussion /Update: Lake Bank Restoration**

- **Consideration of Anchor Marine Proposals**

Mr. Adams stated only one proposal is included in the agenda and suggested deferring this item until proposals requested from all three contractors are received.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Johnson Engineering, Inc. New Rate Schedule**

Mr. Adams presented the new rate schedule submitted by Johnson Engineering, Inc. He stated the rates have not increased since September 2022; the New Rate Schedule reflects a rate increase of approximately 10% for each level.

Mr. Burford believed he is billed at Level 4 but he needs to verify.

Mr. Adams stated a very healthy \$50,000 is budgeted for Engineering, in addition to \$80,000 budgeted for Nature Trail Engineering but little to no Engineering work is currently planned for the Nature Trail.

Ms. Gartland voiced her opinion that the relationship with Johnson Engineering has been great. She asked if the CDD must consider other contractors and if the rates are reasonable. Mr. Adams stated the rates are in line with recent inflation and labor cost increases. Ms. Willson stated the CDD has no statutory duty to re-bid the contract at this time.

**On MOTION by Ms. Gartland and seconded by Mr. Henry, with all in favor, the Johnson Engineering, Inc. New Rate Schedule, effective immediately, was approved.**

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**SEVENTH ORDER OF BUSINESS****Discussion/Consideration of Proposals for  
Dye Application to Lakes 71 and 72**

142 This item was presented following the Fourth Order of Business.

143

**EIGHTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statements as of December 31, 2023**

144

**• 2024 Operations Financial Impact Analysis**

145 Mr. Adams stated the \$866 remaining in the “BB&T – CDARS” line item and a significant  
146 portion of operating cash will be moved to the “ICS – Bankunited” account line item. This  
147 operating account allows five withdrawals per month, which is more than adequate, as  
148 Accounts Payable are processed twice per month.

149 Mr. Tarr noted that assigned funds include “3 months working capital” and “Future fire  
150 mitigation clean-up” which he believes will be funded annually for three years. Mr. Adams  
151 stated that is correct; \$80,000 accrues for fire mitigation annually and, in one more year, the  
152 total will be \$240,000.

153 Mr. Tarr voiced his belief that the two competing proposals for the preserve cleanup,  
154 from SOLitude and EarthBalance, are close to each other in price and both are in the \$300,000  
155 range and that the Cintron proposal was significantly less. The Board Members believe that is  
156 accurate.

157 Mr. Tarr stated that \$300,000 will not be accrued at this rate.

158 Mr. Adams stated it will not be accrued on a three-year cycle; unassigned fund balance  
159 can be used to offset the differential. Mr. Tarr expressed hope that it will not be necessary to  
160 use available funds for pipe repairs and suggested requesting an updated proposal from  
161 EarthBalance now, given the lack of other bidders. It was noted that bids can also be requested  
162 from Superior Waterway, Crosscreek Environmental and several others.

163 Mr. Tarr expressed concern that the cost will increase significantly. Mr. Adams stated a  
164 budget amendment can be adopted or the line item can be adjusted with the understanding  
165 that used funds will fall back to fund balance.

166 Ms. Gartland suggested waiting to see how much will be spent on pipe repairs.

170 It was noted that \$160,000 is currently accrued for “Future fire mitigation clean-up”.

171 Mr. Adams stated the line item previously contained \$80,000, it is currently at \$160,000  
172 and it will increase to \$240,000 this year; however, the Board can budget at its discretion.

173 Regarding projects listed on the Operations Financial Impact Analysis, Mr. Adams stated  
174 that it will only include expenditures anticipated for projects planned in the current fiscal year.  
175 He noted that another \$80,000 is reserved in the appropriate line item in the budget, where it  
176 will not be shown as an expense, but rather as a fund balance adjustment.

177 It was noted that the fuel load reduction on the right-of-way’s is anticipated for the  
178 current fiscal year, so it is included on the Operations Financial Impact Analysis.

179 Mrs. Adams stated the District Engineer will publish a Request for Proposals (RFP) for  
180 fuel load reduction on the right-of-way’s project; the work will be performed during dry season.  
181 Mr. Burford stated he will proceed with the RFP process. Mr. Adams thinks April or May would  
182 be the best time to begin the project, when it will be the driest, the lightest and hopefully the  
183 least expensive.

184 Discussion ensued regarding the Operations Financial Impact Analysis.

185 Regarding why the “Capital Outlay: nature-trail” line item shows \$100,000 budgeted.  
186 Mr. Adams stated that amount was budgeted by the Board as a whole.

187 Mr. Henry asked if the Operating Funds are kept below the \$250,000 FDIC limit. Mr.  
188 Adams stated that is the goal; the swell of County special assessment revenue will be moved  
189 quickly and will be swept into the ICS account.

190 • **Breakdown/Summary Report**

191 Mr. Tarr stated he observed a dead pine tree taken down and stated a homeowner  
192 asked if the fallen tree will be in the zone to be removed during fire mitigation.

193 Mrs. Adams stated it will be removed if it is within the 60’ zone.

194 Mr. Adams stated it was felled due to the hazard to private property. The benefit to not  
195 removing it now is that it would be expensive to remove by itself; by leaving it, it will dry out so  
196 that it is lighter and easier to remove in May. Mrs. Adams stated the permit allows for tree  
197 removal every three years and the South Florida Water Management District (SFWMD) could  
198 fine the CDD for unauthorized tree removal.

199 Ms. Wheeler expressed concern about leaving dry wood in the preserves. The consensus  
200 was that there is an abundance of wet and dry wood in the preserves.

201

**On MOTION by Ms. Gartland and seconded by Mr. Henry, with all in favor, the Unaudited Financial Statements as of December 31, 2023, were accepted.**

202

203

204

205

206 **NINTH ORDER OF BUSINESS**

**Approval of January 17, 2024 Regular Meeting Minutes**

207

208

209

Mr. Tarr stated he found only one error in the minutes. It was noted that Mr. Tarr was the only Supervisor to submit comments. Mr. Tarr’s edit is reflected in the minutes in the agenda package.

210

211

212

**On MOTION by Ms. Gartland and seconded by Mr. Henry, with all in favor, the January 17, 2024 Regular Meeting Minutes, as presented, were approved.**

213

214

215

216

217 **TENTH ORDER OF BUSINESS**

**Staff Reports**

218

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

Ms. Willson had no report.

Mr. Tarr asked if there is any legislative news related to CDDs. Ms. Willson stated there were some revisions to Chapter 190. Some additional reporting requirements might be coming. Some proposed revisions to commercial districts were removed from the final version of the bill. Further updates will be provided. The new continuing education requirements are in effect, as previously discussed.

222

223

224

225

Mr. Tarr reminded the Board that the four hours of ethics training must be completed by December 31, 2024. Mr. Henry recalled that approval was granted at the last meeting to take the online course. Mr. Tarr noted that the online course is \$49 and asked for an action item to be created. He asked if Form 6 applies to CDD Supervisors. Ms. Willson stated that, so far, CDD Supervisors are not included in those required to file Form 6.

226

227

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230

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

Mr. Burford stated he received proposals for the right-of-way fire reduction in April 2023 and asked if the work was completed. Mrs. Adams stated the funds were budgeted. Mr. Burford will request new proposals and advise that the CDD intends to proceed with the work.

232

233

234

- **Update: Permit Extension – Phase 3 East Stormwater Pond 74**

235



236 Mr. Burford stated the permit extension is being monitored; currently, the permit  
237 extension will run through the beginning of 2029. Mrs. Adams stated at the last meeting the  
238 permit extension was estimated to be January 2029. Mr. Adams stated another 30 days can be  
239 added, as it is now 30 days later.

240 Mr. Henry asked for the purpose of the permit. Mr. Tarr stated the permit gives the CDD  
241 the opportunity to capture valuable land in the future, which might be used for a play park. Mr.  
242 Henry questioned the value of it and doubted there would be any support on the east side. Ms.  
243 Wheeler believed there would still be a water feature there.

244 Mr. Tarr stated the stormwater feature would remain. Mr. Adams stated part of the  
245 process identified acreage needed for water storage under the permit; the remainder could be  
246 filled in to expand the dry part of the parcel. He thinks there was a sketch of a potential facility.  
247 Mr. Henry asked if the permit gives the opportunity to fill in the entire lake. Mr. Adams recalled  
248 a sketch showing a building footprint and a parking area.

249 Mr. Tarr stated the map in the MCA office wall shows all the buildings and parking, with  
250 the entry off Livingston.

251 Mr. Henry thinks the plan was to construct a parking lot and buildings there.

252 Mr. Tarr suggested the GIS maps be printed and reviewed in detail, as the MCA and the  
253 CDD own land.

254 Mr. Adams displayed a Collier County Property Appraiser map overlay. He pointed out a  
255 parcel owned by the MCA. Lake 74 and an additional area are owned by the CDD.

256 The Board and Staff discussed the map, the permit and ownership of lands.

257 Mr. Tarr identified the stormwater system and an additional area mined by Bonita Bay  
258 Group. Mr. Adams stated that area is part of the permit and explained that the process Mr.  
259 Tilton went through was a determination of the CDD's overall storage, wet and dry areas, how  
260 much there was in excess of what is needed and the potential of filling in the difference. The  
261 permit shows how much could be filled in; now the permit extension is being discussed and the  
262 permit's five-year shelf life is being extended.

263 Referring to various parcels believed to be owned by the MCA, Mr. Tarr opined that land  
264 is in great demand and there is a need for contractor truck parking on the Corso. Mr. Henry  
265 stated, as a resident of the east side, he believes there would be a lot of opposition to that, and  
266 he would like to understand how much there is a possibility of that. He feels that the east side

267 residents should be aware that this permit is outstanding and it could, at some time, be an  
268 intrusion into an area that they value.

269 Mr. Adams voiced his opinion that it is important for homeowners to understand that,  
270 though the CDD has gone through this exercise and secured this permit, the CDD never  
271 intended to be the entity actually taking those steps. Rather, the option was preserved for the  
272 MCA.

273 The Board and Staff discussed their opinions regarding the use of the permitted area.

274 Mr. Tarr expressed his opinion that it would be foolish not to preserve the option to use  
275 the property for future homeowners.

276 Mr. Henry thinks there are people who might rather see a preserve.

277 Mr. Gartland believes some people might support filling in a portion of it and creating a  
278 miniature nature park.

279 Asked what the permit allows, Mr. Adams stated the CDD could do whatever is allowed  
280 under the permit zoning. He thinks something more natural would be allowed, as it would have  
281 less environmental impact than what was originally contemplated.

282 Mr. Tarr voiced his belief that there was never an intent to fill the entire area, as that is  
283 not allowed.

284 Discussion ensued regarding parking constraints on the east side, the minimal cost to  
285 monitor the permit and the desire to prevent potential commercial development of the  
286 property.

287 Ms. Willson stated commercial development would not be an allowable purpose of the  
288 property according to the tax-exempt bond covenant. A play park could be constructed, if  
289 permitted by the County; this would be an Engineering question related to a recreational  
290 amenity. If constructed and funded by the CDD, allowance for use by others, with a nonresident  
291 user fee, must be included.

292 Mr. Henry recalled that a play park considered for next to the pump station was  
293 vehemently opposed by residents.

294 Ms. Wheeler feels that is a valid point raised by a resident of the east side; the fact that  
295 turning any portion of it into anything other than a water feature is not currently appealing to  
296 those homeowners is a viewpoint of which the Board needs to be aware.

297 Mr. Tarr stated the Board is not suggesting that anything is being done now and he  
 298 knows of no recent plans or proposals.

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

- 300 • **NEXT MEETING DATE: March 20, 2024 at 9:00 AM**

- 301 ○ **QUORUM CHECK**

302 Supervisors Tarr, Wheeler, Henry and Gartland confirmed their attendance at the March  
 303 20, 2024 meeting.

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

- 305 • **Key Activity Dates Report**

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

307 Mr. Tarr asked for the annual Ethics Training requirement to be added to the Report.

308 Mr. Tarr noted that “Laptop @ MOS” should be changed to “Laptop @ MCA.” With  
 309 regard to this item, Mr. Adams will ask if a file share of the last five years can be done.

310 It was noted that “Est Cortile Court - SOP” monitoring was completed and will be  
 311 removed from the Report.

312 Mrs. Adams stated the required preserve Wetland Maintenance treatment schedule for  
 313 invasives was added to the Report. Treatments are applied four times per year; the last  
 314 treatment is not included on the Report, which includes Fiscal Year 2024. EarthBalance is the  
 315 subcontractor to do the wetlands; trash is removed during maintenance.

316

317 **ELEVENTH ORDER OF BUSINESS** **Action/Agenda or Completed Items**

318

319 Items 14, 17, 21 and 23 were completed.

320 Item 2: Change “Mr. Tilton” to “Mr. Brown”

321 Item 7: Change “next meeting” to 2/2024

322 Item 11: Response not yet received.

323 Regarding Item 19, Mr. Tarr asked the status of the M.R.I. ROV inspection. Mrs. Adams  
 324 stated technicians will be back on site in two weeks. Depending on weather and water levels,  
 325 inspections will resume.

326 Ms. Wheeler stated the pipes are normally inspected during the dry season, and the  
 327 contractor was asked to come in early because it was so dry in November. This is the time of  
 328 the year when inspections are normally done but it has been unseasonably rainy.

329 Discussion ensued regarding the ideal conditions necessary for ROV inspections.

330 Mrs. Adams stated M.R.I. will continue when conditions permit.

331 Item 21: Mrs. Adams stated the CDD has 125 compressors. The oldest compressors are  
332 four operational compressors from 2011.

333

334 **TWELFTH ORDER OF BUSINESS**

**Old Business**

335

336 Mr. Adams stated he will email the forms for the General Election to the Board  
337 Members. The candidate qualification period runs from noon, June 10, 2024 to noon, June 14,  
338 2024.

339 Mr. Tarr asked Ms. Willson to research Attorney General opinions related to whether  
340 Supervisors can discuss possible candidates for upcoming elections without violating the  
341 Statutes or Sunshine Law. Ms. Willson will research the question and advise.

342

343 **THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

344

345 Ms. Gartland asked for the June 12, 2024 meeting to be rescheduled.

346 District Management will poll the Board and notify them regarding a new meeting date.

347

348 **FOURTEENTH ORDER OF BUSINESS**

**Public Comments (3 minutes per speaker)**

349

350 Resident Michael Fedida expressed his appreciation to the Board and noted that very  
351 few members of the public attend CDD meetings. Mr. Adams stated, when newsletters are  
352 sent, more homeowners attend meetings. He noted that the mailing sent in August is the  
353 primary reason for the postage expenses increased.

354 Mr. Tarr discussed the numerous topics of discussion over the years, as the community  
355 ages, including underground pipes and tree root damage.

356

357 **FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

358

359

360 **On MOTION by Ms. Gartland and seconded by Mr. Henry, with all in favor, the**  
361 **meeting adjourned at 10:27 a.m.**

362  
363  
364  
365  
366

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Secretary/Assistant Secretary

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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*

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

**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: March 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.	2/24 thru 11/2024
Wetland Maintenance	SOP	N/A	Wetland Maintenance as required by SFWMD is to be performed at a minimum of two times per year.	Feb./May/ August 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 4" Ball and comes with a three year warranty. And are no longer in production.	2/2023 install 1/2026 expires
Elide Fire Extinguishing 6" Ball (Standard Bracket) Phase II Project	SOP	N/A	Staff has purchased (1) 6" Fire Ball to determine if it will fit in the remaining (34) cabinets - Cost \$146.43 and purchased from Tractor Supply 2/2/24. \$4,980.00 + \$1000.00 install. Total \$5,980.00.	2/1/2024
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.	April Agenda Item and 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.	April agenda item and due 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 @ MCA	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. 2024: ROV Inspecting of all pipes/outfall structures.	To commence March 19, 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.	1/1/2026 (reminder) 10/7/2027 (deadline) Possible (deadline) early 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
Ethics Training for Special District Supervisors	112.3142 requirements applied 2024		Supervisors will be required to complete four (4) hours of training each calendar year. For those seated on or before March 31, 2024, the four hours of training must be completed by December 31, 2024. For new Supervisors seated after March 31, 2024, training must be completed by December 31, 2025. Ethics Training Website: <a href="https://ethics.state.fl.us/Training/Training.aspx">https://ethics.state.fl.us/Training/Training.aspx</a>	12/31/2024

Form 1 Filing - Statement of Financial Interest			Beginning January 1, 2024, Form 1 will no longer be filed with your local Supervisor of Elections office. Instead, all Form 1s will be filed electronically with the Commission on Ethics. <a href="https://ethics.state.fl.us/">https://ethics.state.fl.us/</a> . File by July 1st following each calendar year in which they hold their position.	7/1/2024 annually
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.	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).	

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

L-1	Monterosso & Villoresi	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	Villoresi	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	<b>ACTION</b>	Move "Completed" items 6 months or older from the date moved to completed to the Archive List.	Admin Staff	X		
2	01.16.19	<b>ACTION</b>	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. Brown	X		
3	03.03.21	<b>ACTION</b>	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	<b>ACTION</b>	Email mtg agenda to Chair 3 days before sending to BOS.	Admin Staff	X		
5	03.03.21	<b>ACTION</b>	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	<b>ACTION</b>	Obtain unit pricing for all contracts moving forward.	CDD Staff	X		
7	04.21.21	<b>ACTION</b>	Add cloud link on website & upload record of proceedings. <b>11.16.22</b> Check status & provide update at 02/2024 meeting.	Webmaster	X		
8	01.19.22	<b>ACTION</b>	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	<b>ACTION</b>	Include Mr. Greenberg in email chain if fire incident happens so he can alert the Board.	Mr. Bowden	X		
10	08.16.23	<b>ACTION</b>	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	<b>ACTION</b>	Record Consent to Use of Easement Agmt w Club. <b>12.06.23:</b> Agmt submitted to The Club for comments/execution.	Mr. Adams	X		
12	10.18.23	<b>ACTION</b>	Staff to adjust the postage line item for Fiscal Year 2024-2025 budget.	Mr. Adams	X		
13	12.06.23	<b>ACTION</b>	Meet w Anchor Marine. Get proposals for lake remediation. <b>01.17.24:</b> Deferred until additional proposals received and District Engineer approves specifications, then info will be shared. Work to be done after season; homeowners engaged contractors for preliminary work.	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
1	11.16.22	<b>ACTION</b>	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
2	08.16.23	<b>ACTION</b>	Meet with Ms. Willson regarding SOLitude termination letter.	Mrs. Adams		X	10.18.23
3	08.16.23	<b>ACTION</b>	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
4	10.18.23	<b>ACTION</b>	Review and edit the fact sheet.	Ms. Gartland		DELETE	12.06.23
5	03.15.23	<b>BOTH</b>	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. <b>04.19.23</b> Work w MCA & HOA determining who owns & maintains the License Agmts & for Ms. Willson to work w either one to get them executed <b>05.17.23</b> : Both communicating w Mr. Bowden & Mr. George re: fountain ownership. More will be reviewed before Fountain Maintenance Agmts completed <b>08.16.23</b> : MCA License Agmt in agenda for execution. Monterosso License Agmt is ongoing.	Mrs. Adams Ms. Willson		X	12.06.23
6	10.18.23	<b>ACTION</b>	Ask BLUE to match the lowest bid submitted of \$11,460.	Mr. Willis		X	12.06.23
7	10.18.23	<b>ACTION</b>	RFP verbiage changes to be made for future reference.	Mrs. Adams		X	12.06.23
8	10.18.23	<b>ACTION</b>	Proceed with BankUnited investment program.	Mr. Adams		X	12.06.23
9	10.18.23	<b>BOTH</b>	Obtain cost for ROV inspection of all pipes and add discussion of ROV to agenda	Mrs. Adams		X	12.06.23
10	10.18.23	<b>ACTION</b>	Walk trail and produce video with voiceover to be sent in advance of the survey.	Mr. Willis, Mr. Tilton		X	12.06.23
11	10.18.23	<b>ACTION</b>	Ensure GIS maps are updated and that very big maps be printed for the next meeting.	Mr. Willis		X	12.06.23
12	10.18.23	<b>ACTION</b>	District Engineer to provide report on Permit Extension.	Mr. Brown/ Mr. Tilton		X	12.06.23
13	10.18.23	<b>ACTION</b>	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. <b>12.06.23</b> : A quote was	Mr. Willis		X	01.17.24

### MEDITERRA CDD

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			requested from Crosscreek Environmental.				
14	10.18.23	<b>ACTION</b>	Remove "Sources and Uses of Funds" from the spreadsheet.	Mr. Adams		X	01.17.24
15	12.06.23	<b>ACTION</b>	Discuss community standards w Crosscreek techs & Area Mgr.	Mr. Willis		X	01.17.24
16	12.06.23	<b>ACTION</b>	Locate lake measurements done about 10 years ago. If necessary, request it from Jared.	Mr. Adams		X	01.17.24
17	12.06.23	<b>ACTION</b>	Obtain Wetland Treatment schedule & include in Key Activity Dates.	Mr. Willis		X after 01.17.24 mtg	02.21.24
18	01.17.24	<b>ACTION</b>	Confirm that Lake 1-S aerators are on list of compressors that are being replaced.	Mrs. Adams		X after 01.17.24 mtg	02.21.24
19	01.17.24	<b>ACTION</b>	Re-code expenditures under "Water management" such that the expenditure listed under "Contractual services" is coded under "Lake Maintenance".	Mrs. Adams		X after 01.17.24 mtg	02.21.24
20	12.06.23	<b>ACTION</b>	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. <b>01.17.24:</b> Tree stump to be removed.	Mr. Willis		X	02.21.24
21	01.17.24	<b>ACTION</b>	Install anchor to floating drainage pipe into the lake on the opposite side of the lake from the coach homes, looking across the lake adjacent to #8 Green.	Mrs. Adams		X	02.21.24
22	01.17.24	<b>ACTION</b>	Report how many compressors the CDD has and how many are being replaced. Crosscreek's monthly Maintenance reports from the field to be sent 10 days in advance for inclusion in agenda package. <b>02.21.24:</b> The CDD has 125 compressors; the oldest onsite are four from 2011.	Mrs. Adams		X	02.21.24
23	01.17.24	<b>ACTION</b>	Cintron to remove dead pine trees at 15228/15232 Medici Way. A revised quote to flush cut was requested.	Mrs. Adams		X	02.21.24
24							
25							
26							