

# **MEDITERRA**

## **COMMUNITY DEVELOPMENT DISTRICT**

**March 11, 2020**

**BOARD OF SUPERVISORS**

**REGULAR MEETING**

**AGENDA**

**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 4, 2020

Board of Supervisors  
Mediterra Community Development District

<p><b><u>ATTENDEES:</u></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 11, 2020 at 3:00 p.m., in the Sports Club at Mediterra (Bella Vita I), 15735 Corso Mediterra Circle, Naples, Florida 34110. The agenda is as follows:

1. Call to Order/Roll Call
2. Chairman's Comments
3. Public Comments [**3 minutes per person**]
4. M.R.I. Underwater Specialists, Inc. 2020 Drainage Inspection
  - A. Inspection Memo
  - B. Cleaning Quote
  - C. Invoice
  - D. Final Interconnect Drainage Inspection
5. Consideration of Resolution 2020-05, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date
6. Continued Discussion: Lake 74
7. Acceptance of Unaudited Financial Statements as of January 31, 2020
8. Staff Reports
  - A. District Counsel: *Hopping Green & Sams, P.A.*
  - B. District Engineer: *Johnson Engineering, Inc.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - NEXT MEETING DATE: April 15, 2020 at 3:00 P.M.

○ QUORUM CHECK

Mary Wheeler	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
Kenneth J. Tarr	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
Michael J. Bishko	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
Robert Greenberg	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE
Thomas H. Van Tassel	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PHONE

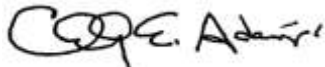
D. Operations Manager: *Wrathell, Hunt and Associates, LLC*

- Key Activity Dates

9. Approval of January 15, 2020 Public Hearing and Regular Meeting Minutes
10. Action/Agenda or Completed Items
11. Old Business
12. Supervisors' Requests
13. Public Comments
14. 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 RESIDENTS TO 'LISTEN IN' TO THE BOARD MEETING**  
 CALL IN NUMBER: 877-876-9174  
 CONFERENCE ID: MEDITERRA  
 PROGRAM TITLE: MEDITERRA CDD BOARD OF SUPERVISORS MEETING

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**  
 CALL-IN NUMBER WILL BE PROVIDED WITHIN 24 HOURS OF MEETING  
 FEEL FREE TO CONTACT 561-571-0010 FOR CALL-IN NUMBER  
 CONFERENCE ID: MEDITERRA  
 PROGRAM TITLE: MEDITERRA CDD BOARD OF SUPERVISORS MEETING

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

**4A**





17891 Wetstone Rd.  
 North Fort Myers, Fl. 33917  
 239-984-5241 Office  
 239-707-5034 Cell  
 239-236-1234 Fax

February 11, 2020

## Mediterra CDD – 2020 Drainage Inspection

M.R.I. Underwater Specialists has completed the 2020 inspection of the community district maintained lake interconnects, curb inlets, junction boxes, and storm structures within the Mediterra community. We also inspected the five outfall structures that allow of the storm water to flow off property (OS-Coco1, OS-Coco2, OS-Oak1, OS-Oak2, and Os-Oak3).


M.R.I. utilizes divers to dive each storm structure to physically inspect and determine the condition and any blockages present. We have provided a detailed inspection report, showing our findings and if each structure is recommended for cleaning.

### Drainage Overview

Of the **344** structures inspected within the community, it has been determined that there are **123** structures which were found to be 25% or more with sand, debris and blockage and require attention.

It is important to note the following which was found upon inspection of the community:

All 5 outfall structures were inspected and found to be clean, however, outfall #167 exhibits a structural defect and repair is recommended. We have provided an additional proposal to complete this repair.

Outfall Number	Location	2020 Condition
10A	OS-Coco1	10% Sediment and debris
64	OS-Coco2	Clean
114	OS-Oak1	Clean
167	OS-Oak2	The structure is clean, however the concrete lid is off-set and needs to be re-aligned and repaired with hydro cement. 
171	OS-Oak3	Clean

### Sinkhole Line

It is also important to note that there is still visible signs of a sinkhole between Structure 68 and 68A which was noted in previous year's inspection reports.

During the repair of a previous sinkhole we pulled out large boulders from this area which were put in by others. The large size of these boulders back-filled the pipe causing breaks, which has weekend the integrity of the pipe and allowed the pipe to fill with sand.



### Debris Barrier Fabric

Upon review of the report, you will see that there are four structures which require debris barrier fabric, or the replacement of old fabric with new fabric. These structures are located in areas that have a large amount of sand or landscaping material (mulch, foliage, etc.) present and would benefit with extra prevention to prevent debris intrusion. We have included the cost to install the new debris barrier fabric in the cleaning estimate.

Structures included in this cost include: 144A, 208, 211, and 260A.



### **Buried Manhole Junction Boxes**

You will find that there are some structures that were found to be “buried” that are not recommended for cleaning. These structures are junction boxes which have a manhole cover preventing sediment and debris from entering. From our experience, it is highly likely that these structures are clean since they do not have a grate or opening for sediment to access and infiltrate the line. Typically these structures are buried in landscaping areas or many inches under the ground and do not require to be dug up.

If a structure was found to be buried and should be uncovered (e.g. lake pipe end and grated inlet) we have recommended it for cleaning and it is included in the proposal.

There are various factors that can contribute to blockages and buildups in the storm drain system –Including run off from the streets, landscaping material, and pre-construction material that accumulates over time. Leaves, sticks, cans, bottles, trash, bags and other large debris can infiltrate a storm system through curbside inlets and grates. Significant amounts of sand and gravel can also build up on the bottom of storm structures and lines. The accumulated debris prevents the storm water from draining effectively, causing backups that flood streets. It is M.R.I.’s recommendation to have your storm system inspected every year to two years for preventative maintenance. Recommendations for cleanings are determined after the inspection, as not every structure on the system may require cleaning. It is our suggestion to have all structures found to contain 25% or more sand and debris to be cleaned for optimum flow.

Thank you,

Mike Radford

M.R.I. Underwater Specialists, Inc.

239-984-5241

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

**4B**



**M.R.I. Inspection LLC**  
**17891 Wetstone Rd.**  
**N. Ft. Myers, FL. 33917**  
**239-984-5241 Office**  
**239-707-5034 Mike**  
**239-236-1234 Fax**



CGC 1507963

Name

# Proposal

Date	Estimate #
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2/14/2020

2086

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

## Project

**Mediterra CDD**  
**25% Storm Structure Cleaning**

Description	Cost
This proposal is for the total cost to clean all storm drain structures that were inspected and found to contain 25% or more sand, debris and blockage per 2020 inspection of Mediterra CDD interconnect lines. This also includes the specified debris felt replacement and OS-Oaks2 concrete repair. This price incudes any vac truck services rendered, and labor, material, and equipment needed to complete this job.	50,500.00
If you choose to have the cleaning completed we will deduct the inspection cost from the total cost of the cleaning.	-6,000.00
<b>Total</b>	<b>\$44500.00</b>

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

Authorized Signature \_\_\_\_\_

Mike Radford President

This proposal may be withdrawn if not accepted within 30 days.

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

This proposal may be withdrawn if not accepted within thirty (30) days.

Signature\_\_\_\_\_

Date of acceptance\_\_\_\_\_

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

**4C**



**M.R.I. Underwater Specialists, Inc.**  
**17891 Wetstone Road**  
**North Fort Myers, FL. 33917**  
**239-984-5241 Office**  
**239-707-5034 cell**  
**239-236-1234 fax**



Date                      Invoice #  
2/14/2020                      1393

**Bill To:**

**Invoice**

**Due Date: 3/15/2020**

**Mediterra CDD**  
**Wrathell, Hunt & Associates, LLC**  
**9220 Bonita Beach Road Suite**  
**#214**  
**Bonita Springs, FL 34135**

**Job Name**  
Mediterra CDD  
2020 Interconnect  
Inspection

**P.O. No.**                      **Terms**  
  
  
Net 30

Quantity	Description	Rate	Amount
1	Total cost to inspect all lake interconnect pipes (catch basins, junction boxes, mitered ends, etc.) and outfall structures maintained by Mediterra CDD. We utilized a diver to enter each structure to inspect and determine the amount of sand, debris and blockage present. We have included a detailed inspection report and a proposal cost to clean all structures 25% or more. This price includes all labor, material and equipment needed to complete this job.	6,000.00	6,000.00

**Total                      \$6,000.00**

**All Invoices are due within 30 days.**  
**Payments recieved after 30 days will have a 10% late fee.**

**Payments/Credits                      \$0.00**

**Balance Due                      \$6,000.00**

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

**4D**



## Mediterra CDD

**2020 - Interconnect Drainage Inspection**

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
<b>1</b>	<b>L-1</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	30%	15%
<b>2</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris - Large Box</b>	<b>Yes</b>	35%	50%	15%
<b>3</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Leaves and debris</b>	<b>Yes</b>	40%	55%	10%
4	L-7	10%	Sediment and debris	No	10%	30%	10%
5	L-7	10%	Sediment and debris	No	10%	5%	10%
<b>6</b>	<b>Curb Inlet</b>	<b>45%</b>	<b>Leaves and debris</b>	<b>Yes</b>	10%	50%	10%
7	Curb Inlet	10%	Sediment and debris	No	5%	30%	10%
7A	Manhole	10%	Sediment and debris	No	10%	N/A	N/A
8	Curb Inlet	10%	Box contained residual oil that had been washed into drain	No	10%	30%	5%
<b>8A</b>	<b>Curb Inlet</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	N/A	N/A
<b>9</b>	<b>L-55</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	20%	10%
10	L-55	10%	Sediment and debris	No	20%	10%	10%
10A	OS-Coco1	10%	Sediment and debris	No	Clean	5%	5%
<b>11</b>	<b>L-55</b>	<b>50%</b>	<b>Sediment and debris</b>	<b>Yes</b>	20%	10%	50%
21	L-54	20%	Sediment and debris	No	5%	35%	25%
12	L-55	Clean	Clean	No	Clean	100%	Clean
14	L-60	Clean	Clean	No	Clean	100%	Clean
15	L-60	10%	Sediment and debris	No	30%	40%	50%
16	L-56	10%	Sediment and debris	No	25%	30%	35%
17	L-56	10%	Sediment and debris	No	25%	20%	30%
<b>18</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Leaves and debris</b>	<b>Yes</b>	10%	30%	25%
<b>19</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Leaves and debris</b>	<b>Yes</b>	30%	35%	15%
<b>20</b>	<b>L-54</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	40%
24	L-12B	10%	Sediment and debris	No	10%	10%	10%
25	Box	Clean	Clean	No	Clean	10%	10%

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
26	Manhole	Clean	Clean	No	Clean	Clean	Clean
27	Curb Inlet	Clean	Clean	No	Clean	Clean	Clean
28	Curb Inlet	Clean	Clean	No	Clean	Clean	Clean
29	L-16	5%	Sediment and debris	No	5%	Clean	Clean
<b>30</b>	<b>L-60</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	55%	10%	25%
<b>31</b>	<b>Box</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	75%	45%	15%
<b>32</b>	<b>L-17</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	75%	50%	20%
<b>33</b>	<b>L-17</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	30%	40%
35	L-8	Clean	Clean	No	Clean	10%	Clean
<b>36</b>	<b>L-17</b>	<b>45%</b>	<b>Sediment and debris</b>	<b>Yes</b>	50%	20%	40%
<b>38</b>	<b>L-23</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	35%	50%	15%
<b>37B</b>	<b>L-23</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	10%	15%
38A	Curb Inlet	5%	Sediment and debris	No	40%	65%	Clean
<b>38B</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	50%	90%	Clean
<b>39</b>	<b>Curb Inlet</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	90%	Clean
<b>39C</b>	<b>Curb Inlet</b>	<b>55%</b>	<b>Leaves and debris</b>	<b>Yes</b>	65%	90%	N/A
39D	Control Structure	10%	Sediment and debris	No	10%	35%	N/A
40	L22	Clean	Clean	No	Clean	Clean	Clean
42	CA #2	10%	Sediment and debris	No	25%	10%	Clean
43	Box	10%	Sediment and debris	No	Clean	10%	Clean
44	L-20	10%	Sediment and debris	No	35%	30%	25%
46	Curb Inlet	5%	Sediment and debris	No	Clean	5%	Clean
47	Curb Inlet	Clean	Clean	No	10%	10%	10
48	L-21	5%	Sediment and debris	No	Clean	Clean	Clean
49	L-21	Clean	Clean	No	Clean	Clean	Clean

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
50	Curb Inlet	5%	Sediment and debris	No	Clean	10%	Clean
51	Curb Inlet	Clean	Clean	No	Clean	5%	Clean
53	L-21	5%	Sediment and debris	No	Clean	Clean	Clean
54	Curb Inlet	10%	Sediment and debris	No	25%	10%	Clean
55	Curb Inlet	10%	Sediment and debris	No	25%	Clean	Clean
56	L-57	5%	Sediment and debris	No	Clean	5%	Clean
57	Manhole	5%	Sediment and debris	No	Clean	10%	Clean
57A	Manhole	10%	Sediment and debris	No	Clean	N/A	N/A
57B	Curb Inlet	10%	Sediment and debris	No	5%	N/A	N/A
57C	Curb Inlet	10%	Sediment and debris	No	5%	N/A	N/A
58	L-24	10%	Sediment and debris	No	10%	10%	10%
59	Manhole	5%	Sediment and debris	No	5%	10%	5%
<b>60</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Leaves and debris</b>	<b>Yes</b>	25%	25%	Clean
61	Curb Inlet	Clean	Clean	No	10%	10%	10%
61A	Manhole	5%	Sediment and debris	No	Clean	Clean	10%
65	L-25	Clean	Clean	No	5%	Clean	10%
63	L-24	Clean	Clean	No	Clean	Clean	Clean
63A	Box	Clean	Clean	No	Clean	10%	N/A
64	OS-Coco2	Clean	Clean	No	Clean	10%	Clean
66	L-25	Clean	Clean	No	30%	5%	Clean
<b>68</b>	<b>Manhole</b>	<b>35%</b>	<b>Structure contains 10% sediment, lines going towards road contains 35% sediment.</b> <b>*Sinkhole present on line</b>	<b>Yes</b>	20%	80%	Clean
68A	Curb Inlet	5%	Sediment and debris *Sinkhole present on line	No	30%	80%	10%
<b>68C</b>	<b>CS Box</b>	<b>25%</b>	<b>Left side of box contains 25% sediment, right side is clean.</b> <b>*Sinkhole present on line</b>	<b>Yes</b>	25%	20%	10%
68B	Manhole	10%	Sediment and debris *Sinkhole present on line	No	5%	10%	10%

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
<b>69</b>	<b>L-26</b>	<b>25%</b>	<b>Sediment and debris</b> <b>*Sinkhole present on line</b>	<b>Yes</b>	35%	10%	Clean
71	L-26	20%	Sediment and debris	No	10%	10%	Clean
72	L-27/28	20%	Sediment and debris	No	25%	10%	10%
<b>73</b>	<b>L-27/28</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	30%	35%
<b>74</b>	<b>L-29</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	60%	20%	25%
<b>75</b>	<b>L-27/28</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	90%	15%
76	Box	5%	Sediment and debris	No	10%	10%	Clean
<b>76A</b>	<b>Box</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	35%	N/A	N/A
77	Curb Inlet	20%	Sediment and debris	No	15%	30%	50%
78	Curb Inlet	20%	Sediment and debris	No	Clean	35%	40%
79	L-20	20%	Sediment and debris	No	Clean	30%	25%
<b>80</b>	<b>Curb Inlet</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	20%	Clean
81	Curb Inlet	Clean	Clean	No	Clean	10%	Clean
<b>82</b>	<b>L-30</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	20%	30%	15%
83	L-30	Clean	Clean	No	Clean	Clean	Clean
<b>84</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	Clean	Clean	Clean
85	Curb Inlet	5%	Sediment and debris	No	Clean	Clean	Clean
86	L-31	5%	Sediment and debris	No	Clean	Clean	60%
<b>87</b>	<b>L-31</b>	<b>80%</b>	<b>Sediment and debris</b>	<b>Yes</b>	90%	90%	Clean
<b>88</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	5%	10%	30%
<b>89</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	10%	15%
<b>90</b>	<b>L-32</b>	<b>45%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	35%	25%
279	Culvert	Clean	12" Pipe	No	N/A	N/A	N/A
280	Culvert	Clean	12" Pipe	No	N/A	N/A	N/A
281	Culvert	Clean	12" Pipe	No	N/A	N/A	N/A
<b>282</b>	<b>Culvert</b>	<b>25%</b>	<b>12" Pipe</b>	<b>Yes</b>	N/A	N/A	N/A

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
91	L-32	10%	Sediment and debris	No	25%	5%	20%
92A	L-32	10%	Sediment and debris	No	Clean	Clean	Clean
<b>93</b>	<b>L-32</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	15%
94	Sand trap area	10%	Sediment and debris	No	80%	100%	40%
95	L-34	10%	Sediment and debris	No	10%	10%	30%
96	L-58	Clean	Clean	No	25%	10%	10%
96A	Curb Inlet	Clean	Clean	No	5%	10%	15%
97	Curb Inlet	Clean	Clean	No	Clean	10%	10%
<b>98</b>	<b>L-33</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	10%
99	L-58	10%	Sediment and debris	No	90%	10%	100%
99A	Control Structure	20%	Left side of box contains 10% sediment, right side contains 10% sediment.	No	10%	N/A	N/A
100	Box	N/A	Concrete box with no access	No	N/A	N/A	N/A
<b>101</b>	<b>L-35</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	65%	95%	95%
<b>102</b>	<b>L-35</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	5%	30%	10%
103	Curb Inlet	10%	Sediment and debris	No	10%	20%	30%
<b>104</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	20%	60%
<b>105</b>	<b>L-36</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	80%	20%
<b>106</b>	<b>L-36</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	35%	10%
107	Box	10%	Sediment and debris	No	10%	10%	10%
108	Box	5%	Sediment and debris	No	Clean	Clean	Clean
<b>109</b>	<b>L-37</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	35%	Clean
110	L-37	20%	Sediment and debris	No	Clean	10%	15%
111	Curb Inlet	5%	Sediment and debris	No	Clean	10%	Clean
112	Curb Inlet	5%	Sediment and debris	No	Clean	10%	Clean
112A	Manhole	5%	Sediment and debris	No	Clean	N/A	N/A

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
114	OS-Oak1	10%	Outfall structure is clean - county owned pipes contain 50% sediment obstruction.	No	Clean	20%	Clean
114A	CA 4B	Clean	Clean	No	80%	N/A	N/A
114B	CA 4A	5%	Sediment and debris	No	80%	N/A	N/A
114C	CA 4B	10%	Sediment and debris	No	80%	N/A	N/A
114D	CA 4A	10%	Sediment and debris	No	80%	N/A	N/A
<b>114E</b>	<b>CA 4B</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	80%	N/A	N/A
<b>114F</b>	<b>CA 4A</b>	<b>25%</b>	<b>Dead foliage and vegetation needs to be removed</b>	<b>Yes</b>	10%	N/A	N/A
115	L-39	10%	Sediment and debris	No	10%	5%	Clean
116	Box	Clean	Clean	No	Clean	5%	Clean
118	L-46	10%	Sediment and debris	No	Clean	5%	Clean
<b>119A</b>	<b>L-46</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	10%	35%
119B	Curb Inlet	10%	Sediment and debris	No	Clean	N/A	N/A
<b>119</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	20%	35%
<b>119C</b>	<b>Manhole</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	N/A	N/A
<b>132</b>	<b>Box</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	10%	Clean
133A	Box	Clean	Clean	No	Clean	5%	Clean
133	L-41	10%	Sediment and debris	No	Clean	Clean	Clean
123B	L-46	10%	Sediment and debris	No	10%	N/A	N/A
123	Curb Inlet	10%	Sediment and debris	No	10%	5%	Clean
<b>124</b>	<b>L-47</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	10%	Clean
123F	L-47	10%	Sediment and debris	No	90%	N/A	N/A
123G	Control Structure	20%	Left side of box contains 10% sediment, right side contains 10% sediment.	No	25%	N/A	N/A
123H	L-45	Clean	Clean	No	Clean	N/A	N/A

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
<b>125</b>	<b>L-39</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	20%	10%
126	Box	10%	Sediment and debris	No	10%	5%	Clean
127	Manhole	10%	Sediment and debris	No	Clean	Clean	Clean
<b>128</b>	<b>L-38</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	50%	10%	25%
<b>129</b>	<b>L-38</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	20%	10%
130	CA-4B	10%	Sediment and debris	No	Clean	Clean	Clean
<b>131A</b>	<b>L-47</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	50%	N/A	N/A
<b>131</b>	<b>Ca-4B</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	Clean	15%
<b>131AA</b>	<b>L-47</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	N/A	N/A
134	L-41	Clean	Clean	No	Clean	Clean	Clean
135	Box	Clean	Clean	No	Clean	Clean	Clean
136	Box	10%	Sediment and debris	No	Clean	Clean	Clean
136A	Box	10%	Sediment and debris	No	Clean	Clean	Clean
137	Box	5%	Sediment and debris	No	25%	Clean	5%
137A	L-42	10%	Sediment and debris	No	25%	10%	Clean
<b>138</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	Clean	25%
<b>139</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	Clean
138A	Manhole	5%	Sediment and debris	No	Clean	10%	25%
<b>140A</b>	<b>Box</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	N/A	N/A
140	L-44	Clean	Clean	No	5%	5%	Clean
137B	L-42	20%	Sediment and debris	No	25%	20%	25%
<b>141</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	20%	25%
142	Curb Inlet	10%	Sediment and debris	No	10%	10%	10%
<b>143</b>	<b>L-43</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	50%	60%	10%

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
<b>144</b>	<b>L-43</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	40%	10%
<b>144A</b>	<b>Control Structure</b>	<b>55%</b>	<b>Control structure is located in middle of sand and gravel path - debris barrier fabric is recommended to prevent sediment intrusion. Left side of box contains 25% sediment, right side contains 30% sediment.</b>	<b>Yes</b>	80%	N/A	N/A
<b>145</b>	<b>L-19</b>	<b>45%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	50%	5%
146	L-44	10%	Sediment and debris	No	Clean	30%	15%
147	Manhole	N/A	Unable to locate - Buried	No	Clean	Clean	Clean
<b>147A</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	5%	Clean
147B	Curb Inlet	20%	Sediment and debris	No	10%	5%	Clean
148	L-15	20%	Sediment and debris	No	30%	20%	Clean
<b>149</b>	<b>L-15</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	40%	15%
150	Box	10%	Sediment and debris	No	10%	5%	15%
150A	Manhole	10%	Sediment and debris	No	10%	5%	25%
<b>150B</b>	<b>CA-7</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	45%	45%
156	53	Clean	Clean	No	Clean	Clean	10%
157	63	10%	Sediment and debris	No	10%	5%	Clean
155	L-65	10%	Sediment and debris	No	10%	10%	10%
<b>162</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	20%	35%	10%
<b>163</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	20%	35%	10%
164	Manhole	20%	Structure is deep and requires ladder for access.	No	Clean	20%	Clean
165	L-52	5%	Sediment and debris	No	Clean	30%	Clean
158	L-53 Control Structure	Clean	Clean	No	Clean	Clean	Clean
<b>159</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Leaves and debris</b>	<b>Yes</b>	30%	30%	20%
<b>161</b>	<b>Curb Inlet</b>	<b>50%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	35%	10%
160	L-52	10%	Sediment and debris	No	10%	35%	25%



Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
166	L-52	Clean	Clean	No	75%	10%	70%
167	OS-Oak2	Clean	Concrete lid is off-set and needs to be realigned and repaired with hydrocement.	No	10%	10%	Clean
168	Livingston Rd	Clean	Clean	No	Clean	5%	30%
169	L-50	10%	Sediment and debris	No	Clean	10%	Clean
170	Manhole	10%	Sediment and debris	No	Clean	5%	Clean
170A	Manhole	10%	Sediment and debris	No	Clean	Clean	Clean
<b>170B</b>	<b>Manhole Livingston Rd.</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	Clean	Clean	Clean
171	OS-Oak3	Clean	Clean	No	Clean	Clean	Clean
172	50	Clean	Clean	No	Clean	Clean	Clean
173	CA-20B	Clean	Clean	No	Clean	Clean	Clean
173A	CA-20A	10%	Sediment and debris	No	10%	N/A	N/A
<b>173B</b>	<b>CA-20B</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	80%	N/A	N/A
<b>173C</b>	<b>CA-20B</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	80%	N/A	N/A
173D	CA-20A	10%	Sediment and debris	No	10%	N/A	N/A
<b>174</b>	<b>L-49</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	80%	10%	30%
175	CA-20A	10%	Sediment and debris	No	10%	5%	25%
176	L-49	20%	Sediment and debris	No	10%	5%	25%
177	Manhole	10%	Sediment and debris	No	25%	30%	10%
178	Curb Inlet	10%	Sediment and debris	No	25%	20%	10%
179	Curb Inlet	20%	Sediment and debris	No	80%	30%	10%
180	L-62	20%	Sediment and debris	No	10%	Clean	Clean
180A	Curb Inlet	10%	Sediment and debris	No	10%	20%	10%
<b>181</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Rocks and debris</b>	<b>Yes</b>	25%	30%	25%

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
182	L-62	Clean	Clean	No	Clean	Clean	5%
<b>183</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	5%	Clean
<b>184</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	30%	10%
185	L-59	Clean	Clean	No	Clean	Clean	Clean
<b>186</b>	<b>L-62</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	20%	10%	10%
<b>187</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	20%
188	Curb Inlet	10%	Sediment and debris	No	10%	20%	5%
189	L-49	10%	Sediment and debris	No	Clean	30%	20%
<b>190</b>	<b>L-49</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	40%	35%	30%
192	Box	10%	Sediment and debris	No	90%	75%	20%
193	L-10	10%	Sediment and debris	No	25%	35%	15%
<b>194</b>	<b>L-10</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	35%	40%
195	CA-20A	10%	Sediment and debris	No	5%	20%	85%
<b>196</b>	<b>L-10</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	35%	40%	20%
197	L-40	20%	Sediment and debris	No	10%	10%	10%
198	L-40	20%	Sediment and debris	No	10%	5%	5%
199	Box	10%	Sediment and debris	No	25%	20%	20%
<b>200</b>	<b>L-9</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	80%	80%	20%
200A	L-9	Clean	Clean	No	75%	N/A	N/A
201	Box	10%	Sediment and debris	No	10%	Clean	10%
202	Curb Inlet	10%	Sediment and debris	No	5%	Clean	5%
203	Curb Inlet	10%	Sediment and debris	No	10%	Clean	Clean
203A	Manhole	Clean	Clean	No	10%	N/A	N/A
204	Manhole	Buried	Clean/Buried	No	Clean	Clean	Clean
<b>191</b>	<b>L-49</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	35%	35%	15%
<b>206A</b>	<b>Box</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	80%	N/A	N/A

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
<b>206</b>	<b>Curb Inlet</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	75%	10%
208	Box	10%	New debris barrier fabric is needed	No	25%	35%	Clean
<b>209</b>	<b>L-11</b>	<b>60%</b>	<b>Sediment and debris</b>	<b>Yes</b>	20%	20%	10%
210	L-11	10%	Sediment and debris	No	60%	30%	Clean
211	CA-8	10%	New debris barrier fabric is needed	No	10%	15%	10%
212	L-14	Clean	Clean	No	Clean	Clean	Clean
<b>213</b>	<b>L-14</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	10%
214	L-59	10%	Sediment and debris	No	10%	5%	10%
215	L-11	20%	Sediment and debris	No	20%	10%	10%
<b>216</b>	<b>CA-8</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	Clean	5%	Clean
<b>217</b>	<b>L-13</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	45%	5%	40%
<b>223</b>	<b>L-11</b>	<b>40%</b>	<b>Sediment and debris</b>	<b>Yes</b>	95%	65%	35%
218	L-13	20%	Sediment and debris	No	10%	10%	15%
<b>219</b>	<b>Control Structure</b>	<b>55%</b>	<b>Left side of box contains 25% sediment, right side contains 30% sediment.</b>	<b>Yes</b>	30%	55%	40%
<b>220</b>	<b>L-12</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	90%	35%	95%
221	L-12	Clean	Clean	No	40%	10%	50%
222	L-12B	20%	Sediment and debris	No	40%	10%	65%
224	L-11B	20%	Sediment and debris	No	10%	5%	Clean
224A	Box	10%	Sediment and debris	No	10%	30%	Clean
<b>225</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	Clean	Clean
230	L-1	10%	Sediment and debris	No	Clean	15%	10%
226	L-11	Clean	Clean	No	Clean	Clean	Clean
<b>227</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	10%	Clean
227A	Curb Inlet	20%	Sediment and debris	No	25%	Clean	Clean

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
227B	L-11B	Clean	Clean	No	Clean	Clean	Clean
231	L-11	Clean	Clean	No	Clean	Clean	Clean
231A	Control Structure	20%	Left side of box contains 10% sediment, right side contains 10% sediment.	No	10%	25%	10%
<b>231B</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	10%
<b>232</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	30%	10%
233	L-5	Clean	Clean	No	25%	Clean	20%
234	L-5	5%	Sediment and debris	No	5%	5%	Clean
<b>235</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Structure is deep and requires ladder to access</b>	<b>Yes</b>	30%	25%	Clean
<b>236A</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Structure is deep and requires ladder to access</b>	<b>Yes</b>	30%	25%	Clean
236	L-1	20%	Sediment and debris	No	10%	10%	Clean
237	L-1	20%	Sediment and debris	No	10%	30%	10%
<b>238</b>	<b>L-2</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	75%	25%	25%
<b>239</b>	<b>L-2</b>	<b>80%</b>	<b>Sediment and debris</b>	<b>Yes</b>	30%	35%	40%
<b>240</b>	<b>Curb Inlet</b>	<b>65%</b>	<b>Sediment and debris</b>	<b>Yes</b>	20%	30%	15%
<b>240A</b>	<b>Curb Inlet</b>	<b>75%</b>	<b>Sediment and debris</b>	<b>Yes</b>	35%	35%	15%
<b>241</b>	<b>L-3</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	85%	55%	15%
242	L-3	Clean	Clean	No	Clean	Clean	5%
243	Curb Inlet	10%	Sediment and debris	No	10%	5%	5%
243A	Curb Inlet	10%	Sediment and debris	No	10%	N/A	N/A
244	L-4	10%	Sediment and debris	No	5%	Clean	Clean
<b>245</b>	<b>L-1</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	50%	10%
<b>245A</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	25%	25%	10%
<b>246A</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	15%
<b>246</b>	<b>L-6</b>	<b>35%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	10%	15%
<b>247</b>	<b>L-73</b>	<b>50%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	30%	10%

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
248	Curb Inlet	10%	Sediment and debris	No	10%	35%	5%
248A	Curb Inlet	5%	Sediment and debris	No	Clean	Clean	Clean
249A	Control Structure	Clean	Clean	No	Clean	Clean	Clean
249	L-75	Clean	Clean	No	Clean	Clean	clean
<b>250</b>	<b>L-75</b>	<b>30%</b>	<b>Area is currently undergoing construction and there is an abundance of sand</b>	<b>Yes</b>	25%	35%	Clean
<b>250A</b>	<b>Curb Inlet</b>	<b>35%</b>	<b>Area is currently undergoing construction and there is an abundance of sand</b>	<b>Yes</b>	60%	75%	N/A
250B	Curb Inlet	10%	Sediment and debris	No	60%	25%	N/A
251	Manhole	Clean	Clean	No	10%	35%	Clean
252	Manhole	Clean	Clean	No	10%	75%	5%
253	L-76	10%	Sediment and debris	No	10%	80%	70%
<b>254</b>	<b>L-76</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	5%	30%
254A	Manhole Control Structure	Clean	Clean	No	Clean	Clean	N/A
254B	Manhole	10%	Structure is deep	No	Clean	Clean	N/A
254C	Box	5%	Sediment and debris	No	Clean	Clean	N/A
254D	Livingston Rd.	Clean	Clean	No	10%	Clean	N/A
255	L-73	10%	Sediment and debris	No	5%	5%	10%
256	L-69	10%	Sediment and debris	No	5%	5%	5%
257	L-72	10%	Sediment and debris	No	10%	Clean	Clean
258	L-71	Clean	Clean	No	Clean	Clean	Clean
259	L-69	10%	Sediment and debris	No	90%	Clean	10%
260A	Control Structure	20%	Debris barrier fabric is recommended to prevent sediment intrusion	No	5%	N/A	N/A
260	Curb Inlet	10%	Sediment and debris	No	10%	Clean	Clean
<b>261</b>	<b>L-71</b>	<b>90%</b>	<b>Sediment and debris 48" Pipe</b>	<b>Yes</b>	10%	85%	Clean

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
262	L-69	10%	Sediment and debris	No	25%	10%	10%
263	Curb Inlet	10%	Sediment and debris	No	10%	5%	5%
263A	Curb Inlet	20%	Sediment and debris	No	10%	Clean	10%
264	L-67	10%	Sediment and debris	No	10%	Clean	10%
265	L-67	Clean	Clean	No	25%	5%	10%
265AA	Control Structure	10%	Left side of box contains 10% sediment, right side contains 10% sediment.	No	Clean	N/A	N/A
265A	Curb Inlet	20%	Sediment and debris	No	25%	10%	5%
265B	Curb Inlet	20%	Sediment and debris	No	25%	Clean	10%
<b>266</b>	<b>L-66 S</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	10%	15%
267	L-66 S	Clean	Clean	No	Clean	5%	5%
267A	Control Structure	Clean	Clean	No	10%	5%	10%
269	Box	5%	Sediment and debris	No	25%	Clean	5%
269A	Curb Inlet Livingston Rd.	20%	Sediment and debris	No	20%	5%	5%
269B	Curb Inlet Livingston Rd.	20%	Sediment and debris	No	N/A	N/A	N/A
269D	Box	20%	Sediment and debris	No	N/A	N/A	N/A
269C	L-1	Clean	Clean	No	Clean	Clean	10%
270	L-66 S	10%	Sediment and debris	No	Clean	5%	10%
270A	Curb Inlet	10%	Sediment and debris	No	10%	25%	Clean
271	Curb Inlet	10%	Sediment and debris	No	10%	25%	Clean
272	L-68	10%	Sediment and debris	No	10%	10%	5%
273	L-68	10%	Sediment and debris	No	65%	80%	80%
<b>274</b>	<b>Curb Inlet</b>	<b>25%</b>	<b>Sediment and debris</b>	<b>Yes</b>	10%	35%	Clean
<b>274A</b>	<b>Curb Inlet</b>	<b>30%</b>	<b>Diver removed two 2x4 wood pieces</b>	<b>Yes</b>	10%	30%	5%
<b>275</b>	<b>L-70</b>	<b>30%</b>	<b>Sediment and debris</b>	<b>Yes</b>	65%	30%	100%

Map #	Lake #	2020%	Condition	Cleaning Recommended	2019%	2018%	2017%
276	L-70	25%	Sediment and debris	Yes	25%	10%	25%
277	Curb Inlet	35%	Sediment and debris	Yes	20%	25%	15%
277A	Curb Inlet	30%	Sediment and debris	Yes	25%	25%	15%
278	L-74	25%	Sediment and debris	Yes	85%	35%	35%

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

**5**



**RESOLUTION 2020-05**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE  
MEDITERRA COMMUNITY DEVELOPMENT DISTRICT  
ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT  
WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN  
EFFECTIVE DATE.**

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

**WHEREAS**, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

**WHEREAS**, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

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

**SECTION 1.** The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

**SECTION 2.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.**

**ATTEST:**

**MEDITERRA COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

## EXHIBIT "A"

### MEDITERRA COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

#### 1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Mediterra Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
  - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
  - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
  - 1.2.3. Support economical and efficient operations.
  - 1.2.4. Ensure reliability of financial records and reports.
  - 1.2.5. Safeguard Assets (as hereinafter defined).

#### 2. Definitions.

- 2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. "Board" means the Board of Supervisors for the District.
- 2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery, or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

### **3. Control Environment.**

#### **3.1. Ethical and Honest Behavior.**

- 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
- 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
- 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

### **4. Risk Assessment.**

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
  - 4.1.1. Identifying potential hazards.
  - 4.1.2. Evaluating the likelihood and extent of harm.
  - 4.1.3. Identifying cost-justified precautions and implementing those precautions.

## 5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

5.1.1.7. Retaining and restricting access to sensitive documents.

5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.

5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.

- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

## **6. Information and Communication.**

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

## **7. Monitoring Activities.**

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
  - 7.1.1.1. Review its operational processes.
  - 7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.
  - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
  - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.

7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

**Specific Authority:** §§ 190.011(5)], 218.33(3), *Florida Statutes*

**Effective date:** [REDACTED], 2020

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

**7**

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICTS  
FINANCIAL STATEMENTS  
UNAUDITED  
JANUARY 31, 2020**



**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICTS  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JANUARY 31, 2020**

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2012	Debt Service Series 2013	
<b>ASSETS</b>				
Cash				
Operating	\$ 506,283	\$ -	\$ -	\$ 506,283
BB&T - CDARS	1,496	-	-	1,496
Series 2012				
Revenue	-	848,313	-	848,313
Reserve	-	801,219	-	801,219
Prepayment	-	274,349	-	274,349
Series 2013				
Revenue	-	-	517,186	517,186
Reserve	-	-	75,000	75,000
Series 2017 Note				
Reserve	10,000	-	-	10,000
Due from other funds				
Debt service - series 2013	6,451	134,679	-	141,130
Due from general fund	-	21,676	-	21,676
Due from other	17	-	-	17
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 526,593</u>	<u>\$ 2,080,236</u>	<u>\$ 592,186</u>	<u>\$ 3,199,015</u>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Liabilities</b>				
Due to other government				
General fund	\$ -	\$ -	\$ 6,451	\$ 6,451
Due to debt service - series 2012	21,676	-	134,679	156,355
Total liabilities	<u>21,676</u>	<u>-</u>	<u>141,130</u>	<u>162,806</u>
<b>Fund Balances</b>				
Restricted for:				
Debt service	-	2,080,236	451,056	2,531,292
Unassigned	504,917	-	-	504,917
Total fund balances	<u>504,917</u>	<u>2,080,236</u>	<u>451,056</u>	<u>3,036,209</u>
Total liabilities and fund balances	<u>\$ 526,593</u>	<u>\$ 2,080,236</u>	<u>\$ 592,186</u>	<u>\$ 3,199,015</u>

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED JANUARY 31, 2020**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUE</b>				
Special assessment: on roll	\$ 23,506	\$ 579,465	\$ 634,417	91%
Special assessment: off-roll	-	56,028	112,055	50%
Interest and miscellaneous	37	77	-	N/A
Total revenues	<u>23,543</u>	<u>635,570</u>	<u>746,472</u>	85%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Supervisors	1,078	3,014	6,600	46%
Management	4,000	16,000	48,000	33%
Accounting	1,392	5,567	16,700	33%
Audit	-	-	10,000	0%
Legal	580	2,779	10,000	28%
Field management	1,275	5,100	15,300	33%
Engineering	1,778	7,313	35,000	21%
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%
Telephone	21	86	259	33%
Postage	91	521	1,000	52%
Insurance	-	11,462	11,750	98%
Printing & binding	143	571	1,714	33%
Legal advertising	1,089	3,057	2,000	153%
Contingencies	148	558	2,500	22%
Annual district filing fee	-	175	175	100%
Website	-	-	705	0%
ADA website compliance	199	199	200	100%
Total administrative	<u>12,544</u>	<u>59,402</u>	<u>182,403</u>	33%
<b>Water management</b>				
Contractual services	16,670	57,010	203,980	28%
Aquascaping/cutbacks/pipe cleanout	600	1,470	100,000	1%
Street sweeping	-	-	8,000	0%
Electricity	1,027	8,887	33,000	27%
Future aeration replacement	-	-	17,400	0%
Capital outlay-aeration FCB loan pymt	-	6,030	89,960	7%
Total water management	<u>18,297</u>	<u>73,397</u>	<u>452,340</u>	16%
<b>Other fees &amp; charges</b>				
Property appraiser	-	333	10,699	3%
Tax collector	296	7,825	8,030	97%
Total other fees & charges	<u>296</u>	<u>8,158</u>	<u>18,729</u>	44%
Total expenditures	<u>31,137</u>	<u>140,957</u>	<u>653,472</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	(7,594)	494,613	93,000	
Fund balances - beginning	512,511	10,304	87,094	
Fund balances - ending	<u>\$ 504,917</u>	<u>\$ 504,917</u>	<u>\$ 180,094</u>	

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND 210 - SERIES 2012 (REFUNDED 1999 & 2001 BONDS)  
FOR THE PERIOD ENDED JANUARY 31, 2020**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on roll	\$ 40,863	\$ 1,007,357	\$ 1,102,699	91%
Interest	1,287	5,899	-	N/A
Total revenues	<u>42,150</u>	<u>1,013,256</u>	<u>1,102,699</u>	92%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	610,000	0%
Interest	-	234,999	469,998	50%
Total debt service	<u>-</u>	<u>234,999</u>	<u>1,079,998</u>	22%
<b>Other fees &amp; charges</b>				
Property appraiser	-	-	9,729	0%
Tax collector	514	13,602	12,972	105%
Total other fees & charges	<u>514</u>	<u>13,602</u>	<u>22,701</u>	60%
Total expenditures	<u>514</u>	<u>248,601</u>	<u>1,102,699</u>	23%
Excess/(deficiency) of revenues over/(under) expenditures	41,636	764,655	-	
Fund balances - beginning	2,038,600	1,315,581	1,280,453	
Fund balances - ending	<u>\$ 2,080,236</u>	<u>\$ 2,080,236</u>	<u>\$ 1,280,453</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, 2020**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on roll	\$ 11,726	\$ 289,076	\$ 316,490	91%
Interest	254	1,054	-	N/A
Total revenues	<u>11,980</u>	<u>290,130</u>	<u>316,490</u>	92%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	150,000	0%
Interest	-	75,912	151,825	50%
Total debt service	<u>-</u>	<u>75,912</u>	<u>301,825</u>	25%
<b>Other fees &amp; charges</b>				
Property appraiser	-	-	4,945	0%
Tax collector	147	3,904	6,594	59%
Total other fees & charges	<u>147</u>	<u>3,904</u>	<u>11,539</u>	34%
Total expenditures	<u>147</u>	<u>79,816</u>	<u>313,364</u>	25%
Excess/(deficiency) of revenues over/(under) expenditures	11,833	210,314	3,126	
Fund balances - beginning	439,223	240,742	225,791	
Fund balances - ending	<u>\$ 451,056</u>	<u>\$ 451,056</u>	<u>\$ 228,917</u>	

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

**8C**

**MEDITERRA COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2019/2020 MEETING SCHEDULE**

**LOCATION**

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

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 16, 2019</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>November 20, 2019</b>	<b>Regular Meeting</b>	<b>3:00 PM</b>
<b>January 15, 2020</b>	<b>Regular Meeting</b>	<b>3:00 PM</b>
<b>February 19, 2020 CANCELED</b>	<b>Regular Meeting</b>	<b>3:00 PM</b>
<b>March 11, 2020</b>	<b>Regular Meeting</b>	<b>3:00 PM</b>
<b>April 15, 2020</b>	<b>Regular Meeting</b>	<b>3:00 PM</b>
<b>May 27, 2020</b>	<b>Regular Meeting</b>	<b>3:00 PM</b>
<b>June 17, 2020</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>August 19, 2020</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>9:00 AM</b>

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

**8D**

# MEDITERRA CDD

## Key Activity Dates

### Updated: March 2020

Description	Reference	Submit To	Due Date	Date
Interconnecting Drain Pipe 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%. Inspections to commence Monday, February 10th.	2/20 thru 6/20
Special Assessment Off-Roll	The Club @ Mediterra	Carmin Maureci	The Special Assessment Off-roll are due at the end of October (typically received/booked in November) and end of April (typically received/booked in May). The Club to be invoiced March 25th and September 25th yearly. Past due if received on April 26th and October 26th. Late Payment triggers acceleration.	3/25/2020
Wetland Maintenance	SOP	N/A	Wetland Maintenance as required by SFWMD is to be performed at a minimum of two times per year.	3/20 & 9/20
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)	4/15/2020
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 and pipework, aerator operation and any unauthorized activities in or adjacent to the lakes.	4/29 & 4/30 2020
Annual Financial Report	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. Management to provide update when completed. Per the request of the Board, to be provided in their May agenda package yearly.	5/1/2020
Proposed Budget	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.	6/15/2020



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.	9/15/2020
Insurance Renewal	SOP	N/A	Bind Insurance for upcoming Fiscal Year with an effective of October 1st thru September 30th	10/1/2020
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.	10/1/2020
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)	10/15/2020
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 Thanksgiving and Christmas holidays each year if necessary.	November/December yearly.
Special Assessment Off-Roll	The Club @ Mediterra	Carmin Maureci	The Special Assessment Off-roll are due at the end of October (typically received/booked in November) and end of April (typically received/booked in May). The Club to be invoiced March 25th and September 25th yearly. Past due if received on April 26th and October 26th. Late Payment triggers acceleration.	9/25/2020
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, 2019	11/30/2019
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.	12/3/2019
Laptop @ MCS	SOP	Tim Richards - MCA General Mgr.	Mr. Adams will have all necessary items, laptop, etc., kept up-to-date at the MCA and provide instructions to Ms. Johnson.	On-going
Bank Stabilization Project	SOP	N/A	2020/21 Budget - Rip Rap Install project to be completed on Lake #35. (As of 2019 current proposal cost \$38K). Include rip/rap of headwall in that cove area.	May-21

Headwall & Mitered End Pipes	SOP	N/A	Budget Discussion: \$911,400.0- - 147 headwalls = \$6,200.00 each.	On-going
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 - Continuing Disclosure	Bond Indenture	E.M.M.A. (Electronic Municipal Marketing Access) and Bond Trustee	Bond indentures generally require continuing disclosure of financial information to bond holders that may impact the bondholders investment. During construction, many bond indenture require quarterly reporting concerning the status of construction, development and real estate closings. Additionally, annual disclosure include posting annual independent audit reports and annual budgets reflecting assessment information. Generally, any material event affecting the bonds must be disclosed timely.	
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**

**9**

**DRAFT**

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Public Hearing and Regular Meeting on January 15, 2020 at 3:00 p.m., in the Sports Club at Mediterra (Bella Vita I), 15735 Corso Mediterra Circle, Naples, Florida 34110.

**Present and constituting a quorum were:**

Robert Greenberg	Chair
Ken Tarr	Vice Chair
Thomas H. Van Tassel	Assistant Secretary
Mike Bishko	Assistant Secretary
Mary Wheeler	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Alyssa Willson (via telephone)	District Counsel
Andy Tilton (via telephone)	District Engineer
Tim Richards	Mediterra General Manager

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 3:04 p.m. All Supervisors were present, in person.

**SECOND ORDER OF BUSINESS**

**Chairman's Comments**

Mr. Greenberg stated he would circulate to the Board a copy of the update letter that will be sent to residents after the Supervisors review it and return comments to Staff before it is sent to the residents.

**THIRD ORDER OF BUSINESS**

**Public Comments [3 minutes per person]**

There being no public comments, the next item followed.

40 **FOURTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments and Objections to the Adoption of the Amended and Restated Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes**

45  
46 **A. Affidavits/Proofs of Publications**

47 **I. Notice of Rule Development**

48 **II. Notice of Rulemaking**

49 The affidavits of publications were provided for informational purposes.

50 **B. Consideration of Resolution 2020-04, Adopting Amended and Restated Rules of**  
51 **Procedure; Providing a Severability Clause; and Providing an Effective Date**

52 **Mr. Adams opened the Public Hearing.**

53 No members of the public spoke.

54 **Mr. Adams closed the Public Hearing.**

55 Mr. Greenberg presented Resolution 2020-04.

56

57 **On MOTION by Mr. Tarr and seconded by Ms. Wheeler, with all in favor,**  
58 **Resolution 2020-04, Adopting Amended and Restated Rules of Procedure;**  
59 **Providing a Severability Clause; and Providing an Effective Date, was adopted.**

60

61

62 **FIFTH ORDER OF BUSINESS**

**Discussion: District Computerized Record of Proceedings**

63

64

65 Mr. Tarr expressed his concern that the District was not complying with its Rules of  
66 Procedure and having the laptop updated on a regular basis. Ms. Willson reviewed the Statute  
67 and stated the District is only required to have one records office in the county with the  
68 majority of acreage, which is Collier County. Mr. Adams stated Staff is required on site during a  
69 records request and able to retrieve up-to-date documents via the system. At the next meeting,  
70 he would present a schedule of when the District’s office laptop would be updated. Mr.  
71 Richards stated that he receives a hard copy of each meeting’s agenda by FedEx at the same  
72 time each Supervisor receives their copy. This satisfies the requirement of having the agenda in  
73 the District’s office as soon as it is available.

74

75 **SIXTH ORDER OF BUSINESS**

**Continued Discussion: Lake 74**

76

77 Mr. Tilton stated he was working on the Coastal Resource Division (CRD) permit

78 application package. The ground elevation survey, typically referred to as topography, was

79 expected to be completed soon. Mr. Greenberg asked when they would need to develop ideas

80 with regard to access areas, how far they can fill in and addressing regulatory issues. Mr. Tilton

81 stated the original site plan was sufficient to present with the application; however, it would

82 need to be updated with the final plan at the point they are ready to build it.

83

84 **SEVENTH ORDER OF BUSINESS**

**Update: Meeting Date Change – May 27, 2020 at 3:00 P.M.**

85

86

87 Mr. Adams stated that, due to a conflict, the meeting in May was rescheduled to May

88 27, 2020. Mr. Greenberg stated he will not be attending the meeting in February.

89 In response to a question about the upcoming election, Mr. Adams stated discussions

90 would occur in May, as the qualifying period would be in June. A Supervisor asked when Mr.

91 Greenberg planned to speak with the Supervisors whose seats are up for election to determine

92 if they plan to run again.

93

94 **EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of November 30, 2019**

95

96

97 Mr. Greenberg presented the Unaudited Financial Statements as of November 30, 2019.

98

99

<p><b>On MOTION by Mr. Bishko and seconded by Mr. Tarr, with all in favor, the Unaudited Financial Statements as of November 30, 2019, were accepted.</b></p>
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102

103 **NINTH ORDER OF BUSINESS**

**Staff Reports**

104

105 **A. District Counsel: *Hopping Green & Sams, P.A.***

106 There being no report, the next item followed.

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

108 Mr. Tilton stated he reviewed the application for the proposed school at the southwest  
109 corner of the community, indicating storm water discharge is going south, away from the  
110 community. The consensus was that no further action was needed.

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

112 There being no report, the next item followed.

113 • **NEXT MEETING DATE: February 19, 2020 at 3:00 P.M.**

114 ○ **QUORUM CHECK**

115 Supervisors Tarr, Bishko, Wheeler and Van Tassel confirmed their attendance, in person,  
116 at the February 19, 2020 meeting. Mr. Greenberg would not attend.

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

118 • **Key Activity Dates**

119 Mr. Tarr received photographs of debris left after the streets were swept; however, to  
120 obtain better results, he asked to have the street sweeping schedule changed to early morning.  
121 Discussion ensued regarding the contract cancellation terms, whether the contractor swept the  
122 gutters, cost of services, etc. Ms. Wheeler was asked to forward the photographs taken in front  
123 of her home to Mrs. Adams, who would address the issues with the contractor. Mr. Richards  
124 would ask his team to confirm the sweeper is cleaning the gutters.

125

126 **On MOTION by Mr. Tarr and seconded by Mr. Bishko, with all in favor,**  
127 **authorizing Staff to begin the 30-day cancellation notice process to terminate**  
128 **the street sweeping contract, if the vendor is unable to comply with the**  
129 **District's request, was approved.**

130

131

132 The portion of the Key Activity Dates report regarding providing Mr. Richards with the  
133 street sweeping schedule would be removed.

134

135 **TENTH ORDER OF BUSINESS**

**Approval of November 20, 2019 Regular  
Meeting Minutes**

136

137

138 Mr. Greenberg presented the November 20, 2019 Regular Meeting Minutes. All edits  
139 were previously submitted to Management.

140

On MOTION by Ms. Wheeler and seconded by Mr. Bishko, with all in favor, the November 20, 2019 Regular Meeting Minutes, as amended to include edits previously submitted to Management, were approved.

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**ELEVENTH ORDER OF BUSINESS**

**Action/Agenda or Completed Items**

- Item 6 was ongoing.
- Items 12 and 14 were completed.
- Item 9 was removed.
- Item 12: Completed: Revised description to include, until IL Cuore makes a request to the District to perform tasks in the Preserve Management plan, on their behalf, this item was moved to the completed list.
- Item 14: Mr. Adams would send the list of subject matters that warrant holding a closed session to the Board.
- Item 6: Mr. Richard’s Staff would provide the deer hunter reports to Mr. Adams, on an ongoing basis, when received. Mr. Richards would forward the deer hunting license agreement, insurance documents and current reports to Mr. Adams for distribution to the Board.

**TWELFTH ORDER OF BUSINESS**

**Old Business**

There being no old business, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors’ Requests**

Mr. Tarr asked questions about the preserves and asked for the inspection schedule to be added to the Key Activity Dates List. Mrs. Adams and Mr. Adams responded to questions posed by Mr. Tarr, as follows:

- The preserves are inspected twice a year, at the start of dry season and right before wet season, and treated at that time, if necessary.
- The District is required, by statute, to keep the conservation area exotic and invasive free, it is up to Management to initiate policy.

In response to a question of considering the use of drones to survey areas in the District, Mr. Adams stated that he and Mrs. Adams were getting licensed to perform remote inspections



175 of the preserves and lakes, which would enable Staff to collect data in real time, as outsourcing  
176 was cost prohibitive. Discussion about the use of drones would be included on the agenda,  
177 once they have the details.

178 Mr. Bishko asked if the District is required to police the area for exotics and if security  
179 for the MCA or The Club tours the area before nightfall. Mr. Adams stated the exotics are  
180 sprayed and any unusual conditions would be reported. Mr. Greenberg stated, if tours are  
181 being done before nightfall, it would be The Club not MCA, as there has been no need to  
182 heighten security in the last two years. He confirmed the MCA took advantage of the six month  
183 rule regarding fire prevention and debris removal but not The Club.

184 Mrs. Adams stated the next wetland inspection was set for February or early March.  
185 She would forward the schedule upon receipt.

186

187 **FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

188

189 There being no public comments, the next item followed.

190

191 **FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

192

193 There being nothing further to discuss, the meeting adjourned.

194

195 **On MOTION by Mr. Tarr and seconded by Ms. Wheeler, with all in favor, the**  
196 **meeting adjourned at approximately 3:53 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

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

**10**

**MEDITERRA CDD January 15, 2020 MEETING**

<b>#</b>	<b>MEETING DATE ADDED TO LIST</b>	<b>ACTION OR AGENDA OR BOTH</b>	<b>ACTION/AGENDA or COMPLETED ITEM</b>	<b>ONGOING</b>	<b>POSSIBLY COMPLETED BEFORE NEXT MTG</b>	<b>COMPLETED</b>	<b>MTG DATE MOVED TO COMPLETED</b>
1	03.01.18	<b>ACTION</b>	Per Mr. Greenberg, Mr. Adams to ensure removal of all items from the Completed Items List that are six months or older.	<b>X</b>			
2	10.17.18	<b>ACTION</b>	Mr. Adams will have all the necessary items, laptop, etc., kept up-to-date at the MCA and provide instructions to Ms. Johnson on a semi-annual basis.	<b>X</b>			
3	10.16.19	<b>ACTION</b>	Going forward, Johnson Engineering to take annual sediment samples only at the outfall lakes that contain muck, along with Lake 35 the same time each year and reduce water quality samples to once in July except for Lake #55 adding September, only if there are issues. Staff to continue to provide year over year tables for nitrogen and phosphorous.	<b>X</b>			
4	01.16.19	<b>ACTION</b>	Per Mr. Greenberg, District Staff to monitor Lake #3 closely for signs of degradation due to the Distinctive Homes Project south of Padova.	<b>X</b>			
5	8.21.19	<b>ACTION</b>	With regards to the financials, Mr. Adams to make sure that fund balance is transferred to avoid a finding in next year's audit.	<b>X</b>			
6	8.21.19	<b>ACTION</b>	Mr. Richards to provide Mr. Adams with license agreement with the Deer Hunter along with all insurance coverages. Mr. Richard's Staff to provide the Board with reports when received.	<b>X</b>			
7	10.16.19	<b>ACTION</b>	Staff to arrange to have rip-rap installed around the headwall of Lake #35, during the Spring of 2021 during the bank stabilization project.	<b>X</b>			
8	10.16.19	<b>ACTION</b>	Per Mr. Greenberg, Staff to include a presentation from the District Engineer on the next agenda regarding the next steps for the Lake #74 repurposing project.	<b>X</b>			
9	10.16.19	<b>ACTION</b>	Per Mr. Greenberg, Mr. Adams to provide Supervisors with the email address of the staffer responsible for sending out agenda packets so that Supervisors can contact that person and alert them of the correct forwarding address. Board Members requested to cc her supervisor.	<b>X</b>			
10	10.16.19	<b>ACTION</b>	Per Mr. Tarr, Staff to ensure that the contractor monitor the two signature lakes at the entrance of Mediterra Westand make certain that the spikerush does not exceed 15' from control level.	<b>X</b>			
11	11.20.19	<b>ACTION</b>	Mr. Tilton to proceed with newly assigned tasks #3 and #4 listed in Professional Services proposal, dated August 12, 2019, to obtain permit and topographic survey, to repurpose portions of Lake 74 and provide progress reports to the Board	<b>X</b>			
12	01.15.20	<b>ACTION</b>	Mrs. Adams to discuss issues with the street sweeping vendor and if unable to comply, begin the 30-day cancellation notice process to terminate contract.	<b>X</b>			

**MEDITERRA CDD January 15, 2020 MEETING**

#	MEETING DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
13	01.15.20	<b>ACTION</b>	Mrs. Adams to add the preserves inspection schedule to the Key Activity Dates List.	<b>X</b>			
14	01.15.20	<b>ACTION</b>	Mrs. Adams would forward the wetland inspection schedule upon receipt.	<b>X</b>			
15	01.15.20	<b>ACTION</b>	Mr. Adams to ensure that the District's office laptop would be updated on a monthly basis.	<b>X</b>			

**MEDITERRA CDD January 15, 2020 MEETING**

<b>#</b>	<b>MEETING DATE ADDED TO LIST</b>	<b>ACTION OR AGENDA OR BOTH</b>	<b>ACTION/AGENDA or COMPLETED ITEM</b>	<b>ONGOING</b>	<b>POSSIBLY COMPLETED BEFORE NEXT MTG</b>	<b>COMPLETED</b>	<b>MTG DATE MOVED TO COMPLETED</b>
1	05.15.19	<b>ACTION</b>	District Manager to write a letter to the MCA, the Club, each of the HOA Presidents asking them to alert landscapers to not blow debris in the storm drains.			<b>X</b>	08.21.19
2	05.15.19	<b>ACTION</b>	Mr. Adams to check to see if the Club payment has remitted payment and email the Board if it was not received.			<b>X</b>	08.21.19
3	05.15.19	<b>ACTION</b>	Mr. Adams to circulate the letter to the residents to the Board for comments and forward them to the Chair and to contact the residents and inform them of the letter and provide their addresses to Ms. Willson to forward the letter.			<b>X</b>	08.21.19
4	05.15.19	<b>ACTION</b>	Mr. Tilton to prepare and present a permitting proposal for Lake #74 repurposing at the next meeting.			<b>X</b>	08.21.19
5	06.19.19	<b>ACTION</b>	Mr. Adams to look into WHA depositing checks electronically into the District's bank account.			<b>X</b>	08.21.19
6	06.19.19	<b>ACTION</b>	Staff to review MRI report, identify which mitered end pipes were worst offenders and obtain proposal from MRI. Mrs. Adams to update Key Activities Report to include Lake 35 for next year. Mrs. Adams to obtain revised proposal for Lake 34.			<b>X</b>	08.21.19
7	06.19.19	<b>ACTION</b>	Mr. Adams to enter into Contract with Johnson Engineering. Mr. Tilton to contact Mr. Barraco on whether he located Lake #74 original permit documents, whether there were any changes to zoning, etc., and update Mr. Adams on progress.			<b>X</b>	08.21.19
8	08.21.19	<b>ACTION</b>	Mr. Adams to include the WHA Representation Letter in the Annual Audit Report and forward copies to the Board Members, under separate cover.			<b>X</b>	10.16.19
9	08.21.19	<b>ACTION</b>	Per Mr. Greenberg, as a policy of the Board, no mention of a Developer or Declarant should be made in audits. Per Mr. Adams, going forward, a distinction would be made that the audited financials refer only to the "Builder" not "Developer"; he would provide this to McDirmit Davis & Company, LLC			<b>X</b>	10.16.19
10	08.21.19	<b>ACTION</b>	Per Mr. Tarr, Mr. Adams to alert the Accounting Department and the Auditor that the Audited Financials should be completed and made available prior to the May Board meetings.			<b>X</b>	10.16.19
11	08.21.19	<b>ACTION &amp; AGENDA</b>	Per Mr. Greenberg, Management to prepare a financial analysis of the cost of cleaning the interconnect pipes each year versus the cost of riprap by the next meeting and include it on the next agenda, as "Discussion: Headwall Erosion Comparable Year Over Year".			<b>X</b>	10.16.19

**MEDITERRA CDD January 15, 2020 MEETING**

#	MEETING DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	ONGOING	POSSIBLY COMPLETED BEFORE NEXT MTG	COMPLETED	MTG DATE MOVED TO COMPLETED
12	08.21.19	ACTION	Mrs. Adams to email a revised Updated August 2019 Key Activities sheet to Mr. Tarr and Mr. Bishko.			X	10.16.19
13	8.21.19	ACTION	Mr. Adams corrections to be made to the Proposed Budget to include changing of Parcel 122B and insert Calabria, and correct street sweeping to indicate sweeping of all community streets that have a heavy Oak presence.			X	10.16.19
14	10.16.19	ACTION	Per Mr. Tarr, Mr. Adams to include wildfire mitigation plan from the City of Bonita Springs for Il Cuore the next agenda for review.			X	11.20.19
15	11.20.19	ACTION	Mr. Adams to incorporate the IL Cuore Preserve Management Plan into the CDD Preserve Management Plan and coordinate tasks with IL Cuore, MCA Staff.			X	01.15.20
16	11.20.19	ACTION	Ms. Willson would provide elaborate list of subject matters that warrant holding a closed sessions to Mr. Adams to distribute to the Board before the next meeting.			X	01.15.20