

MEDITERRA

COMMUNITY DEVELOPMENT DISTRICT

November 18, 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

November 11, 2020

Board of Supervisors
Mediterra Community Development District

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

Dear Board Members:

The Board of Supervisors of the Mediterra Community Development District will hold a Regular Meeting on November 18, 2020 at 3:00 p.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. Chairman's Comments
3. Public Comments [**3 minutes per person**]
4. Administration of Oath of Office to Newly Elected Supervisors, Michal Bishko [SEAT 3] and Robert Greenberg [SEAT 4], *(the following to be provided in a separate package)*
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B – Memorandum of Voting Conflict
5. Consideration of Resolution 2021-02, Declaring a Vacancy in Seat 5 of the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing an Effective Date
6. Consider Appointment of Ms. Vicki Gartland to fill Vacancy in Seat 5
 - Administration of Oath of Office to Newly Appointed Supervisor *(the following to be provided in a separate package)*

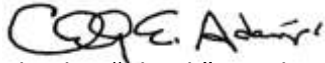
- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - D. Form 8B – Memorandum of Voting Conflict
7. Consideration of Resolution 2021-03, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Mediterra Community Development District, and Providing for an Effective Date
8. Update: October Cane Toad Report
9. Acceptance of Unaudited Financial Statements as of September 30, 2020
10. Approval of October 21, 2020 Regular Meeting Minutes
11. Staff Reports
- A. District Counsel: *Hopping Green & Sams, P.A.*
 - B. District Engineer: *Johnson Engineering, Inc.*
 - Discussion: Extension of Veterans Parkway and Potential Impacts to Mediterra
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: January 20, 2021 at 3:00 P.M.
 - QUORUM CHECK
 - D. Operations Manager: *Wrathell, Hunt and Associates, LLC*
 - Key Activity Dates

Mary Wheeler	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Kenneth J. Tarr	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Michael J Bishko	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Robert Greenberg	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Vicki Gartland	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

12. Action/Agenda or Completed Items
13. Old Business
14. Supervisors' Requests
15. Public Comments
16. 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: 877-876-9176
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

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RESOLUTION 2021-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
MEDITERRA COMMUNITY DEVELOPMENT DISTRICT DECLARING
A VACANCY IN SEAT 5 OF THE BOARD OF SUPERVISORS
PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND
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; and

WHEREAS, on November 3, 2020, three (3) members of the Board of Supervisors (the “Board”) were to be elected by the Qualified Electors of the District, as that term is defined in Section 190.003, Florida Statutes; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period, two (2) Qualified Electors qualified to run for the three (3) seats available for election by the Qualified Electors of the District; and

WHEREAS, pursuant to Section 190.006(3)(b), Florida Statutes, the Board shall declare one seat vacant, effective the second Tuesday following the general election; and

WHEREAS, a Qualified Elector is to be appointed to the vacant seat within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seat available for election as vacant.

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

SECTION 1. The following seat is hereby declared vacant effective as of November 17, 2020:

Seat 5 (currently held by Thomas Van Tassel)

SECTION 2. Until such time as the District Board nominates a Qualified Elector to fill the vacancy declared in Section 1 above, the incumbent Board Member of the respective seat shall remain in office.

SECTION 3. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 18th day of November, 2020.

ATTEST:

**MEDITERRA COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2021-03

A RESOLUTION DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE MEDITERRA COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Mediterra Community Development District was notified of the results of the General Election held on November 3, 2020 for Seats 3, 4 and 5; and

WHEREAS, the Board of Supervisors of the Mediterra Community Development District desires to elect the below recited person(s) to the offices specified.

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

1. **DISTRICT OFFICERS.** The District officers are as follows:

_____ is appointed Chair

_____ is appointed Vice Chair

Chesley (Chuck) E. Adams, Jr. is appointed Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

_____ is appointed Assistant Secretary

Craig Wrathell is appointed Assistant Secretary

Craig Wrathell is appointed Treasurer

Jeff Pinder is appointed Assistant Treasurer

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

Adopted this 18th day of November, 2020.

ATTEST:

**MEDITERRA COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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Pesky Varmints, LLC

Office 239-353-PEST (7378)

PeskyVarmintsFL@aol.com

www.PeskyVarmintsFL.com

October 31, 2020

Mediterra Community Development District

C/O Wrathell, Hunt and Associates

9220 Bonita Beach Road, #214

Bonita Springs, FL 34135

Ref: Mediterra (All grounds for 2 Visits)/ Nightly Cane Toad Visits

Dates Completed:

October 28th into October 29th

October 29th into October 30th

Summary of Visit: On the first night, October 28th, the crew arrived on site and completed a thorough inspection of the property. They worked on, and completed, the East side of Mediterra first and then moved to the West side and focused on the HOA sections. There was an estimated count of 100-110 Cane toads removed during this nightly visit.

On the second night, October 29th, the crew arrived on site and completed a thorough inspection of the property. They worked on the West side of Mediterra throughout the Golf Course and lakes, and touched on the hot spot areas at the end of the night. There was an estimated count of 140-150 Cane toads removed on this nightly visit.

Altogether, there was an estimated count of 250 Cane toads removed for the month of October. There was higher Cane toad activity found throughout the course. No Cane toad tadpoles were found in the lakes during these visits.

Observations: The Crew continues to notice a nice population of Southern Toads on property. These toads are very beneficial to have on property and are not toxic like the Cane toads. They look similar, so we've added pictures to the report to help identify the species. It is positive to see the Southern Toad population grow after removing so many Cane toads.

As the weather is cooling down, and we move closer to Florida's 'winter', the Cane toads will go dormant. We recommend to continue monthly visits as the weather warms up in the spring.

Total estimated number of adult Cane toads removed throughout the whole property since May is approximately 3720 Cane toads along with many juveniles and many tadpoles.

Bringing Wildlife Back to the Wild



Pesky Varmints, LLC

Office 239-353-PEST (7378)

PeskyVarmintsFL@aol.com

www.PeskyVarmintsFL.com

Upcoming Dates Scheduled:

No further visits are scheduled. We can schedule if needed for the remainder of the 2020 year. We highly recommend to schedule monthly visits for the 2021 year to stay on top of the population.

Below: Native Southern Toads



VS

Below: Cane Toads



Bringing Wildlife Back to the Wild

Pesky Varmints, LLC
 4310 28th e SE
 Naples, FL 34117 US
 info@peskyvarmintsf.com
 www.peskyvarmintsf.com

Invoice



BILL TO
Mediterra Community Development District C/O Wrathell, Hunt and Associates, LLC Attention: Chuck Adams

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1412	11/01/2020	\$1,700.00	12/01/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/31/2020	Cane Toad Control	Cane Toad Control - October See attached report	2	850.00	1,700.00

BALANCE DUE

\$1,700.00

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICTS
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2020**

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICTS
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2020**

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2012	Debt Service Series 2013	
ASSETS				
Cash				
Operating	\$ 137,703	\$ -	\$ -	\$ 137,703
BB&T - CDARS	1,496	-	-	1,496
Series 2012				
Revenue	-	258,256	-	258,256
Reserve	-	801,219	-	801,219
Prepayment	-	5,024	-	5,024
Series 2013				
Revenue	-	-	178,399	178,399
Reserve	-	-	75,000	75,000
Series 2017 Note				
Reserve	10,000	-	-	10,000
Due from general fund	-	8	2	10
Due from other	4,225	-	-	4,225
Prepaid expense	10,696	-	-	10,696
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 166,466</u>	<u>\$ 1,064,507</u>	<u>\$ 253,401</u>	<u>\$ 1,484,374</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 5,731	\$ -	\$ -	\$ 5,731
Due to debt service - series 2012	8	-	-	8
Due to debt service - series 2013	2	-	-	2
Total liabilities	<u>5,741</u>	<u>-</u>	<u>-</u>	<u>5,741</u>
Fund Balances				
Restricted for:				
Debt service	-	1,064,507	253,401	1,317,908
Unassigned	160,725	-	-	160,725
Total fund balances	<u>160,725</u>	<u>1,064,507</u>	<u>253,401</u>	<u>1,478,633</u>
Total liabilities and fund balances	<u>\$ 166,466</u>	<u>\$ 1,064,507</u>	<u>\$ 253,401</u>	<u>\$ 1,484,374</u>

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES , EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED SEPTEMBER 30, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUE				
Special assessment: on roll	\$ -	\$ 634,654	\$ 634,417	100%
Special assessment: off-roll	-	112,055	112,055	100%
Other contribution	16,773	16,773	-	N/A
Interest and miscellaneous	1	165	-	N/A
Total revenues	<u>16,774</u>	<u>763,647</u>	<u>746,472</u>	102%
EXPENDITURES				
Administrative				
Supervisors	-	7,320	6,600	111%
Management	4,000	48,000	48,000	100%
Accounting	1,392	16,700	16,700	100%
Audit	-	4,000	10,000	40%
Legal	623	12,864	10,000	129%
Field management	1,275	15,300	15,300	100%
Engineering	5,137	57,007	35,000	163%
Trustee	-	7,207	10,000	72%
Dissemination agent	333	4,000	4,000	100%
Arbitrage rebate calculation	-	1,000	1,500	67%
Assessment roll preparation	417	5,000	5,000	100%
Telephone	22	259	259	100%
Postage	139	1,526	1,000	153%
Insurance	-	11,462	11,750	98%
Printing & binding	143	1,714	1,714	100%
Legal advertising	2,442	8,084	2,000	404%
Contingencies	258	2,252	2,500	90%
Annual district filing fee	-	175	175	100%
Website	-	705	705	100%
ADA website compliance	-	199	200	100%
Total administrative	<u>16,181</u>	<u>204,774</u>	<u>182,403</u>	112%
Water management				
Contractual services	33,399	199,150	203,980	98%
Aquascaping/cutbacks/pipe cleanout	2,800	62,580	100,000	63%
Street sweeping	-	3,075	8,000	38%
Electricity	5,290	30,266	33,000	92%
Future aeration replacement	5,995	12,450	17,400	72%
Capital outlay-aeration FCB loan pymt	-	92,081	89,960	102%
Total water management	<u>47,484</u>	<u>399,602</u>	<u>452,340</u>	88%
Other fees & charges				
Property appraiser	-	333	10,699	3%
Tax collector	-	8,517	8,030	106%
Total other fees & charges	<u>-</u>	<u>8,850</u>	<u>18,729</u>	47%
Total expenditures	<u>63,665</u>	<u>613,226</u>	<u>653,472</u>	94%
Excess/(deficiency) of revenues over/(under) expenditures	(46,891)	150,421	93,000	
Fund balances - beginning	207,616	10,304	87,094	
Fund balances - ending	<u>\$ 160,725</u>	<u>\$ 160,725</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 SEPTEMBER 30, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ -	\$ 1,103,299	\$ 1,102,699	100%
Interest	5	10,432	-	N/A
Total revenues	<u>5</u>	<u>1,113,731</u>	<u>1,102,699</u>	101%
EXPENDITURES				
Debt service				
Principal	-	610,000	610,000	100%
Prepayment	-	270,000	-	N/A
Interest	-	469,998	469,998	100%
Total debt service	<u>-</u>	<u>1,349,998</u>	<u>1,079,998</u>	125%
Other fees & charges				
Property appraiser	-	-	9,729	0%
Tax collector	-	14,807	12,972	114%
Total other fees & charges	<u>-</u>	<u>14,807</u>	<u>22,701</u>	65%
Total expenditures	<u>-</u>	<u>1,364,805</u>	<u>1,102,699</u>	124%
Excess/(deficiency) of revenues over/(under) expenditures	5	(251,074)	-	
Fund balances - beginning	<u>1,064,502</u>	<u>1,315,581</u>	<u>1,280,453</u>	
Fund balances - ending	<u>\$ 1,064,507</u>	<u>\$ 1,064,507</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 SEPTEMBER 30, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ -	\$ 316,608	\$ 316,490	100%
Interest	1	2,125	-	N/A
Total revenues	<u>1</u>	<u>318,733</u>	<u>316,490</u>	101%
EXPENDITURES				
Debt service				
Principal	-	150,000	150,000	100%
Interest	-	151,825	151,825	100%
Total debt service	<u>-</u>	<u>301,825</u>	<u>301,825</u>	100%
Other fees & charges				
Property appraiser	-	-	4,945	0%
Tax collector	-	4,249	6,594	64%
Total other fees & charges	<u>-</u>	<u>4,249</u>	<u>11,539</u>	37%
Total expenditures	<u>-</u>	<u>306,074</u>	<u>313,364</u>	98%
Excess/(deficiency) of revenues over/(under) expenditures	1	12,659	3,126	
Fund balances - beginning	253,400	240,742	225,791	
Fund balances - ending	<u>\$ 253,401</u>	<u>\$ 253,401</u>	<u>\$ 228,917</u>	

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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DRAFT
MINUTES OF MEETING
MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on October 21, 2020 at 9:00 a.m., at <https://us02web.zoom.us/j/85378255019> and 1-929-205-6099, Meeting ID: 853 7825 5019 for both.

Present 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 District Manager
Tammie Smith	Operations Manager
Alyssa Willson	District Counsel
Vicki Gartland	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:02 a.m. Supervisors Greenberg, Tarr, Van Tassel and Wheeler were present. Supervisor Bishko was not present at roll call.

In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's current Executive Orders, allowing local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District's website.

SECOND ORDER OF BUSINESS

Chairman's Comments

Mr. Greenberg observed that this would be Mr. Van Tassel's last meeting as a Supervisor and stated that he would be missed.

41 **THIRD ORDER OF BUSINESS**

Public Comments [3 minutes per person]

42

43 Resident Vicki Gartland stated that she sent her resume for consideration for the
44 upcoming Board vacancy.

45

46 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-01,
Adopting a Policy Regarding Plantings
Within the District; Authorizing Actions of
District Staff; and Providing for Severability
and an Effective Date**

47

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52 Mr. Greenberg presented Resolution 2021-01. He recalled prior discussions regarding
53 creation of a policy allowing replacement of existing plantings and requiring approval of new
54 plantings. Mr. Tarr stated he felt the policy was very well worded and very clear.

55

**On MOTION by Mr. Tarr and seconded by Mr. Van Tassel, with all in favor,
Resolution 2021-01, Adopting a Policy Regarding Plantings Within the District;
Authorizing Actions of District Staff; and Providing for Severability and an
Effective Date, was adopted.**

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62 **FIFTH ORDER OF BUSINESS**

**Discussion: CDD Direct Billing of Annual
Assessments to The Club**

63

64

65 Mr. Greenberg stated this issue was previously discussed and asked Mr. Adams why The
66 Club was being billed directly for its annual assessments. Discussion ensued regarding the pros
67 and cons of the current arrangement, timeliness of payments and billing, administrative costs,
68 protecting the District’s best interests and the budgeting and planning processes.

69

**On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor,
changing the method of assessment billing and collection from The Club at
Mediterra from Direct Billing to On-Roll billing, commencing in Fiscal Year
2022, was approved.**

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76 **SIXTH ORDER OF BUSINESS**

**Discussion: Meeting Room Unavailable on
February 17, 2021 and March 17, 2021**

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79 **A. February Options: February 3, 10, 24**

80 **B. March Options: March 3, 10, 24, 31**

81 Mr. Adams stated the meeting room would not be available on the scheduled February
82 and March dates.

83 The following changes would be made to the Fiscal Year 2020/2021 Meeting Schedule:

84 DATE: Delete the February 17, 2021 meeting

85 DATE: Change "March 17" to "March 3"

86 Mr. Adams stated the Governor’s most recent Executive Order extension indicated that
87 local governments should plan for in-person meetings beginning on November 1, 2020.

88

89 **SEVENTH ORDER OF BUSINESS** **Discussion: Impending Supervisor Vacancy,**
90 **Seat 5 – Supervisor Van Tassel**

91
92 Mr. Greenberg expressed his opinion on the importance of recruiting potential Board
93 Members to have diverse community representation. Discussion ensued regarding recruitment,
94 credentials and upcoming items for consideration. Consideration of appointing Ms. Gartner to
95 the Board would be included on the November agenda.

96

97 **EIGHTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
98 **Statements as of August 31, 2020**

100 Mr. Greenberg presented the Unaudited Financial Statements as of August 31, 2020.
101 Discussion ensued regarding the year-to-date "Prepayment" funds received, informing
102 residents about prepayment options and the bonds. The financials were accepted.

103

104 **NINTH ORDER OF BUSINESS** **Approval of August 19, 2020 Virtual Public**
105 **Hearings and Meeting Minutes**

107 Mr. Greenberg presented the August 19, 2020 Virtual Public Hearings and Meeting
108 Minutes.

109 The following changes were made:

110 Line 45: Insert "dollar" after "small"

111 Line 291: Insert "traffic engineer about it" after "MCA"

112 Regarding Line 291, Mr. Tarr stated the Traffic Engineer had not heard anything;
113 however, they would discuss this matter with the affected HOA before taking action. He noted
114 the new development across from the fire station was installing a cut-through.

115

116 On MOTION by Mr. Tarr and seconded by Ms. Wheeler, with all in favor, the
117 August 19, 2020 Virtual Public Hearings and Meeting Minutes, as amended to
118 include the edits submitted to Management and edits made during the
119 meeting, were approved.

120
121
122 TENTH ORDER OF BUSINESS

Staff Reports

123
124 A. District Counsel: *Hopping Green & Sams, P.A.*

125 Mr. Greenberg asked Ms. Willson to note that the Board would need to consider
126 potential refinancing of the bonds. Discussion ensued regarding surplus in the bond account,
127 private placement versus utilizing the Underwriter and the amounts to be refinanced. This item
128 would be included on a future agenda.

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

130 There being no report, the next item followed.

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

- 132 • NEXT MEETING DATE: November 18, 2020 at 3:00 P.M.

133 ○ QUORUM CHECK

134 Supervisors Wheeler, Tarr and Greenberg confirmed their attendance at the November
135 18, 2020 meeting.

136 On behalf of the Board and Staff, Mr. Greenberg thanked Mr. Van Tassel for his years of
137 valuable service, wise counsel, integrity and friendship.

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

139 The Field Operations Report was included for informational purposes.

140 Mrs. Adams reported the following:

141 ➤ She was working with Mr. Clerico, the HOA President, and, as soon as she receives
142 proposals from three contractors, they would be sent to the HOA.

143 Mr. Greenberg asked why the CDD was concerned about RSC Lakes 7 and 73. Mrs.
144 Adams stated the lakes are interconnected and she had spoken to Mr. Barraco, of RCS, who
145 indicated that the aeration is being upgraded at The Brooks and existing equipment would be
146 moved to Mediterra. Discussion ensued regarding water quality.

147 ➤ Lake 13 had some severe bank restoration needs. The contractor would make the
148 required repairs. The unforeseen expense was not expected to affect the budget, which was
149 not included in the Lake Audit.

150 ➤ SOLitude and EarthBalance, along with Lumberjacks, a competitively priced North Fort
151 Myers landscaper specializing in tree trimming, were bidding on the Calabria project; an
152 additional quote would be requested from Cintron Landscaping.

153 • **Key Activity Dates**

154 The October Key Activity Dates Report was included for informational purposes.
155

156 **ELEVENTH ORDER OF BUSINESS**

Action/Agenda or Completed Items

157
158 Items 17, 18, 19 and 20 were completed.

159 Mr. Greenberg asked for a heading to be inserted on the Completed Items pages.

160 Mrs. Adams would update the Action/Agenda/Completed Items list after the meeting.
161

162 **TWELFTH ORDER OF BUSINESS**

Old Business

163
164 There being no old business, the next item followed.
165

166 **THIRTEENTH ORDER OF BUSINESS**

Supervisors' Requests

167 Mr. Van Tassel stated it was a pleasure serving on the Board.

168
169 Mr. Tarr asked Staff to add pictures of cane toads to the website. Mr. Adams stated
170 there was a new link on the homepage, under "News."

171 **Mr. Bishko joined the meeting at 10:13 a.m.**
172

173 **FOURTEENTH ORDER OF BUSINESS**

Public Comments

174
175 There being no public comments, the next item followed.
176

177 **FIFTEENTH ORDER OF BUSINESS**

Adjournment

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179 There being nothing further to discuss, the meeting adjourned.
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181 **On MOTION by Mr. Tarr and seconded by Mr. Van Tassel, with all in favor, the**
182 **meeting adjourned at 10:15 a.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

11C

MEDITERRA COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2020/2021 MEETING SCHEDULE

LOCATION

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

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 21, 2020	Regular Meeting	9:00 AM
Join Zoom Meeting: https://us02web.zoom.us/j/85378255019 Meeting ID: 853 7825 5019 Dial by your location: 1-929-205-6099 Meeting ID: 853 7825 5019		
November 18, 2020	Regular Meeting	3:00 PM
January 20, 2021	Regular Meeting	3:00 PM
March 3, 2021	Regular Meeting	3:00 PM
April 21, 2021	Regular Meeting	3:00 PM
May 19, 2021	Regular Meeting	9:00 AM
June 16, 2021	Regular Meeting	9:00 AM
August 18, 2021	Public Hearing & Regular Meeting	9:00 AM

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

11D

MEDITERRA COMMUNITY DEVELOPMENT DISTRICT
9220 Bonita Beach Road, Suite #214, Bonita Springs, FL 34135

To: Mediterra Board of Supervisors

From: Cleo Adams – Assistant District Manager

Date: November 18, 2020

Subject: Status Report – Field Operations

Solitude Lake Management: The lake and wetland contract are set to expire January 31, 2021. The current contract is \$195K. Staff has reached out to Solitude and asked if they will keep the contact at same cost, should the Board consider not going out to sealed bidding. Currently awaiting a response and will share with the Board at the meeting.

RCS: The aeration located in RCS lakes 7 and 73 are not in service. Staff spoke with Vince Barraco with RCS on October 30th and he has indicated that he has authorized Solitude to make appropriate repairs.

Littoral Plantings: The following lakes were identified during the lake audit – 12, 18, 19, 27/28, 29 and 40. Total cost to install \$6,325.00 – This project was completed the week of November 2nd. Total of 9500 plants consisting of Yellow Canna, Pickerelweed and Duck Potato (looks like Arrowhead).

Lake 25 & 26 Padova Sinkhole Line Repair: As approved at the August meeting, and is built into the 20/21 budget (Capital Outlay). This project will be scheduled during the month of January. Cost to install a CIPP UV Line is \$78K.

Bank Remediation Projects:

Lake 35 Rip/Rap Project: Located on the golf course side of the lake an area of approximately 150 linear feet of erosion has occurred. Rip/Rap installation to the headwall located in the cove of this lake will be completed in conjunction with the Line Repair project during the month of January. Cost - \$38K.

Lake 13: As discussed at last month's meeting, Staff met with Tom Lively, Golf Course Superintendent on September 3rd to review a concern of bank erosion, located on North 18th adjacent to the green. Cost to restore - \$11,875.00 which includes 385 linear feet of shoreline. This project has not yet been scheduled as Anchor Marine is waiting for Tom Lively to advise when this project can be completed.

Financial Impact: Line item of this budget is \$100K which includes Aqua-scaping, lake bank restoration and pipe inspections/clean-out. Total cost for these projects \$49,875.00 plus the littoral planting of \$6,325.00 leaves a balance of \$43,800.00 for the annual pipe cleanout project.

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9220 Bonita Beach Road, Suite #214, Bonita Springs, FL 34135

Calabria Project: Our Engineer Brent Burford reviewed the project on Tuesday, October 13th to inspect the staking of the preserve, previously made by the HOA. There are pvc pipes that are set over the wooden survey stakes. The metal pins are adjacent to the pvc pipes. Brent measured from the centerline of pavement to the staked preserve at three different locations, and compared them to the measurements off of their GIS map. The difference was less than 5 feet at all three locations. Based on this information it has been confirmed that the staking is in the proper locations.

Staff has provided Mr. Clerico, President of Calabria with two proposals (EarthBalance \$6,750.00 & Cintron Landscape \$4,400.00) a third proposal is expected to be received on November 10th and will be provided to Mr. Clerico for his consideration. This exercise is to trim back the vegetation of the conservation. If the HOA wishes to proceed, our Legal Council will be providing a letter agreement between the District and the HOA as requested by the Board.

MEDITERRA CDD

Key Activity Dates

Updated: November 2020

Description	Reference	Submit To	Due Date	Date
Cane Toad Removal	SOP	N/A	The Cane Toad removal project commenced on Thursday, April 30th into Friday, May 1st. Will continue 2 night visits per month (June through October). With Tadpole removal September/April. Since May, Removal of 3720 Cane Toads, Juveniles & Tadpoles thru the month of October.	4/2020 thru 10/2020
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.	3/25/2021
Wetland Maintenance	SOP	N/A	Wetland Maintenance as required by SFWMD is to be performed at a minimum of two times per year.	3/2021 & 9/2021
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. Due to COVID-19, the audit will be presented at the June meeting.	6/1/2021
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.	6/15/2021
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.	9/15/2021
Insurance Renewal	SOP	N/A	Bind Insurance for upcoming Fiscal Year with an effective of October 1st thru September 30th	10/1/2021
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.	10/1/2021

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)	10/15/2021
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.
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	11/30/2020
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.	12/3/2020
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
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.	10/25/2021
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)	4/15/2021
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 in February, with cleaning to be completed during the month of May	2/2021 thru 5/2021

Padova Interconnect Structure Lake 25 to Lake 26	SOP	N/A	Cost to Repair the which was comprised by a sinkhole located between structures #66 (L-25) and #69 (L-26). Repairs will consist of a CIPP (Cured in place pipe) UV Liner in approximately 250 feet of 24" RCP pipe. Board approved at the August 19th meeting. Total cost \$78K and has been budgeted for the 20/21 Fiscal year.	20/21 Budget year
Bank Stabilization Project	SOP	N/A	20/21 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.	5/1/2021
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. Report will be include in the June agenda package.	April thru May 2021
Littoral Planting Project	SOP	N/A	Lakes identified during the 2020 Lake Audit, (Lakes 12, 18-19, 27/28, 29 and 40) were planted the week of November 2nd. Total cost \$6,325.00	20/21 Budget year
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

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MEDITERRA CDD

#	MTG 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
1	03.01.18	ACTION	Per Mr. Greenberg, Mr. Adams to ensure removal of all items from the Completed Items List that are six months old or older.	X			
2	10.17.18	ACTION	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.	X			
3	01.16.19	ACTION	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.	X			
4	01.16.19	ACTION	Per Mr. Greenberg, District Staff to monitor Lake #3 closely for signs of degradation due to the Distinctive Homes Project south of Padova.	X			
5	08.21.19	ACTION	With regard to the financials, Mr. Adams to make sure that fund balance is transferred to avoid a finding in next year's audit.	X			
6	10.16.19	ACTION	Staff to arrange to have riprap installed around the headwall of Lake #35, during the Spring of 2021 bank stabilization project.	X			
7	10.16.19	ACTION	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.	X			
8	10.16.19	ACTION	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.	X			
9	10.16.19	ACTION	Per Mr. Tarr, Staff to ensure that the contractor monitor the two signature lakes at the entrance of Mediterra West and make certain that the spikerush does not exceed 15' from control level.	X			
10	11.20.19	ACTION	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.	X			

MEDITERRA CDD

#	MTG 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
1	03.11.20	ACTION	Coastal Resource Division (CRD) permit application to be prepared and forwarded to Management for review prior to submittal to the SFWMD.			X	05.27.20
2	03.11.20	ACTION	Mr. Adams to follow up with Mr. Richards regarding the deer hunter insurance documents.			X	05.27.20
3	03.11.20	ACTION	Related to approval of the MRI proposal to clean the pipes, per policy, and Mr. Greenberg's request for more information to be provided at the next meeting, Mr. Adams to include this item on the next agenda, under Scope of Services for the Outfall Work.			X	05.27.20
4	03.11.20	ACTION/AGENDA	Discussion of the settlement agreement with The Club and remedying the conservation issues to be included on the next agenda.			X	05.27.20
5	05.27.20	ACTION	Mr. Greenberg to print Agendas for for future virtual meetings.			X	06.17.20
6	5.27.20	AGENDA	Staff to include the Stormwater System/Flooding in Brendisi on the June Agenda			X	06.17.20
7	5.27.20	ACTION	Per Mr. Tarr, Mr. Radford to tour the Brendisi neighborhood and report his findings at the next meeting.			X	06.17.20
8	5.27.20	AGENDA	Staff to include Discussion: Results of the ROV inspections of the 5 outfall structures from MRI			X	06.17.20
9	5.27.20	ACTION	Mrs. Adams to forward the aeration Reserve Study to the Board. Mr. Adams to provide the revised proposed 2021 budget prior to the June meeting.			X	06.17.20
10	5.27.20	ACTION	Mr. Adams to notify the Secretary of State and the Supervisor of Elections of candidates up for election in the November General Election and follow up.			X	06.17.20
11	5.27.20	ACTION	Management to forward the Registered Voter data from the SOE to Ms. Wheeler and Mr. Van Tassel			X	06.17.20
12	06.17.20	ACTION	Mrs. Adams to add having on-site technicians report non-working aerators to SOLitudes' scope of work.			X	10.21.20
13	06.17.20	ACTION	Mrs. Adams to proceed with EarthBalance installation of littoral plants in Fiscal Year 2020 and coordinate installing riprap in Fiscal Year 2021			X	10.21.20
14	06.17.20	ACTION	Mrs. Adams to coordinate repairs for the items listed in MRI's report.			X	10.21.20
15	06.17.20	ACTION	Mr. Adams to have the revised Rules of Procedure and Internal Controls Policy posted to the District's website.			X	10.21.20