

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on January 17, 2024 at 9:00 a.m., in the Bella Vita I Room at the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110.

**Present were:**

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

**Also present:**

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis (via telephone)	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Brent Burford (via telephone)	District Engineer
Janie Linscott	EarthBalance
Dennis Tocci	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:02 a.m. Supervisors Wheeler, Tarr and Henry were present. Supervisors Gartland and Greenberg attended via telephone.

Mr. Tarr stated he will conduct the meeting at the request of Mr. Greenberg and will defer to him for comments at any time during the meeting.

**SECOND ORDER OF BUSINESS**

**Public Comments (3 minutes)**

Resident Dennis Tocci voiced his opinion that, over the last few years, the Lake 1-S aerators have gotten louder and that, sometimes they sound fine but at other times they are “chugging” so loudly that that they can be heard in the house 75 yards away, with the doors closed and the television on. He thinks it might be a maintenance issue and some shrubs might be needed. Mrs. Adams stated several compressors are being replaced; she will confirm these aerators are on the list. Mr. Tocci stated the number on the box is 1-S.

Mr. Tocci asked about the long floating drainage pipes into the lakes on the opposite side of the lakes from the coach homes when looking across the lake to the #8 Green. Mrs. Adams stated those are yard drains meant to protect the lake bank; an anchor can be installed; the CDD will address the issue.

**THIRD ORDER OF BUSINESS**

**Chairman’s Comments**

Mr. Tarr stated, from his perspective, the lakes have improved quite a bit and he is impressed with the weed control on the lake banks. He thinks it has made those lakes needing new littorals more obvious. He looks forward to new littoral installations.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Collier County and Lee County Supervisors of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

Mr. Adams presented Resolution 2024-02. Seat 3, currently held by Supervisor Henry, Seat 4, currently held by Robert Greenberg, and Seat 5, currently held by Victoria Gartland, will be up for election at the November 2024 General Election. Candidates must be a citizen of the United States, at least 18 years of age, a legal resident of Florida, reside within the CDD and be a registered voter in Collier or Lee County. The candidate qualifying period is noon on June 10, 2024 to noon on June 14, 2024.

Ms. Willson stated, because the CDD is within two Counties, candidate qualification is done via the Department of State, Division of Elections.

Mr. Tarr discussed the close and contentious race when he was elected and expressed his hope that future elections will be without controversy or propaganda. The Supervisors currently holding the Seats that will be up for election may decide between now and the qualifying period whether they will run again.

Mr. Henry asked if it is clear that the expanded financial disclosures will not be required for CDD Supervisors. Mr. Adams stated Form 6 is only required for municipalities, such as cities, counties and villages; it does not apply to Special Districts. He will provide the candidate qualifying applications for those wishing to run in the upcoming election.

Ms. Wheeler asked if the Resolution is unchanged from previous years. Mr. Adams replied affirmatively; the Resolution is for informational purposes.

Mr. Greenberg stated he does not intend to run, so there will be an open Seat.

Mr. Tarr noted that Resolution 2024-02 relates to the election of Supervisors for Seats 3, 4 and 5 in the upcoming General Election.

**On MOTION by Mr. Henry and seconded by Ms. Wheeler, with all in favor, Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Collier County and Lee County Supervisors of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Discussion /Update: Lake Bank Restoration**

- **Consideration of Anchor Marine Proposals**

Mr. Adams suggested deferring this item until all requested proposals have been received.

Mr. Tarr asked how many lake restoration projects there are and which lakes are affected. Mrs. Adams stated there are three projects; Lake 15, Lake 22 and Lake 43 are affected. Proposals are being solicited now and the District Engineer needs to approve the specifications; once received, the information will be available to be shared.

Mr. Tarr asked how much disruption there will be for homeowners residing along those lakes. Mrs. Adams stated she and Mr. Willis viewed the GIS system and she consulted with Mr. Jared Brown. One lake can be accessed from the main roadway and the other two lakes can only be accessed through the golf course easement.

Mr. Tarr noted the presence of an easement at the end of Medici Way to access Lake 22. Mrs. Adams stated the information was sent to the District Engineer; Lake 15 and Lake 43 access looks problematic and might need to be through the golf course and Lake 22 must be

accessed via Corso Mediterra Circle. Mr. Tarr stated the easement to Lake 22 is at the end of Medici Way. MRI accesses the lake in a very wide area with pine straw and no vegetation; any damage to homeowner property or MCA landscaping would be remediated. Mrs. Adams will advise the District Engineer to enter via Medici Way rather than Corso Mediterra Circle.

Mr. Henry asked if the work needs to be done during dry season. Mrs. Adams stated the work will likely be done after season.

Mr. Willis stated some homeowners must first complete preliminary work to address erosion, surface runoff, etc. He met with homeowners regarding installation of yard drainage pipes, etc. Homeowners agreed to do the necessary work; contractor information was provided.

Mrs. Adams stated the preference is for work to be done after season.

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Discussion: Evaluation Criteria for Bidding Process**

Mr. Tarr stated a Memo from Ms. Willson is included in the agenda.

Mr. Greenberg voiced his feeling that the process for the lake management contract did not go as well as it should have and, in his opinion, the chart that was prepared was confusing and the Board Members felt obligated to use it, even though it was not mandatory. He suggested a uniform process acceptable to all be developed. He thinks some people did not understand the process, which led to an unintended final result. He suggested a much easier, cleaner process is needed and asked if his understanding that the only mandatory criteria is the financial one is correct.

Ms. Willson stated that is correct, the financial criteria is mandatory, and the Board does need to develop a system of criteria that is used to determine the most responsive and responsible bidder, which is not necessarily the top bidder.

Mr. Greenberg believes the Board needs to develop an analysis chart of the important points, such as management, experience, whether they subcontract, number of employees they intend to commit, etc., for each project that goes out to bid.

Mr. Tarr asked what process other CDDs follow.

Mr. Adams stated other CDDs have not gone to that level, though he understands the justification for it, as it provides cover for bid protests. Every bid invitation indicates that the Board will award the bid to the lowest responsible and responsive bidder that it deems will best meet the CDD's requirements. Other than pricing, it is a subjective approach.

Ms. Willson stated this has not been seen before because contracts have been under the \$195,000 annual contract threshold. She recommended more formal criteria be developed for the more formal, sealed bid process for contracts over the \$195,000 threshold, to offer greater protection. She noted that, the larger the contract, the more likely a bid protest.

Mrs. Adams stated she spoke with the other contractors after the meeting and they advised that they prefer not to protest; rather, they hope to bid again in the future.

Mr. Henry thinks it might seem inconsistent to tailor the criteria on every contract that reaches the \$195,000 threshold and, while some projects might require customization, he hopes the Board has a consistent, straightforward and uniform process from one project to another. Mr. Adams stated that can be difficult because Board Members change and people evaluate and prioritize criteria differently. He suggested drafting the criteria in advance and ensuring it is included in the bid package so that bidders can see how bids will be evaluated.

Ms. Willson stated it was included in the bid package last time; going forward, Staff can ensure that there is more extensive discussion and review. She noted that some protection is provided by the standard protest language always included in the actual bid package and in the advertisement. When bidders see the initial criteria in their bid package, regardless of whether it was different than the last time, they would have 72 hours to file a notice of protest for anything within the bid package. That would offer some protections during the protest period, even before bids are submitted.

Mr. Tarr stated that these were not "apples to apples" bids; one contractor offered two technicians two days a week and the other contractor offered three technicians three days a week. He voiced his opinion that, having lived in the CDD since the beginning, "boots on the ground" has a lot to do with success since two people cannot do the work of three.

Mr. Adams stated a lot goes into the contract and he does not think the number of man hours guarantees better service. He discussed the number of available products on the market and different approaches that each company utilizes and noted that the performance-based contract specifies the desired end result and how that is achieved is up to the contractor.

Mr. Tarr noted the desired result is for lake banks to look good with no complaints from property owners.

Mr. Adams discussed the need to educate homeowners about littorals, the allowable percentage of noxious and invasive plant material within specifications and algae control response time. He noted that trade secrets can make one company more efficient than another, allow for more competitive pricing, etc.

Discussion ensued regarding SOLitude's failures, the likelihood that sealed bidding will continue to be needed, the threshold amount, inflation and the amount of littorals.

Mr. Adams stated Staff will work proactively to present criteria earlier in the process to ensure that the Board can help develop criteria accordingly.

Mr. Henry discussed the importance of bidders' references. Mrs. Adams stated that providing references is a required part of the bid package.

Mr. Tarr stated he would have liked to tour other communities managed by the bidders to get a visual of the lakes they manage. Mrs. Adams stated he can do that in the future.

Mr. Willis stated, with regard to the crew size, whenever issues occurred and the vendors were advised of the problems, they have been addressed because the contract is performance-based.

Mr. Greenberg noted that, in the eight years he has been on the Board, it has only been necessary to go out to RFP once or twice. Mrs. Adams stated it has not been necessary to go out to bid because SOLitude maintained its price at \$195,000 in order to keep the contract.

Mr. Greenberg stated he is more interested in the process. He does not think one size fits all and his primary concern is that the evaluation sheet was not submitted to the Board in advance. In his opinion, had it been, the Board could have customized it to be specific to that contract. He believes the package for sealed bids should be developed by Staff and, going forward, each Supervisor should have an opportunity to comment on it.

Ms. Wheeler expressed agreement and stated she thought that it would have gone smoother if the Board was informed in advance since the Board had not gone through the process before.

Mr. Greenberg thinks the Board needed to be informed that the financial part was mandatory and important; his opinion is that the Board needs to be educated and involved in the process.

Ms. Gartland supports reviewing the criteria in advance and discussing what the criteria are. She is not very comfortable changing the criteria from one project to another and feels that, at the very least, the Board Members should be educated about how to evaluate bids so they are all of the same understanding.

**SEVENTH ORDER OF BUSINESS**

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

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

Mr. Tarr stated the decision was made to defer this discussion to the next meeting; he asked if all Board Members expect to be at the next meeting.

Ms. Wheeler and Mr. Greenberg advised that they will not attend the next meeting.

Mr. Tarr noted the debate was about what will be e-blasted to residents/property owners, the status of the project and the Board Members' individual views.

Mr. Greenberg stated he wants the Board Members to see the video first, review the survey, make a final decision on the fact sheet and make a decision on the process for e-blasting it, doing the survey and taking a final vote.

Mr. Henry asked if an additional meeting can be scheduled when all Board Members can be present in order to make a decision while it is still in season for a survey to be sent out.

Mr. Tarr wondered if this project has majority support of the Board. In his opinion, before any more money and effort are committed, the Board Members must evaluate their positions.

Mr. Henry thinks a lot of work had already been done and an answer from the community is needed.

Asked how much the video will cost, Mr. Adams stated the District Engineer already sent a video for the Board to consider.

Mr. Henry voiced his opinion that a decision is needed about whether to send a survey, whether to wait one year, etc.

Mr. Greenberg suggested, if the Board is happy with the survey and/or the video, they send it. He stated he wanted to send the Fact Sheet and the video before the survey and then re-send the video and the Fact Sheet with the survey.

Mr. Henry thinks the more information that residents/property owners receive before they respond, the better.

Mr. Tarr stated he has an issue with some of the language about how the project will be financed.

Ms. Wheeler agreed regarding the need to inform homeowners about the project costs. She feels that the Board should focus the CDD's money on the ROV pipe inspection, since what the inspection will discover is unknown. She expressed concern about the trail project deflecting funds from where they should be spent and noted that cracks were found in two pipes in Medici and the inspection might identify more pipes that need to be repaired.

Mr. Henry suggested changing the wording to show the total project costs not counting funds already assembled and stating that, if the project is not done, the funds will be used for other projects.

Mr. Tarr stated he was surprised when his neighborhood suddenly received a large bill because a drain pipe cracked. He discussed the buried drain pipe and voiced his belief that costs might be significant if open trenching is needed.

Mr. Henry stated the outcome is not known yet and he agrees that the decision might ultimately be not to spend the money on the trail project because pipes are the CDD's primary responsibility. He feels that does not change the fact that a lot of work has been done related to the trail project and, if the community is highly supportive of the nature trail, with full knowledge that it will be paid for through the annual assessments, then he has no objection to the project. He estimated that \$200,000 has already been spent and suggested the trail project be presented to the community with the full information that, if not spent on this project, the funds can be used for other things.

Mr. Tarr suggested the language include "financing for this can be used or will be provided by surplus funds, assessments and/or financing". In his opinion, the funds accrued for preserve cleanup will be insufficient because the low-cost bidder, Cintron, will not be available and the other two bids were significantly higher.

Mr. Henry thinks other funds can be used for that and the Board should not make one issue dependent on the other. He agrees that total costs should be identified and it should be very clear to homeowners that if the project is not done, the funds would not need to be assessed or taken from other priorities.



Mr. Tarr stated he cannot support the Fact Sheet with the statement in it.

Mr. Henry feels that the statement can be changed but the Fact Sheet should be sent to gauge support for the trail project.

Ms. Wheeler supports sending the survey but she agrees that the wording needs to indicate the total cost of the nature trail and indicate that funds could come from surplus, assessments or a loan. She thinks the Board's primary focus should be on the preserve and the pipes.

Ms. Gartland supports sending the survey with the change in the wording. She is not comfortable sending it without any potential assessment increase wording right now. She thinks the Board would look more intelligent if they state that the project is a good idea but the timing is not right and that the project will be put on hold and recognize that a lot is going on right now and the Board cannot assure people that there would be no assessments. That being said, she supports sending the survey and changing the language. She thinks the nature trail is a nice idea, to some extent, and a resounding no would be a roadblock in the future.

Ms. Wheeler noted that Ms. Gartland's suggestion leaves the door open for future Boards, rather than locking it on the project in the future.

Mr. Henry stated he is okay with putting the project on hold but, in his opinion, failure to make a decision on the project after time and money was spent on it and homeowners were advised that a survey will be sent, is a problem.

Mr. Greenberg noted that Ms. Gartland and Ms. Wheeler made good points. He wants to know the cost for the ROV inspection. He suggested a temporary deferral until things can be priced and when the Board will be in a better position to say how much money is available to complete Phase I of the trail project and how much an assessment would be if the decision is made not to borrow money. He does not want to give up on the project but he understands there is a lot of negative weight to it at this time. If one of the variables can be quantified, it would help him decide if it should be tabled or proceed.

Mr. Tarr stated he would like Staff to develop a realistic estimate of the preserve cleanup costs. He noted that Collier County raised its water and sewer bills 9 to 9.5% and RCS, the irrigation supplier, raised its rate 8% last year. He believes numerous homeowners' roofs are 20 years old and insurance companies will not insure these homes anymore, which might result in chaos in the property market. He thinks whatever is being accrued for preserve

cleanup will be insufficient. Mrs. Adams stated the District Engineer, who is responsible for the fire reduction program, can research that.

Mr. Adams reminded the Board that the accrual target was moved; it is spread out over three years, with one more year to accrue. The target was previously \$175,000 but it was reset to \$240,000; \$80,000 accrues per year for three years.

Mr. Adams noted the consensus seems to be to put the project on hold pending the results of the ROV inspection. Mr. Tarr agreed that the intention is to defer the project at this time.

Mr. Greenberg voiced his opinion that big risk items need to be quantified and then, if the outlook is gloomy, the project would then not proceed. If correct budgeting was done for the fire reduction plan and the ROV inspection shows the pipes to be in relatively good shape, the Board will know how much surplus money is available and will be able to decide how much can be allocated to the trail and the rest can be funded with assessments.

Mr. Tarr asked for a reminder of the three bids for the fire project the last time. He believes Cintron was way less expensive than SOLitude and EarthBalance.

Mr. Greenberg recalled that Cintron made a big mistake. They missed the mark and he feels there is no reason to belabor it; the budget items were increased accordingly. He estimated that the budgeted costs will be 85% to 95% on target when the next bid comes in.

The consensus was to table the trail project and review it again after the costs related to ROV inspection/pipe project and fire reduction are known.

Discussion ensued regarding rain and the anticipated completion date for the ROV inspection and the reports.

Mrs. Adams stated the ROV inspection report might not be complete in time for the February meeting but it should be available for the March meeting.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of November 30, 2023**

- **2024 Operations Financial Impact Analysis**
- **Breakdown/Summary Report**

Mr. Adams stated 78% of assessment revenue was received at the end of November, possibly due to early payments and transmittal by ACH. Year-to-date expenses through the end

of November are at 9%, which is not untypical. One re-code will correct the expenditures under “Water management” as the expenditure listed under “Contractual services” belongs under “Lake Maintenance”. Mrs. Adams stated Accounting was notified and it should already be corrected.

Mr. Adams stated the surplus funds investment account for operating funds was opened; so far, \$1 million was transferred. Going forward, approximately \$200,000 will be kept in the operating account. The investment account currently offers 4.5% to 4.75% interest.

Mr. Adams noted that, in the Debt Service Funds, the November payments were made for 50% of the interest on the 2013 and 2022 bonds; interest is tax-exempt, which is generally 1.5% to 2% lower than taxable.

The financials were accepted.

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

- The \$16,475 “Lake Bank - Erosion Repairs” expenditure refers to Lakes 6 and 13. Costs for additional lakes will be added when bids are obtained; all figures in the Report are firm numbers. Actual costs for “Aeration Repairs and replacements” are \$31,803.
- Quite a few compressors had to be replaced. Inspections are done twice a year and, although SOLitude inspected this summer, additional estimates were obtained and Superior was engaged because they offered a competitive bid at a lower price. Superior completed that work under this budget and the new contractor, CrossCreek Environmental, inspected and identified the remainder of the work necessary.
- At the last meeting, rebuilds were discussed; some aerators had not been replaced since 2007. In total, \$31,803 has been spent for aeration repairs. New compressors will be installed rather than rebuilding aerators.

Mr. Tarr asked for the number of compressors and how many are being replaced. Mrs. Adams will let him know how many are being replaced.

Mr. Tarr asked how much the compressor price has increased. Mrs. Adams stated the current compressors cost approximately \$900 each, up from \$800. Asked the approximate useful life of the plumbing, from the compressor to the lakes, Mrs. Adams stated it is about 10 to 15 years, unless it is damaged by an outside source.

Discussion ensued regarding the useful life and replacement of compressor plumbing components and reports.

Mrs. Adams stated the maintenance department submits a summary report from the field; she asked for them to be sent ten days in advance for inclusion in the agenda package.

**On MOTION by Mr. Henry and seconded by Ms. Wheeler, with all in favor, the Unaudited Financial Statements as of November 30, 2023, were accepted.**

**NINTH ORDER OF BUSINESS**

**Approval of December 6, 2023 Regular Meeting Minutes**

Mr. Tarr asked if there were any additional edits.

Ms. Wheeler stated she would like to know what edits were submitted by the Board Members in advance of the meeting.

Mrs. Adams stated she will ask the Transcription Department to forward any edits received to Board Members for informational purposes.

Mr. Tarr asked if Calabria ever trimmed trees on the preserve encroaching on its property. Ms. Gartland stated nothing has been done yet; there are many landscaping issues. She will ask the HOA about having a surveyor mark off the preserve but the HOA might not have funds available in the HOA budget this year.

Mr. Tarr asked if everyone received the lake report regarding the east side.

Mrs. Adams stated it was emailed to the Board.

Mr. Tarr asked for this to be included on the next agenda.

Lake erosion and the lake management scope of service, etc., were discussed.

**On MOTION by Ms. Wheeler and seconded by Mr. Henry, with all in favor, the December 6, 2023 Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

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

- **Update: Memorandum Regarding Ethics Training Requirements**

Ms. Willson presented the Memorandum regarding Ethics Training Requirements. Supervisors are free to choose any course offered that falls within the necessary category. Asked if the four-hour course is a simple solution to fulfilling the requirement, Ms. Willson stated it will be; the free courses will be listed on the Ethics website and they are clearly marked as to which option they fulfill.

Mr. Tarr asked if other CDDs will pay for the course. Mr. Adams stated it is a qualifying expense, though he has not spoken with other Boards.

Ms. Willson stated the Commission on Ethics endorses the courses on its website. She recommends retaining receipts and certificates of completion for any courses completed. The courses offered by the Commission on Ethics do not provide a code or a certificate of completion. The only manner of reporting completion is by checking the box on the electronic version of Form 1; Supervisors have until December 31, 2024 to satisfy the requirement.

Mr. Tarr noted that, when Form 1 is submitted this year, it will be for last year, so the box will not be checked until filling out Form 1 in 2025. Ms. Willson stated that is correct; completion will be reported in the summer of 2025. Supervisors who are not re-running are not required to take the course.

Mr. Tarr asked what is required of a new Supervisor. Ms. Willson stated a new Supervisor taking office in November will be required to take the course during 2025; she will review the requirements for new appointees.

Mr. Tarr asked if any Supervisors are interested in taking one of the paid courses.

Ms. Wheeler supported Supervisors having the option.

**On MOTION by Ms. Wheeler and seconded by Mr. Tarr, with all in favor, reimbursing Board Members the costs for a four-hour ethics training course, such as the one from Florida State University, at a cost of \$79, was approved.**

Ms. Wheeler asked to whom the requirement applies. Mr. Adams stated the requirement applies only to the Supervisors.

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

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

Mr. Burford stated the Executive Order is still in place and, based on that, the permit will be extended until the beginning of January 2029.

Mrs. Adams asked if her entry on the Key Activity Dates regarding “Phase Three East – Stormwater Pond 74” is correct. Mr. Burford replied affirmatively since the Executive Order is remaining in place. The Report indicates that the extension is until early 2029; the extension gains days as long as the Executive Order remains in place.

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

- **NEXT MEETING DATE: February 21, 2024 at 9:00 AM**
  - **QUORUM CHECK**

Supervisors Tarr, Henry and Gartland confirmed their attendance at the February 21, 2024 meeting. Supervisors Wheeler and Greenberg will not attend.

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

- **Key Activity Dates Report**

The December 2023 Key Activity Dates Report was included for informational purposes. Mrs. Adams reported the following:

- CrossCreek provided a proposal for installation of the fireballs. She will follow up regarding the bid of \$1,000 for installation, given that SOLitude did the initial installation. She will check the supplier’s website to ascertain if it is still possible to purchase from them directly. An update will be provided at the next meeting.
- A quote was received from Cintron for removal of dead pine trees at 15228 and 15232 Medici Way. A revised quote was requested for a flush cut; the expense before revising it is \$3,500.

**ELEVENTH ORDER OF BUSINESS**

**Action/Agenda or Completed Items**

Items 12, 14, 16 and 19 were completed.

Item 11: Change “Ms. Willson” to “Mr. Adams”

Item 12: Change “EarthBalance” to “CrossCreek”. Mr. Willis stated Superior started performing that work and CrossCreek completed the work per its contract; anything below shoulder height will be removed and anything higher will be documented with photographic proof. With Board permission, taller trees will be removed. This item was completed.

Item 13: Change “next year’s budget” to “Fiscal Year 2024-2025”

**TWELFTH ORDER OF BUSINESS**

**Old Business**

There was no old business.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

This item was presented following the Fourteenth Order of Business.

**FOURTEENTH ORDER OF BUSINESS**

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

Ms. Janie Linscott, Client Development Specialist at EarthBalance, introduced herself and stated she will serve as an additional contact in addition to the Project Manager.

▪ **Supervisors' Requests**

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

Ms. Wheeler asked for an update on restoring the Medici lake bank to a 4:1 slope. Mrs. Adams stated that is part of the bank restoration discussed earlier in the meeting and the work will progress; when the District Engineer ensures that the specifications are correct, the matter will be on the agenda for Board consideration once proposals have been received.

Ms. Wheeler asked if an update regarding 15201 was provided during Mrs. Adams' report. Mrs. Adams stated there were five dead pine trees adjacent to 15228 and 15232.

Ms. Wheeler noted that the December minutes referenced a request to remove a palm tree stump from 15201 Medici. Mr. Willis stated he will make sure it is removed.

Mrs. Adams noted that the Key Activity Dates indicates that the Annual Financial Report is supposed to be on the April agenda every year, as implemented by the Board.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Wheeler and seconded by Mr. Henry, with all in favor, the meeting adjourned at 10:37 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Cop Sali  
Secretary/Assistant Secretary

Kenneth J. Tan  
Chair/Vice Chair