

MEDITERRA

COMMUNITY DEVELOPMENT DISTRICT

February 19, 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

February 12, 2020

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

Board of Supervisors
Mediterra Community Development District

Dear Board Members:

The Board of Supervisors of the Mediterra Community Development District will hold a Regular Meeting on February 19, 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. Acceptance of Unaudited Financial Statements as of December 31, 2019
5. 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: March 11, 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*

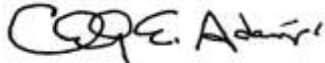
- Key Activity Dates

6. Approval of January 15, 2020 Public Hearing and Regular Meeting Minutes

7. Action/Agenda or Completed Items
8. Old Business
9. Supervisors' Requests
10. Public Comments
11. 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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**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICTS
FINANCIAL STATEMENTS
UNAUDITED
DECEMBER 31, 2019**

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICTS
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2019**

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2012	Debt Service Series 2013	
ASSETS				
Cash				
Operating	\$ 1,404,356	\$ -	\$ -	\$ 1,404,356
Investments				
BB&T - CDARS	1,496	-	-	1,496
Series 2012				
Revenue	-	239,687	-	239,687
Reserve	-	801,219	-	801,219
Prepayment	-	274,064	-	274,064
Series 2013				
Revenue	-	-	207,603	207,603
Reserve	-	-	75,000	75,000
Series 2017				
Reserve	10,000	-	-	10,000
Due from other funds				
Debt service - series 2013	-	129,136	-	129,136
Due from general fund	-	596,295	286,672	882,967
Due from other	5	-	-	5
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 1,418,203</u>	<u>\$ 2,040,401</u>	<u>\$ 569,275</u>	<u>\$ 4,027,879</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 22,725	\$ 1,801	\$ 916	\$ 25,442
Due to debt service - series 2012	596,295	-	129,136	725,431
Due to debt service - series 2013	286,672	-	-	286,672
Total liabilities	<u>905,692</u>	<u>1,801</u>	<u>130,052</u>	<u>1,037,545</u>
Fund Balances				
Restricted for:				
Debt service	-	2,038,600	439,223	2,477,823
Unassigned	512,511	-	-	512,511
Total fund balances	<u>512,511</u>	<u>2,038,600</u>	<u>439,223</u>	<u>2,990,334</u>
Total liabilities and fund balances	<u>\$ 1,418,203</u>	<u>\$ 2,040,401</u>	<u>\$ 569,275</u>	<u>\$ 4,027,879</u>

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES , EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED DECEMBER 31, 2019**

	Current Month	Year to Date	Budget	% of Budget
REVENUE				
Special assessment: on roll	\$ 356,014	\$ 555,960	\$ 634,417	88%
Special assessment: off-roll	-	56,027	112,055	50%
Interest and miscellaneous	33	40	-	N/A
Total revenues	<u>356,047</u>	<u>612,027</u>	<u>746,472</u>	82%
EXPENDITURES				
Administrative				
Supervisors	-	1,938	6,600	29%
Management	4,000	12,000	48,000	25%
Accounting	1,392	4,175	16,700	25%
Audit	-	-	10,000	0%
Legal	2,196	2,196	10,000	22%
Field management	1,275	3,825	15,300	25%
Engineering	1,005	5,535	35,000	16%
Trustee	-	-	10,000	0%
Dissemination agent	333	1,000	4,000	25%
Arbitrage rebate calculation	-	-	1,500	0%
Assessment roll preparation	417	1,250	5,000	25%
Telephone	21	65	259	25%
Postage	263	430	1,000	43%
Insurance	-	11,462	11,750	98%
Printing & binding	143	428	1,714	25%
Legal advertising	1,389	1,968	2,000	98%
Contingencies	210	411	2,500	16%
Annual district filing fee	-	175	175	100%
Website	-	-	705	0%
ADA website compliance	-	-	200	0%
Total administrative	<u>12,644</u>	<u>46,858</u>	<u>182,403</u>	26%
Water management				
Contractual services	23,670	40,340	203,980	20%
Aquascaping/cutbacks/pipe cleanout	870	870	100,000	1%
Street sweeping	-	-	8,000	0%
Electricity	5,188	7,860	33,000	24%
Future aeration replacement	-	-	17,400	0%
Capital outlay-aeration FCB loan pymt	-	6,030	89,960	7%
Total water management	<u>29,728</u>	<u>55,100</u>	<u>452,340</u>	12%
Other fees & charges				
Property appraiser	333	333	10,699	3%
Tax collector	4,375	7,529	8,030	94%
Total other fees & charges	<u>4,708</u>	<u>7,862</u>	<u>18,729</u>	42%
Total expenditures	<u>47,080</u>	<u>109,820</u>	<u>653,472</u>	17%
Excess/(deficiency) of revenues over/(under) expenditures	308,967	502,207	93,000	
Fund balances - beginning	203,544	10,304	87,094	
Fund balances - ending	<u>\$ 512,511</u>	<u>\$ 512,511</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 DECEMBER 31, 2019**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ 660,119	\$ 966,495	\$ 1,102,699	88%
Interest	1,131	4,612	-	N/A
Total revenues	<u>661,250</u>	<u>971,107</u>	<u>1,102,699</u>	88%
EXPENDITURES				
Debt service				
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%
Other fees & charges				
Property appraiser	-	-	9,729	0%
Tax collector	8,256	13,089	12,972	101%
Total other fees & charges	<u>8,256</u>	<u>13,089</u>	<u>22,701</u>	58%
Total expenditures	<u>8,256</u>	<u>248,088</u>	<u>1,102,699</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	652,994	723,019	-	
Fund balances - beginning	1,385,606	1,315,581	1,280,453	
Fund balances - ending	<u>\$ 2,038,600</u>	<u>\$ 2,038,600</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 DECEMBER 31, 2019**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ 121,380	\$ 277,350	\$ 316,490	88%
Interest	170	800	-	N/A
Total revenues	<u>121,550</u>	<u>278,150</u>	<u>316,490</u>	88%
EXPENDITURES				
Debt service				
Principal	-	-	150,000	0%
Interest	-	75,912	151,825	50%
Total debt service	<u>-</u>	<u>75,912</u>	<u>301,825</u>	25%
Other fees & charges				
Property appraiser	-	-	4,945	0%
Tax collector	1,296	3,757	6,594	57%
Total other fees & charges	<u>1,296</u>	<u>3,757</u>	<u>11,539</u>	33%
Total expenditures	<u>1,296</u>	<u>79,669</u>	<u>313,364</u>	25%
Excess/(deficiency) of revenues over/(under) expenditures	120,254	198,481	3,126	
Fund balances - beginning	318,969	240,742	225,791	
Fund balances - ending	<u>\$ 439,223</u>	<u>\$ 439,223</u>	<u>\$ 228,917</u>	

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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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*

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

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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MEDITERRA CDD

Key Activity Dates

Updated: February 2020

Description	Reference	Submit To	Due Date	Date
Street Sweeping	SOP	N/A	Street Sweeping to commence yearly January 1st thru March 31st, on a weekly basis. Staff to provide Tim Richards schedule for email blast to residents in December.	1/20 thru 3/20
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 Wednesday, February 2020 and cleaning has been completed as of June 17th.	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

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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 **On MOTION by Mr. Bishko and seconded by Mr. Tarr, with all in favor, the**
 100 **Unaudited Financial Statements as of November 30, 2019, were accepted.**

101

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

Chair/Vice Chair

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

7

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
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 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	10.16.19	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	8.21.19	ACTION	With regards to the financials, Mr. Adams to make sure that fund balance is transferred to avoid a finding in next year's audit.	X			
6	8.21.19	ACTION	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.	X			
7	10.16.19	ACTION	Staff to arrange to have rip-rap installed around the headwall of Lake #35, during the Spring of 2021 during the bank stabilization project.	X			
8	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			
9	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			
10	10.16.19	ACTION	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.	X			
11	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			
12	01.15.20	ACTION	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.	X			

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13	01.15.20	ACTION	Mrs. Adams to add the preserves inspection schedule to the Key Activity Dates List.	X			
14	01.15.20	ACTION	Mrs. Adams would forward the wetland inspection schedule upon receipt.	X			
15	01.15.20	ACTION	Mr. Adams to ensure that the District's office laptop would be updated on a monthly basis.	X			

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1	05.15.19	ACTION	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.			X	08.21.19
2	05.15.19	ACTION	Mr. Adams to check to see if the Club payment has remitted payment and email the Board if it was not received.			X	08.21.19
3	05.15.19	ACTION	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.			X	08.21.19
4	05.15.19	ACTION	Mr. Tilton to prepare and present a permitting proposal for Lake #74 repurposing at the next meeting.			X	08.21.19
5	06.19.19	ACTION	Mr. Adams to look into WHA depositing checks electronically into the District's bank account.			X	08.21.19
6	06.19.19	ACTION	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.			X	08.21.19
7	06.19.19	ACTION	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.			X	08.21.19
8	08.21.19	ACTION	Mr. Adams to include the WHA Representation Letter in the Annual Audit Report and forward copies to the Board Members, under separate cover.			X	10.16.19
9	08.21.19	ACTION	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			X	10.16.19
10	08.21.19	ACTION	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.			X	10.16.19
11	08.21.19	ACTION & AGENDA	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".			X	10.16.19

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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