

MEDITERRA

COMMUNITY DEVELOPMENT DISTRICT

October 21, 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

October 14, 2020

Board of Supervisors
Mediterra Community Development District

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

Dear Board Members:

The Board of Supervisors of the Mediterra Community Development District will hold a Regular Meeting on October 21, 2020 at 9:00 a.m., via Zoom, at <https://us02web.zoom.us/j/85378255019>, Meeting ID **853 7825 5019** or via phone at **1-929-205-6099**, Meeting ID: **853 7825 5019**. The agenda is as follows:

1. Call to Order/Roll Call
2. Chairman's Comments
3. Public Comments [**3 minutes per person**]
4. 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
5. Discussion: CDD Direct Billing of Annual Assessments to The Club
6. Discussion: Meeting Room Unavailable on February 17, 2021 and March 17, 2021
 - A. February Options: February 3, 10, 24
 - B. March Options: March 3, 10, 24, 31
7. Discussion: Impending Supervisor Vacancy, Seat 5 – Supervisor Van Tassel
8. Acceptance of Unaudited Financial Statements as of August 31, 2020
9. Approval of August 19, 2020 Virtual Public Hearings and Meeting Minutes
10. 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: November 18, 2020 at 3:00 P.M.
- QUORUM CHECK

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
Thomas H Van Tassel	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

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

- Key Activity Dates

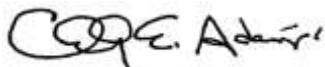
11. Action/Agenda or Completed Items
12. Old Business
13. Supervisors' Requests
14. Public Comments
15. Adjournment

“Further, please be advised that the Florida Governor’s Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.”

“That said, the District wants to encourage public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting may do so via Zoom details specified herein. Additionally, participants are encouraged to submit questions and comments to the District’s manager at adamsc@whhassociates.com.”

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

OPTIONS FOR MEETING PARTICIPATION

<https://us02web.zoom.us/j/85378255019>

MEETING ID: 853 7825 5019

or

CALL-IN NUMBER: 1-929-205-6099

MEETING ID: 853 7825 5019

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEDITERRA COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY REGARDING PLANTINGS WITHIN THE DISTRICT; AUTHORIZING ACTIONS OF DISTRICT STAFF; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District owns, operates, and maintains property within the District (“**District Property**”) and at times accesses such District Property using certain easement areas within the District (“**District Easements**”); and

WHEREAS, certain plantings are located within District Easements and on District Property; and

WHEREAS, the District desires to set forth a policy for the review and approval of property owner proposed plantings within District Easements and adjacent District Property for immediate use and application and to authorize District staff to take certain action related to the review and approval of proposed plantings (the “**Planting Policy**”).

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

SECTION 1. The District hereby adopts the Planting Policy as described in Sections 2 and 3 below. As stated in this Resolution, District Staff shall mean the District Manager or the District Field Operations Manager.

SECTION 2. REPLACEMENT PLANTINGS. District Staff is hereby authorized to take the following actions:

A. If the proposed planting is a like-for-like planting in a District Easement and does not impede the District’s access for maintenance purposes, then District Staff is authorized to issue a letter of no objection.

B. If the proposed planting is (1) a replacement of pre-existing owner-maintained landscape with a similar non-invasive species on District Property located adjacent to

owner's property and (2) does not impede the District's access for maintenance, then District Staff is authorized to issue a letter of no objection.

SECTION 3. NEW PLANTINGS. If the proposed planting is a new non-replacement planting on District Property or within a District Easement, the planting request shall be considered by the District's Board of Supervisors ("Board") at a regular Board meeting. The Board shall have the discretion to approve or deny the request.

SECTION 4. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 21st day of October, 2020.

ATTEST:

**MEDITERRA COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

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

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

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2012	Debt Service Series 2013	
ASSETS				
Cash				
Operating	\$ 191,676	\$ -	\$ -	\$ 191,676
BB&T - CDARS	1,496	-	-	1,496
Series 2012				
Revenue	-	258,251	-	258,251
Reserve	-	801,219	-	801,219
Prepayment	-	5,024	-	5,024
Series 2013				
Revenue	-	-	178,397	178,397
Reserve	-	-	75,000	75,000
Series 2017 Note				
Reserve	10,000	-	-	10,000
Undeposited funds	2,100	-	-	2,100
Due from general fund	-	8	2	10
Due from other	8	-	-	8
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 207,626</u>	<u>\$ 1,064,502</u>	<u>\$ 253,399</u>	<u>\$ 1,525,527</u>
LIABILITIES AND FUND BALANCES				
Liabilities				
Due to debt service - series 2012	\$ 8	\$ -	\$ -	\$ 8
Due to debt service - series 2013	2	-	-	2
Total liabilities	<u>10</u>	<u>-</u>	<u>-</u>	<u>10</u>
Fund Balances				
Restricted for:				
Debt service	-	1,064,502	253,399	1,317,901
Unassigned	207,616	-	-	207,616
Total fund balances	<u>207,616</u>	<u>1,064,502</u>	<u>253,399</u>	<u>1,525,517</u>
Total liabilities and fund balances	<u>\$ 207,626</u>	<u>\$ 1,064,502</u>	<u>\$ 253,399</u>	<u>\$ 1,525,527</u>

**MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES , EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND 001
FOR THE PERIOD ENDED AUGUST 31, 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%
Interest and miscellaneous	3	164	-	N/A
Total revenues	<u>3</u>	<u>746,873</u>	<u>746,472</u>	100%
EXPENDITURES				
Administrative				
Supervisors	1,077	7,320	6,600	111%
Management	4,000	44,000	48,000	92%
Accounting	1,392	15,308	16,700	92%
Audit	-	4,000	10,000	40%
Legal	1,465	12,241	10,000	122%
Field management	1,275	14,025	15,300	92%
Engineering	2,125	51,870	35,000	148%
Trustee	-	7,207	10,000	72%
Dissemination agent	333	3,667	4,000	92%
Arbitrage rebate calculation	-	1,000	1,500	67%
Assessment roll preparation	417	4,583	5,000	92%
Telephone	22	237	259	92%
Postage	-	1,386	1,000	139%
Insurance	-	11,462	11,750	98%
Printing & binding	143	1,571	1,714	92%
Legal advertising	862	5,642	2,000	282%
Contingencies	359	1,996	2,500	80%
Annual district filing fee	-	175	175	100%
Website	-	705	705	100%
ADA website compliance	-	199	200	100%
Total administrative	<u>13,470</u>	<u>188,594</u>	<u>182,403</u>	103%
Water management				
Contractual services	2,570	165,751	203,980	81%
Aquascaping/cutbacks/pipe cleanout	-	59,780	100,000	60%
Street sweeping	-	3,075	8,000	38%
Electricity	2,523	24,976	33,000	76%
Future aeration replacement	-	6,454	17,400	37%
Capital outlay-aeration FCB loan pymt	-	92,081	89,960	102%
Total water management	<u>5,093</u>	<u>352,117</u>	<u>452,340</u>	78%
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>18,563</u>	<u>549,561</u>	<u>653,472</u>	84%
Excess/(deficiency) of revenues over/(under) expenditures	(18,560)	197,312	93,000	
Fund balances - beginning	226,176	10,304	87,094	
Fund balances - ending	<u>\$ 207,616</u>	<u>\$ 207,616</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 AUGUST 31, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ -	\$ 1,103,299	\$ 1,102,699	100%
Interest	5	10,426	-	N/A
Total revenues	<u>5</u>	<u>1,113,725</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	-	14,806	12,972	114%
Total other fees & charges	<u>-</u>	<u>14,806</u>	<u>22,701</u>	65%
Total expenditures	<u>-</u>	<u>1,364,804</u>	<u>1,102,699</u>	124%
Excess/(deficiency) of revenues over/(under) expenditures	5	(251,079)	-	
Fund balances - beginning	1,064,497	1,315,581	1,280,453	
Fund balances - ending	<u>\$ 1,064,502</u>	<u>\$ 1,064,502</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 AUGUST 31, 2020**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessment: on roll	\$ -	\$ 316,608	\$ 316,490	100%
Interest	-	2,123	-	N/A
Total revenues	<u>-</u>	<u>318,731</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	-	12,657	3,126	
Fund balances - beginning	253,399	240,742	225,791	
Fund balances - ending	<u>\$ 253,399</u>	<u>\$ 253,399</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 Virtual Public Hearings and a Meeting on August 19, 2020 at 9:00 a.m., at <https://us02web.zoom.us/j/84180992482> and 1-929-205-6099, meeting ID 841 8099 2482.

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
Andy Tilton	District Engineer
Mike Radford	M.R.I. Underwater Specialists, Inc. (MRI)
Charlotte Tarr	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mrs. 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 made the following comments:

➤ Congratulations to Mr. Tarr for his elevation to Vice President of the Mediterra Community Association (MCA).

42 ➤ Residents were very appreciative of the toad control program. The Board and Staff
43 were commended for acting swiftly with good results.

44 ➤ A resident expressed their opinion that the assessment increase was a big percentage.
45 Such a small increase should not focus on percentages but rather on results; a good percentage
46 of the assessment increase funded the toad control program.

47 ➤ Mr. Tarr was commended for taking the initiative with Ponds 47 and 48 and for his
48 continued leadership both on the CDD Board and at the MCA.

49

50 **THIRD ORDER OF BUSINESS**

Public Comments [3 minutes per person]

51

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

53

54 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-09,
55 Ratifying and Approving Board Actions at a
56 Duly Advertised Meeting of the Board of
57 Supervisors Held on June 17, 2020, and All
58 Other Actions Taken by the Board**

59

60 Mr. Greenberg presented Resolution 2020-09. Mr. Adams stated that a member of the
61 public had technical difficulties attempting to call in at the last meeting. This Resolution would
62 ratify all actions taken at the last meeting.

63

64 **On MOTION by Mr. Tarr and seconded by Mr. Bishko, with all in favor,
65 Resolution 2020-09, Ratifying and Approving Board Actions at a Duly
66 Advertised Meeting of the Board of Supervisors Held on June 17, 2020, and All
67 Other Actions Taken by the Board, was adopted.**

68

69

70 **▪ Discussion: Policy for Lake Bank Replanting by Adjacent Property Owners within CDD
71 Lake Tract**

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

73 Mr. Greenberg stated several property owners asked to replant on property adjacent to
74 CDD lakes. He recalled previous discussions regarding adopting a policy to preserve the CDD's
75 Right-of-Way (ROW) access for lake and lake bank maintenance. Mr. Adams discussed a recent
76 encroachment request for which the District issued a Letter of No Objection (LONO) because
77 the encroachment would not impede the District's access for lake maintenance.

78 Mr. Greenberg stated he supported establishing a policy authorizing Staff to issue a
79 LONO upon determining that no easement access issue would exist. He supported letting the
80 MCA Architectural Review Committee address planting issues. Mr. Tarr stated the MCA
81 rejected the easement encroachment request due to the quantity of trees proposed.

82 Ms. Willson stated, as this topic was on the agenda, the Board could determine and
83 implement a policy today for adoption, via resolution, at the next Board meeting. Mr.
84 Greenberg stated the resolution would state that the CDD would rely on the MCA to determine
85 the appropriateness of plantings adjacent to CDD property, with the only caveat that each
86 application be presented to the District Manager for a determination of the implications on
87 CDD access and, if the request does not impede access, Staff may issue a LONO.

88 Mr. Greenberg felt that the issues were access, plantings on CDD property and plantings
89 on CDD easements and suggested the following:

- 90 1. District Staff would never approve requests for plantings within easement areas or on
91 CDD property if District access would be impeded.
- 92 2. Plantings on CDD property would require Board approval.
- 93 3. In the easement area, previous plantings may be replaced with “like for like” plants.
- 94 4. In the easement area, new plantings would require Board approval.

95 Mr. Greenberg suggested formalizing the following CDD policy and resolution at the
96 next meeting:

- 97 1. Authorizing Staff to issue a LONO for “like for like” planting in easement areas that do
98 not affect access.
- 99 2. New plantings on District property must come before the Board.
- 100 3. Authorizing Staff to issue a LONO for replacement of existing plantings in easement
101 areas or on District property that do not affect access.

102

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On MOTION by Mr. Greenberg and seconded by Mr. Tarr, with all in favor, implementing a policy, as discussed, and presenting a Resolution at the next meeting, was approved.

Mr. Tarr stated he would advise the MCA of the Board’s decision.

- **Discussion/Consideration: Lake 47 and 48 Inspection Results and Interconnect Structure Cleaning Proposal**

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

112 Mr. Greenberg thanked Mr. Tarr, Mr. Tilton and Mrs. Adams for their work addressing
113 this issue. Discussion ensued regarding overflow and the survey. Mrs. Adams stated that this
114 proposal would be included in the District's regular inspection and cleaning protocol for these
115 structures. Mr. Radford responded to questions regarding the proposal.

116

117 **On MOTION by Mr. Van Tassel and seconded by Ms. Wheeler, with all in favor,**
118 **the Lake 47 and 48 Inspection Results and Interconnect Structure Cleaning**
119 **Proposal, in the amount of \$2,800, was approved.**

120

121

122 **▪ Discussion/Consideration: Updated Proposal for Padova Interconnect Structure Lake**
123 **25 to Lake 26**

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

125 Mr. Greenberg stated this repair was discussed at the last meeting Mr. Adams discussed
126 the project timeline and budgetary considerations.

127

128 **On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor,**
129 **the Updated Proposal for Padova Interconnect Structure Lake 25 to Lake 26, in**
130 **the amount of \$78,000, was approved.**

131

132

133 **▪ Discussion: Calabria Neighborhood Interface with Preserve**

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

135 Mr. Greenberg disclosed that he owns a unit in Calabria, facing the preserve in question.
136 Some residents approached their Board with fire concerns, given the proximity of the preserve
137 to lanais. HOA President Mr. Lou Clerico asked if residents could cut in the preserve and he
138 advised Mr. Clerico that residents were prohibited from cutting in the preserve but Staff could
139 assess the area in conjunction with the wildfire prevention plan.

140 Mrs. Adams discussed the photos provided and stated that no dead material was found
141 in the preserve. Trees and foliage encroaching onto adjacent property required pruning at
142 Calabria 3921. Discussion ensued regarding preserve boundaries, the CDD performing the work
143 and billing the HOA to ensure compliance with permits, whether the area was surveyed and
144 marked, etc. Mr. Tarr noted a similar issue in Brendisi.

145 Mr. Greenberg asked Mr. Adams to contact Mr. Clerico, advise him of the Board’s
 146 consensus and present a proposal surveying, marking and pruning. If the HOA was interested in
 147 proceeding, a letter agreement would be appropriate.

148

149 **FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year
 2020/2021 Budget**

150

151

152 **A. Proof/Affidavit of Publication**

153 The affidavit of publication was included for informational purposes.

154 **B. Consideration of Resolution 2020-10, Relating to the Annual Appropriations and**
 155 **Adopting the Budgets for the Fiscal Year Beginning October 1, 2020, and Ending**
 156 **September 30, 2021; Authorizing Budget Amendments; and Providing an Effective**
 157 **Date**

158 Mr. Adams presented Resolution 2020-10. He reviewed the previous revisions to the
 159 proposed Fiscal Year 2021 budget, which were from the last meeting.

160 The following changes to the proposed Fiscal Year 2021 budget were made today:

161 Page 2, “Capital Outlay-Drain Pipe Repair”: Change “37,500” to “78,000”

162 Page 2, “Future aeration replacement”: Change “57,840” to “17,340”

163 The fund balance of \$59,960 and the year-end balance of \$168,079 would remain
 164 unchanged. The proposed assessments would remain as follows:

165 On-roll: \$820.00

166 Off-roll: \$766.97

167 Mr. Greenberg stated the adjustments were based on discussions with vendors and the
 168 useful life of equipment. He discussed the District’s ability to utilize reserves.

169 Discussion ensued regarding The Club’s off-roll assessments, whether the CDD could
 170 place those assessments on-roll, payment and property tax bill time frame, etc. Mr. Tarr asked
 171 whether The Club paid for toad removal and mediation on the golf cart path. Mr. Adams stated
 172 that The Club did not and estimated that the amount due was approximately \$15,000; his
 173 requests for status updates were ignored. Mr. Greenberg stated he would speak with the
 174 President of The Club regarding payment for toad removal. Ms. Willson stated the CDD could
 175 initiate the collections process if The Club does not pay. Mr. Greenberg asked if that would
 176 include a demand letter, lien and lawsuit/foreclosure. Ms. Willson responded affirmatively.
 177 Mr. Adams would forward correspondence regarding the cart path to Mr. Greenberg.

178 Mr. Greenberg opened the Public Hearing.

179 No members of the public spoke.

180 Mr. Greenberg closed the Public Hearing.

181

182 On MOTION by Mr. Van Tassel and seconded by Mr. Tarr, with all in favor,
183 Resolution 2020-10, Relating to the Annual Appropriations and Adopting the
184 Budgets for the Fiscal Year Beginning October 1, 2020, and Ending September
185 30, 2021, as amended; Authorizing Budget Amendments; and Providing an
186 Effective Date, was adopted.

187

188

189 SIXTH ORDER OF BUSINESS

Public Hearing to Hear Comments and
Objections on the Imposition of
Maintenance and Operation Assessments
to Fund the Budget for Fiscal Year
2020/2021, Pursuant to Florida Law

190

191

192

193

194

195 A. Proof/Affidavit of Publication

196 B. Mailed Notice(s) to Property Owners

197 The affidavit of publication and Mailed Notice were included for informational purposes.

198 C. Consideration of Resolution 2020-11, Making a Determination of Benefit and Imposing

199 Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and

200 Enforcement of Special Assessments, Including But Not Limited to Penalties and

201 Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the

202 Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

203 Mr. Greenberg opened the Public Hearing.

204 No members of the public spoke.

205 Mr. Greenberg closed the Public Hearing.

206

207 On MOTION by Ms. Wheeler and seconded by Mr. Bishko, with all in favor,
208 Resolution 2020-11, Making a Determination of Benefit and Imposing Special
209 Assessments for Fiscal Year 2020/2021; Providing for the Collection and
210 Enforcement of Special Assessments, Including But Not Limited to Penalties
211 and Interest Thereon; Certifying an Assessment Roll; Providing for
212 Amendments to the Assessment Roll; Providing a Severability Clause; and
213 Providing an Effective Date, was adopted.

214

215

216 SEVENTH ORDER OF BUSINESS

217 Consideration of Resolution 2020-12,
218 Designating Dates, Times and Locations for
219 Regular Meetings of the Board of
220 Supervisors of the District for Fiscal Year
221 2020/2021 and Providing for an Effective
222 Date

223 Mr. Greenberg presented Resolution 2020-12.
224

225 **On MOTION by Mr. Tarr and seconded by Mr. Bishko, with all in favor,**
226 **Resolution 2020-12, Designating Dates, Times and Locations for Regular**
227 **Meetings of the Board of Supervisors of the District for Fiscal Year 2020/2021**
228 **and Providing for an Effective Date, was adopted.**
229

230
231 EIGHTH ORDER OF BUSINESS

232 Discussion: Policy for Lake Bank Replanting
233 by Adjacent Property Owners within CDD
234 Lake Tract

235 This item was presented following the Fourth Order of Business.
236

237 NINTH ORDER OF BUSINESS

238 Discussion/Consideration: Lake 47 and 48
239 Inspection Results and Interconnect
240 Structure Cleaning Proposal

241 This item was presented following the Fourth Order of Business.
242

243 TENTH ORDER OF BUSINESS

244 Discussion/Consideration: Updated
245 Proposal for Padova Interconnect Structure
246 Lake 25 to Lake 26

247 This item was presented following the Fourth Order of Business.
248

249 ELEVENTH ORDER OF BUSINESS

250 Discussion: Calabria Neighborhood
251 Interface with Preserve

252 This item was presented following the Fourth Order of Business.
253

254 TWELFTH ORDER OF BUSINESS

255 Acceptance of Unaudited Financial
256 Statements as of June 30, 2020

257 Mr. Greenberg presented the Unaudited Financial Statements as of June 30, 2020. The
258 financials were accepted.

259

260 **THIRTEENTH ORDER OF BUSINESS**

Approval of June 17, 2020 Virtual Public Meeting Minutes

261

262

263 Mr. Greenberg presented the June 17, 2020 Virtual Public Meeting Minutes. Supervisors
264 would submit additional changes after the meeting. The following changes were made:

265 Line 44: Change “to see” to “would yield”

266 Line 89: Insert “Supervisor Wheeler made a recommendation that Johnson Engineers
267 do a survey between Lake 47 and Lake 48 in order to determine the elevation between the two
268 lakes.” after “boxes.”

269 Line 138: Change “the remediation” to “the Cane Toad remediation”

270 Line 139: Insert “path encroachment remediation” after “cart”

271 Line 224: Insert “preparation of a” after “including”

272

On MOTION by Mr. Van Tassel and seconded by Ms. Wheeler, with all in favor, the June 17, 2020 Virtual Public Meeting Minutes, as amended to include the edits previously submitted to Management and edits from today’s meeting, were approved.

273

274

275

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278

279 **FOURTEENTH ORDER OF BUSINESS**

Staff Reports

280

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

282 Ms. Willson stated that the Governor continued the waiver of in-person quorum
283 requirements through October 1, 2020.

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

285 Mr. Greenberg asked how the Governor’s extension of the Emergency Order would
286 affect the permitting for Lake 74. Mr. Tilton stated he would continue monitoring the
287 Governor’s actions and, as long as the Emergency Orders continue, there would be no change
288 of status. Mr. Greenberg asked Mr. Tilton if he heard the rumor that the County may fill in an
289 island that would impact the two Mediterra entrances. Mr. Tilton stated that he did not hear
290 the rumor. Discussion ensued regarding the possible project, the preference for a traffic light
291 and the safety of the intersection. Mr. Tarr stated he would ask the MCA.

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

293 There being nothing further to report, the next item followed.

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

295 • Key Activity Dates

296 The June Key Activity Dates Report was included for informational purposes.

297 Mr. Tarr asked Mrs. Adams to amend the Financial Highlights Report to reflect that the
298 actual Special Assessment due dates as October 25 and April 25 each year.

299 Mrs. Adams introduced Ms. Tammie Smith, the new Operations Manager. Ms. Smith
300 provided a brief summary of her skills and background. Discussion ensued regarding delegation
301 of duties and responsibilities.

302

303 **FIFTEENTH ORDER OF BUSINESS**

Action/Agenda or Completed Items

304

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

306

307 **SIXTEENTH ORDER OF BUSINESS**

Old Business

308

309 There being no old business, the next item followed.

310

311 **SEVENTEENTH ORDER OF BUSINESS**

Supervisors' Requests

312

313 Per Mr. Tarr's request, an item would be added to the Key Activity Dates Report to
314 discuss offering a discount to The Club for off-roll billing during the Fiscal Year 2021/2022
315 budget discussions.

316

317 **EIGHTEENTH ORDER OF BUSINESS**

Public Comments

318

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

320

321 **NINETEENTH ORDER OF BUSINESS**

Adjournment

322

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

324

325 **On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor,**
326 **the meeting adjourned at approximately 10:26 a.m.**

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334

Secretary/Assistant Secretary

Chair/Vice Chair

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

10C

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
¹ February 17, 2021	Regular Meeting	3:00 PM
¹ March 17, 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

¹ Meeting Room Unavailable on February 17 and March 17

In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-150, 20-179 and 20-193 issued by Governor, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT

10D

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: October 21, 2020
Subject: Status Report – Field Operations

Solitude Lake Management: As previously discussed, Solitude has implemented a monthly Aeration Check List for their Tech's while working in the field, to assist with timeliness of having repaired.

Note: The aeration located in RCS lakes 7 and 73 are not in service. Staff has reached out to RCS to determine their intentions of this equipment.

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 will be scheduled within the next few weeks.

Lake 47 & 48 Interconnect Structure Cleaning: As approved at the August meeting, this project was completed on August 26th. Total Cost - \$2,800.00.

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

Lake 35 Rip/Rap Project: Just a reminder that we have budgeted \$38K in the 20/21 budget to rip/rap the headwall located in the cove of this lake.

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 will be obtaining cost associated with trimming back the vegetation of the conservation, and will be providing that information to Mr. Clerico, President of Calabria upon receipt, for consideration. If the HOA wishes to proceed, our Legal Council will be providing a letter agreement between the District and the HOA.

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

Bank Remediation: The following have been identified for 20/21 bank remediation projects:

- Lake 35: Located on the golf course side of the lake an area of approximately 150 linear feet of erosion has occurred. Rip/Rap installation to be completed this year for a cost of \$38K (as outlined in the annual audit memo).
- Lake 13: On Thursday, September 3rd, Staff met with Golf Superintendent Tom Lively to review an area of concern located on GH #18 North adjacent to the green. There is an area of 385 linear feet of shoreline that requires remediation. Cost \$11,875.00, which will be completed in the next few weeks.

MEDITERRA CDD

Key Activity Dates

Updated: October 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 3470 Cane Toads, Juveniles & Tadpoles. Next visit October 28th thru 30th.	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.	9/2020 & 3/2021
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) will be planted under the 20/21 budget year. 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

11

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 completed items six months old or older from the Completed Items List.	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			
11	05.27.20	ACTION	Mr. Adams and Mr. Tilton to file an extension letter with the SFWMD as soon as the COVID-19 Executive Orders are lifted.	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	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	03.11.20
2	01.15.20	ACTION	Mrs. Adams to add the preserves inspection schedule to the Key Activity Dates List.			X	03.11.20
3	01.15.20	ACTION	Mrs. Adams would forward the wetland inspection schedule upon receipt.			X	03.11.20
4	01.15.20	ACTION	Mr. Adams to ensure that the District's office laptop would be updated on a monthly basis. For every meeting going forward, Mr. Adams would bring an updated record of proceedings from the prior meeting and a thumb drive to be placed in every meeting file for real-time recording. 03.11.20 ADDED TO ONGOING PROCEDURES LIST			X	03.11.20
5	08.21.19	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	03.11.20
6	03.11.20	ACTION	Coastal Resource Division (CRD) permits application to be prepared and forwarded to Management for review prior to submittal to the SFWMD.			X	05.27.20
7	03.11.20	ACTION	Mr. Adams to follow up with Mr. Richards regarding the deer hunter insurance documents.			X	05.27.20
8	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
9	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
10	05.27.20	ACTION	Mr. Greenberg to print out Agendas for Supervisors for future virtual meetings.			X	06.17.20
11	5.27.20	AGENDA	Staff to include the Stormwater System/Flooding in Brendisi on the June Agenda			X	06.17.20
12	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

