

**MINUTES OF MEETING
MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on Wednesday, November 28, 2018 at 3:00 p.m., at The Sports Club at Mediterra (Bella Vita I Room), 15735 Corso Mediterra Circle, Naples, Florida 34110.

Present and constituting a quorum were:

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

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Jason Olson	Assistant Regional Manager
Jonathan Johnson (via telephone)	District Counsel
Andy Tilton	District Engineer
Tim Richards	General Manager, MCA
Terry Wood	Director of Grounds Operations, MCA

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 3:05 p.m. Supervisors Greenberg, Tarr, Van Tassel and Wheeler were present, in person. Supervisor Bishko was attending via telephone.

SECOND ORDER OF BUSINESS

Chairman's Comments

Mr. Greenberg extended the Board's and Staff's support and prayers for Mrs. Carol Bishko's speedy recovery. He announced that the comments he received from residents regarding the letter circulated to the community were very positive.

THIRD ORDER OF BUSINESS

Public Comments [3 minutes per person]

There being no public comments, the next item followed.

FOURTH ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors [Mary Wheeler, SEAT 1; Kenneth Tarr, SEAT 2] (the following to be provided in separate package)

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Wheeler and Mr. Tarr. He distributed and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - i. Form 1: Statement of Financial Interests**
 - ii. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - iii. Form 1F: Final Statement of Financial Interests**
- D. Form 8B – Memorandum of Voting Conflict**

Mr. Tarr recalled that, four years ago, he received a letter from the Secretary of State, charging him a \$10 fee and asked if that will be repeated. Mr. Adams replied affirmatively. Discussion ensued regarding re-filing financial forms, oaths and other documents.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2019-03, Electing the Officers of the District; and Providing for an Effective Date

Mr. Greenberg presented Resolution 2019-03. Mr. Tarr nominated the existing slate of officers, as follows:

Chair	Robert Greenberg
Vice Chair	Kenneth Tarr
Secretary	Chuck Adams
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder
Assistant Secretary	Michael Bishko
Assistant Secretary	Thomas Van Tassel
Assistant Secretary	Mary Wheeler
Assistant Secretary	Craig Wrathell

On MOTION by Mr. Tarr and seconded by Ms. Wheeler, with all in favor, Resolution 2019-03, Electing Officers of the District, as nominated, was adopted.

SIXTH ORDER OF BUSINESS

Update: Preserve Management Plan and Implementation

Referencing an Earth Balance Google Earth map, Mr. Greenberg stated, for the record, the areas that are not yet completed are 1, 2, 19, 20, 21, 30 and 31, which are all located on the southern end of the property. Mr. Tarr stated that one resident from Brolio Lane complained that nothing was done behind his house and another Brolio Lane resident was concerned that her home was at risk, as it is the last house on that street and adjacent to a pocket of CDD land between an MCA easement and the golf course. He asked if the home was surveyed. Mr. Tilton would investigate and apprise the Board at the next meeting. Mr. Adams would circulate an email response regarding the complaints. A board member asked for an update on the removal of standing dead trees. Mrs. Adams stated that 18 trees were removed. The contractor, SOLitude, missed a few areas because they were not cleared out but will return when EarthBalance has completed the clearing and inspect to see if any other trees need to be removed.

SEVENTH ORDER OF BUSINESS

Discussion: Planting of Lake Banks - Medici, Villa Lago and Villa Terrazza

Mrs. Adams stated that the project was placed on hold based on discussions with Mr. Wood, who recommends deferring planting until the rainy season. In response to a Board Member's inquiry regarding the status of the irrigation heads, Mr. Wood stated that they were installed near the Medici lake banks at the water's edge, as of today, and can be relocated if the Board directs it. Ms. Wheeler asked if the sprinklers are activated during the dry season. Mr. Wood stated that they can be activated at any time, but they are scheduled to run as needed. Mr. Tarr asked if the irrigation is currently running. Mr. Wood replied affirmatively.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2018

Mr. Greenberg presented the Unaudited Financial Statements as of October 31, 2018. Mr. Bishko asked why the beginning fund balance, on Page 3 was different from the budget balance. Mr. Adams stated that the additional funds in the system are from prepayments, which will be reflected in the November 30 financials. He will reconcile the September and November financials and email his findings to the Board. Mr. Greenberg asked Mr. Adams to check with Management's accounting office and forward an email to Mr. Bishko regarding the fund balance. Discussion ensued regarding the budget, year-to-date amounts, prepayments and footnotes. Mr. Greenberg stated that he was against footnotes, as they would make the financials more complicated and concurred that these matters were timing issues. Mr. Adams would investigate and email the Board; anomalies would be addressed at the January meeting.

On MOTION by Mr. Tarr and seconded by Mr. Van Tassel, with all in favor, the Unaudited Financial Statements as of October 31, 2018, subject to Management's investigation of the differential between the beginning and ending fund balances, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

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

Mr. Johnson stated that his firm provided the written statement that was requested by the Board regarding the Americans with Disabilities Act (ADA) portal. Mr. Greenberg stated, since the email statement is attorney-client advice, he did not want it posted on the CDD website, but would like Management to place it in the District's permanent file. Mr. Greenberg stated that the minutes should indicate that there is a privileged attorney-client communication regarding this topic. In response to Mr. Bishko's question, Mr. Greenberg recalled the details of the ADA issue and question posed to District Counsel.

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

There being nothing additional to report, the next item followed.

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

Mr. Adams stated that it will cost \$175 to set up the portal and District Staff and each individual Board Member will be issued a user name and password to access it.

Mr. Greenberg stated that the deadline spreadsheet provided by Management looks similar to the one from the previous year, as the dates are repetitive and he would like a “date” column. Mrs. Adams would adjust the spreadsheet to include a due date column. Mr. Greenberg suggested that Board Members review the spreadsheet and submit all comments to Mrs. Adams directly and she would make the adjustments and circulate a revised chart for the Board’s review and placement on the January agenda. Mr. Tarr pointed out that pine straw was no longer added to the lake banks.

- **NEXT MEETING DATE: January 16, 2019 at 3:00 P.M.**

The next meeting will be held on January 16, 2019 at 3:00 p.m.

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

There being no report, the next item followed.

TENTH ORDER OF BUSINESS

Approval of October 17, 2018 Regular Meeting Minutes

Mr. Greenberg presented the October 17, 2018 Regular Meeting Minutes. The following changes were made:

Line 151: Delete “which”

Line 255: Change “meeting” to “meetings”

On MOTION by Ms. Wheeler and seconded by Mr. Tarr, with all in favor, the October 17, 2018 Regular Meeting Minutes, as amended and to incorporate edits previously submitted to Management, were approved.

Mr. Greenberg asked for an update on the cordgrass planting. Mrs. Adams stated that the cordgrass will be planted in the rainy season. On the eve of the January meeting, she will inspect all lake banks and other areas in need of improvement and provide a status report during the meeting. Regarding progress payments to EarthBalance, Mr. Adams confirmed that no payment has been made and EarthBalance will be paid upon confirmation of project completion.

ELEVENTH ORDER OF BUSINESS

Action Items

Mr. Bishko noted that the “Mediterra CDD” button has not been added to the Golf Club’s website and requested the status. Mr. Adams stated that District Staff made several attempts to contact Club personnel, but were unsuccessful. Mr. Richards suggested that Board Members contact Club personnel and ask them to do it. Mr. Greenberg asked Staff to prepare a letter explaining the issue and submit it to him to edit and forward to Mr. Mike Cowick.

Items 1, 6, 7, 9, 12, 13, 16, 17, 18, 19 and 20 were completed.

Items 2, 3, 4, 5, 8, 10, 11, 14, 15, 21 and 22 were ongoing.

Regarding Item 8: Mr. Adams will present a draft of his PowerPoint presentation for the annual meeting at the January meeting.

Regarding Item 14: Mr. Adams will obtain the laptop from the MCA office for updating purposes.

TWELFTH ORDER OF BUSINESS

Old Business

- **Update: Letter to Lucarno HOA Requesting Acknowledgement of District Disclaiming Lake Bulkheads and Confirmation of Communication of the Same to Affected Homeowners**

Mr. Greenberg reported that the Lucarno deeds were signed, filed and outside counsel is transmitting the deeds as recorded in Collier County to the President of the Board of the Lucarno HOA and to their counsel. Management was asked to mark this item as completed.

THIRTEENTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Tarr stated that a resident on Milan Lane complained that the littorals are encroaching back into the lake between 11 and 12 south. Mrs. Adams stated that Staff would inspect the littorals. As to whether the CDD had a spikerush problem, Mrs. Adams stated out of all 76 ponds, only three ponds were identified where spikerush required removal. Mrs. Adams stated that Lake 60 will be treated. Mr. Greenberg asked if there are funds in the budget and if an operating procedure was in place to inspect and treat the Spikerush and, if so, to list the parameters. Mrs. Adams replied that the guideline is that Management does not allow the Spikerush to grow any further than 15’ into the ponds. Mr. Greenberg asked Mrs. Adams to contact the resident and convey that Staff will perform a site inspection to determine if the

spikerush has exceeded the threshold for remediation; he wants assurance that there is an operating protocol in place. Per Mr. Tarr, Staff is to contact Collier County and ask them to update their records so that next year’s property tax bill refers to the District as Mediterra CDD, instead of Mediterra and denotes it provides stormwater and not water/sewer services.

In response to Ms. Wheeler’s questions regarding the contents of the CDD map, Mr. Greenberg stated the following:

- The grey lines represent the different basins of the drainage areas.
- The small, pink boxes with numbers are the numbering systems for the contractor that cleans all the District’s pipes.
- The thin, black lines indicate the cart paths as they cross the road.

Mr. Van Tassel suggested adding the cart path to the legend to reflect the thin, black lines. Mr. Greenberg asked Mrs. Adams to compile a list of the pipe lengths, their exact locations and IDs to simplify the map; the misspelling of Brendisi was noted.

FOURTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS


Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor, the meeting adjourned at 3:56 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair