

**MINUTES OF MEETING
MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held Multiple Public Hearings and a Regular Meeting on August 21, 2019 at 9:00 a.m., at 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 (via telephone)	Vice Chair
Thomas H. Van Tassel	Assistant Secretary
Mary Wheeler	Assistant Secretary
Mike Bishko (via telephone)	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Jason Olson	Assistant Regional Manager
Alyssa Willson (via telephone)	District Counsel
Andy Tilton (via telephone)	District Engineer
Jay Gaines (via telephone)	Berger, Toombs, Elam, Gaines & Frank
Tammy Campbell (via telephone)	McDermitt Davis & Company, LLC
Tim Richards	Mediterra General Manager
Terry Wood	Mediterra Landscape Superintendent

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:02 a.m. Supervisors Greenberg, Van Tassel and Wheeler were present, in person. Supervisors Tarr and Bishko were attending via telephone.

SECOND ORDER OF BUSINESS

Chairman's Comments

Mr. Greenberg stated, for the first year of the CDD's merged operations, the Board and the District are doing very well and thanked Staff and fellow Board Members for their contributions.

There being no public comments, the next item followed.

FOURTH ORDER OF BUSINESS

**Presentation of Mediterra North
Community Development District's
Audited Annual Financial Report for the
Fiscal Year Ended September 30, 2018,
Prepared by Berger, Toombs, Elam, Gaines
& Frank**

Mr. Adams stated that the following correction regarding the Audited Financials would be made on the resolution:

Change: "Year Ended September 30, 2018" to "Period ending June 11, 2018"

Mr. Greenberg stated the Board would forego the Berger, Toombs, Elam, Gaines & Frank (BTEG&F) audit review and question Mr. Gaines directly. Mr. Gaines responded to questions regarding Management's representation letter to BTEG&F, builder contributions, the timeliness of the audit and the materiality threshold.

Mr. Adams would include the representation letter from WHA in the Annual Management report and forward copies, under separate cover, to Board Members as well as McDirmit Davis & Company LLC.

Mr. Greenberg felt it should be a policy of the Board that no mention is made of a Developer or Declarant in the audit. Mr. Adams stated, going forward, a distinction would be made that the audited financials refer only to the "Builder" not "Developer".

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2019-08,
Accepting the Mediterra North Community
Development District's Audited Annual
Financial Report for the Fiscal Year Ended
September 30, 2018**

Mr. Greenberg presented Resolution 2019-08.

**On MOTION by Mr. Tarr and seconded by Mr. Bishko, with all in favor,
Resolution 2019-08, Accepting the Mediterra North Community Development
District's Audited Annual Financial Report for the Fiscal Year Ended September
30, 2018, as amended, was adopted.**

**MEDITERRA CDD
SIXTH ORDER OF BUSINESS**

August 21, 2019

Presentation of Mediterra Community Development District's Audited Financial Report for Fiscal Year Ended September 30, 2018, Prepared by McDirmit Davis & Company, LLC

Ms. Tammy Campbell, of McDirmit Davis & Company LLC, emphasized that the Audited Financial Report for Fiscal Year Ended September 30, 2018 included the merger of the two Districts and highlighted the Statements of Net Positions on Pages 4 and 5, the Capital Asset activity on Page 22 and the merged assets detail including, total balances, on Page 27. She concluded that there were no instances of noncompliance.

Mr. Greenberg asked if there was anything that the Board should be aware of that was not covered in the report. Ms. Campbell stated that the District is financially sound and confirmed her satisfaction with the District's financial and Management controls. In response to Mr. Bishko's request, Mr. Adams stated, going forward, the Audited Financials could be completed and made available for the May Board meetings.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2019-09, Accepting the Mediterra Community Development District's Audited Financial Report for the Fiscal Year Ended September 30, 2018

Mr. Greenberg presented Resolution 2019-09. Mr. Adams stated the following correction would be made:

Whereas clause: "Grau & Associates" to "McDirmit Davis & Company, LLC"

On MOTION by Mr. Tarr and seconded by Ms. Wheeler, with all in favor, Resolution 2019-09, Accepting the Mediterra Community Development District's Audited Financial Report for the Fiscal Year Ended September 30, 2018, was adopted.

Mr. Adams stated that, per Mr. Gaines, the materiality was \$4,300 in the General Fund.

EIGHTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2019/2020 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2019-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2019, and Ending September 30, 2020; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Greenberg opened the public hearing.

In response to Mr. Greenberg’s question, Mr. Adams confirmed that the published notices meet the requirements of the Florida Statutes for CDDs and a follow-up errata sheet was sent to all property owners identifying the date-related typo within the header of the tables under Section 4.

In response to Mr. Greenberg’s question, Mr. Adams confirmed that the proposed Fiscal Year 2020 budget was filed with the local governing authorities 60 days prior to the public hearings and posted on the District’s website in a timely fashion. The following typographical error on Page 2, Section 2 of the Resolution would be corrected:

Page 2, Section 2, TOTAL GENERAL FUND: Change “\$772,096” to “\$772,906”

In response to Mr. Greenberg’s question, Mr. Adams stated that the reason for the difference between the “Total General Fund” amount of \$772,906 and the “Total revenues” amount of \$746,472, on Page 1 of the budget, was because of the discounts.

Mr. Tarr asked about the explanation under “Streetsweeping” on Page 4 and Parcel 122B on Page 9 of the budget. Mr. Greenberg stated Parcel 122B is Calabria and the verbiage would be amended to read as follows:

Page 4, Streetsweeping, Line 2: Insert “that have heavy oak tree presence” after “streets”

Mr. Greenberg closed the public hearing

Mr. Greenberg presented Resolution 2019-05 and read the title.

On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor, Resolution 2019-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2019, and Ending September 30, 2020, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2019/2020, Pursuant to Florida Law

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Mailed Notice(s) to Property Owner(s)

A copy of the mailed notice to property owners was included for informational purposes.

C. Consideration of Resolution 2019-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2019/2020; Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Greenberg opened the public hearing

No members of the public spoke.

Mr. Greenberg closed the public hearing.

Mr. Greenberg presented Resolution 2019-06 and read the title.

On MOTION by Ms. Wheeler and seconded by Mr. Bishko, with all in favor, Resolution 2019-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2019/2020; Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2019-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2019/2020 and Providing for an Effective Date

Mr. Greenberg presented Resolution 2019-07 and read the title.

In response to Mr. Greenberg’s question, Mr. Adams confirmed that room availability was the reason for scheduling all of the 3:00 p.m. meetings.

Mr. Adams stated that the Resolution would be amended as follows:

First “Whereas” clause: Insert “City of Bonita Springs and Department of Economics (DEO)” after “Collier and Lee Counties, Florida”

On MOTION by Mr. Van Tassel and seconded by Mrs. Wheeler, with all in favor, Resolution 2019-07, as amended, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2019/2020 and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Discussion: Headwall Erosion Comparable Year Over Year

Mrs. Adams presented the M.R.I. Underwater Specialists, Inc. (MRI) 2019 Interconnect Inspection Report and a proposal for a headwall riprap project for \$322,400. Mr. Greenberg commented that there were no reserve funds to facilitate the headwall erosion work unless a special assessment is imposed. Discussion ensued regarding the findings. Mr. Greenberg directed Management to prepare a financial analysis of the cost of cleaning each year versus the cost of riprap by the next meeting and include this item on the next agenda.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2019

Mr. Greenberg presented the Unaudited Financial Statements as of June 30, 2019. Mr. Adams would make sure that fund balance is transferred to avoid a finding in the Fiscal Year 2019 audit.

On MOTION by Mr. Van Tassel and seconded by Ms. Wheeler, with all in favor, the Unaudited Financial Statements as of June 30, 2019, were accepted.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

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

There being no report, the next item followed.

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

Mr. Tilton reported that the application process to the United States Army Corps of Engineers (USACE) for Pond #74 commenced. As to the submission time frame, Mr. Tilton stated within one month.

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

There being no report, the next item followed.

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

• Key Activity Dates

Mrs. Adams would email a revised Updated August 2019 Key Activities sheet to Mr. Tarr and Mr. Bishko.

FOURTEENTH ORDER OF BUSINESS

Approval of June 19, 2019 Regular Meeting Minutes

Mr. Greenberg presented the June 19, 2019 Regular Meeting Minutes. Edits were previously submitted to Management. The following changes were made:

Line 232: Change "Mr. Wheeler" to "Mrs. Wheeler"

On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor, the June 19, 2019 Regular Meeting Minutes, as amended to incorporate all edits, including edits previously submitted to Management, were approved.

FIFTEENTH ORDER OF BUSINESS

Action/Agenda or Completed Items

This item was reviewed during the Seventeenth Order of Business.

SIXTEENTH ORDER OF BUSINESS

Old Business

Discussion ensued regarding direct deposits and internal control.

SEVENTEENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Richards stated that all liability coverages for Mr. Cintron, the deer hunter, were in place. Mr. Greenberg stated a methodology should be in place so that Management confirms each season that the hunter's insurance is in place and that he is fully complying with the

license agreement; for informational purposes, the Board should receive the same reports furnished to the MCA by the hunter. Discussion ensued regarding the District’s insurance coverage, fountains in ponds and minor adjustments to the Key Activities Dates list.

Mr. Adams would include the Annual Financial Report in the Management Report upon completion.

▪ **Action/Agenda or Completed Items**

Items 1, 2, 3, 4 and 8 were ongoing.

Item 10 was no longer required, per Mr. Greenberg.

Item 11 would be moved to the “Mtg. Date Moved to Completed” column.

Items 5, 6, 7, 9, and 12 were completed.

EIGHTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

NINETEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair