

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on March 11, 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 (via telephone)	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	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 3:10 p.m. Supervisors Tarr, Van Tassel, Bishko and Wheeler were present, in person. Supervisor Greenberg was not present at roll call.

**SECOND ORDER OF BUSINESS**

**Chairman's Comments**

This item was deferred, pending the Chair's arrival.

**THIRD ORDER OF BUSINESS**

**Public Comments [3 minutes per person]**

There being no public comments, the next item followed.

**FOURTH ORDER OF BUSINESS**

**M.R.I. Underwater Specialists, Inc. 2020  
Drainage Inspection**

**A. Inspection Memo**

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Mrs. Adams reviewed the 2020 Drainage Inspection Report and discussed the following:

- Outfall 167 has a structural defect.
- No MRI representatives present at today's meeting but one could be invited to the next meeting.

Mr. Tarr noted that MRI recommended cleaning out the pipes every one to two years instead of recommending maintenance of current projects. Discussion ensued regarding the inspection, five outfall pipes, physical access and viewing of the pipes versus using mini submersible cameras, the control box, sand, debris and blockage. Mr. Adams stated that, for future inspections, MRI would need to adjust their approach, which would affect the cost. As to whether MRI should re-inspect the five outfall pipes, Mr. Adams stated, if the Board requests it, a proposal could be obtained. Mrs. Adams stated MRI charges extra for its sophisticated equipment.

**Mr. Greenberg joined the meeting at 3:17 p.m.**

Mr. Greenberg asked if any of the five outfalls had blockage. He suggested asking MRI what was done, when it was done and taking further action at the next meeting. The Board and Staff discussed items that may have contributed to the blockage in curb inlets and gutters, such as street sweeping and construction, compared the 2020 Inspection Report to prior reports and a \$44,500 proposal to clean out the storm drains. Mr. Greenberg asked about the cost exceeding the budget. Mr. Adams stated the expectation was that the District would be within budget, as cutbacks and aquascaping would be deferred from the budget.

**B. Cleaning Quote**

The quote to clean all storm drains was \$44,500.

**C. Invoice**

Mr. Greenberg recommended approval of the proposal to clean the pipes, per policy, and stated more information would be provided at the next meeting. He asked Mr. Adams to include this item on the next agenda, under Scope of Services for the Outfall Work. Ms. Wheeler asked how the current proposal prices compared with the previously approved proposal. Mrs. Adams stated the District spent approximately \$45,000 in the prior year.

**On MOTION by Mr. Greenberg and seconded by Ms. Wheeler, with all in favor, the MRI Inspection LLC proposal, in the amount of \$44,500, was approved.**

**D. Final Interconnect Drainage Inspection**

This item was not addressed.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-05, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date**

Ms. Willson presented Resolution 2020-05. She stated that, by Statute, the District must establish and maintain internal controls designed to prevent and detect fraud, waste and abuse and promote and encourage compliance of applicable laws, rules, contracts, grants, agreements and best practices. This final version of the District's Policies was reviewed by the District Manager and Auditor.

In response to Mr. Tarr's questions, Mr. Adams stated that the Auditor was the "gatekeeper" of the Internal Controls Policy, would inform the Board if the District Manager was compliant and would speak to all issues in the document. Discussion ensued regarding Management's establishment of internal protocol and Management's operating procedure requiring further review and scrutiny. The consensus was there was no need to request a copy of a Management's operating procedures manual.

**On MOTION by Mr. Bishko and seconded by Mr. Van Tassel, with all in favor, Resolution 2020-05, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Continued Discussion: Lake 74**

Mr. Tilton distributed handouts and reported the following regarding Lake 74:

- The Coastal Resource Division (CRD) permit application was being prepared and would soon be forwarded to Management for review prior to submittal to the South Florida Water Management District (SFWMD).

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- The CDD owns the two tracts of land that contain the pond. The MCA owns the land around the pond, on the north, west and east sides as well as the peninsula.
- It would be easier to submit an application for only one pond by one applicant but, if the Board chooses to involve the MCA and include the lands that are partly on MCA property, there would be a need for a second or co-applicant.

Mr. Tarr questioned involving the MCA, as it has nothing to do with preserves. Discussion ensued regarding the MCA property versus CDD property, developable land and dredging the lake. Asked if he anticipated any issues having the contractor work only on CDD-owned property, Mr. Tilton stated there might be an increase in cost because of the confined space and the CDD may need to obtain permission to stage equipment on MCA property. As to the necessary equipment, Mr. Tilton stated it would include dump trucks, rollers and compaction equipment to compact the dirt.

Mr. Greenberg asked about water drainage, construction and the re-filling process. Mr. Tilton stated that, a dewatering permit would be required to drain for the pond, the water would be re-routed to the east, south or the rest of the ponds in the area and then dirt would be applied in the dry season for better compaction. Since dewatering permits have a short lifespan, it is better to apply for the permit closer to when the work would actually commence. Discussion ensued regarding blocking off pipes, draining and refilling the pond, sodding the lake bank, building a barrier to separate the pond, mulching, seeding and the project costs. Mr. Tilton stated it would cost approximately \$750,000 for construction, filling, dewatering, etc. Mr. Greenberg asked about grading. Mr. Tilton stated the goal would be to bring the lake up to the existing adjacent grade, or higher, so that it can be graded and not become a shallow pond that would run off into the remaining stormwater pond. Mr. Tarr asked about the life of the permit. Mr. Tilton stated the permit, once issued, would be valid for five years.

The Board's consensus was to not involve the MCA and proceed with obtaining the permit. Mr. Tilton would change the drawings to show only the impacts on the two CCD-owned parcels and forward a copy of the package to Mr. Adams for circulation to the Board. Mr. Greenberg stated that, although Lucarno residents would be most impacted by the project, no complaints were anticipated because it would not be close to their homes.

**On MOTION by Mr. Bishko and seconded by Mr. Van Tassel, with all in favor, pursuing a fill permit related to and only impacting the CDD-owned tracts for Lake #74, was approved.**

Mr. Tilton confirmed that an outflow pipe does cross over Livingston Road.

#### **SEVENTH ORDER OF BUSINESS**

#### **Acceptance of Unaudited Financial Statements as of January 31, 2020**

Mr. Adams presented the Unaudited Financial Statements as of January 31, 2020. He responded to questions regarding street sweeping and the loan for the aeration project. Mr. Adams would inquire about reducing the interest rate on the loan and report his findings at the next meeting.

**On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor, the Unaudited Financial Statements as of January 31, 2020, were accepted.**

#### **EIGHTH 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 the following:

- Coordination with Staff on issues regarding the SFWMD inspections was ongoing.
- Despite the compliance reviewer being particularly demanding and difficult to please, staff was doing its best to show compliance.

Mr. Adams stated that, over time, coquina shells and bunker sand migrated into some conservation areas; there was a list of eight areas of suspicion that the reviewer found troubling. Staff showed that there was no encroachment on three of them and was working on the remainder. The cost would be approximately \$17,000 to remedy the problem. Mr. Greenberg stated the settlement agreement with The Club has an indemnification requirement so The Club is legally obligated to reimburse the District. Discussion ensued regarding the

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original settlement agreement, remediation of the illegal dumping, bunkers, cart paths and stakes. This item would be placed on the next agenda.

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

- **NEXT MEETING DATE: April 15, 2020 at 3:00 P.M.**
  - **QUORUM CHECK**

All Supervisors confirmed their attendance at the April 15, 2020 meeting.

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

- **Key Activity Dates**

Mrs. Adams reported the following:

- “Wetland Maintenance” commenced on February 25<sup>th</sup> and was scheduled to be completed on March 11<sup>th</sup>.

Mr. Tarr pointed out errors in the “Date” columns of the following descriptions:

Page 2, “Qualified Public Depositor Annual Report to CFO”: Change 11/30/2019 to 11/30/2020

Page 2, “Fiscal Year Annual District Filing Fee and Update Form”: Change 12/3/2019 to 12/3/2020

**NINTH ORDER OF BUSINESS****Approval of January 15, 2020 Public Hearing and Regular Meeting Minutes**

Mrs. Adams presented the January 15, 2020 Public Hearing and Regular Meeting Minutes.

- **Action/Agenda or Completed Items**

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

- Item 15: Completed and added to Ongoing Procedures List. Add, “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.”
- Lines 154 and 155 on the January 15, 2020 Minutes: This item was previously moved to the Completed List. A list of subjects that warrant holding a closed session was transmitted to the Board a second time.

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- Item 6: Completed. Mr. Adams received the deer hunter reports from Mr. Richards and provided the Board with the statistics. Mr. Adams would follow up with Mr. Richards regarding the insurance documents.
- Item 13: Completed. The preserve inspection schedule was added to the Key Activities Dates.
- Item 14: The wetland inspection was completed.  
The following change was made to the January 15, 2020 Minutes:  
**Line 178: Change “exotics and if security” to “exotics. Security”**

**On MOTION by Ms. Wheeler and seconded by Mr. Van Tassel, with all in favor, the January 15, 2020 Public Hearing and Regular Meeting Minutes, as amended, were approved.**

**TENTH ORDER OF BUSINESS**

**Action/Agenda or Completed Items**

This item was presented during the Ninth Order of Business.

**ELEVENTH ORDER OF BUSINESS**

**Old Business**

There being no old business, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

There being no Supervisor’s requests, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Wheeler and seconded by Mr. Bishko, with all in favor, the meeting adjourned at approximately 4:16 p.m.**

**MEDITERRA CDD**

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*Chuck Adams*  
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Secretary/Assistant Secretary

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*Robert Greenberg*  
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Chair/Vice Chair