

**MINUTES OF MEETING
MEDITERRA
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on November 18, 2020 at 3:00 p.m., outside, adjacent to the Bella Vita I Room at the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110.

Present were:

Robert Greenberg	Chair
Ken Tarr	Vice Chair
Mike Bishko	Assistant Secretary
Mary Wheeler	Assistant Secretary
Vicki Gartland	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant District Manager
Tammie Smith	Operations Manager
Jonathan Johnson (via telephone)	District Counsel
Andy Tilton (via telephone)	District Engineer
Tim Richards	General Manager, MCA

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 3:02 p.m. Supervisors Greenberg, Tarr, Bishko and Wheeler were present. One seat was vacant.

SECOND ORDER OF BUSINESS

Chairman's Comments

Mr. Greenberg stated he was disappointed with the Florida Governor's decision not to extend the Executive Order allowing remote meetings to be conducted.

THIRD ORDER OF BUSINESS

Public Comments [3 minutes per person]

No members of the public spoke.

FOURTH ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Michal Bishko [SEAT 3] and Robert Greenberg [SEAT 4], (the following to be provided in a separate package)

The following scrivener’s error in the title of this agenda item was noted:

Line 2: “Michal” should be “Michael”

Mrs. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Bishko and Mr. Greenberg. Both were already familiar with 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**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-02, Declaring a Vacancy in Seat 5 of the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing an Effective Date

Mr. Greenberg presented Resolution 2021-02.

On MOTION by Mr. Greenberg and seconded by Mr. Tarr, with all in favor, Resolution 2021-02, Declaring a Vacancy in Seat 5 of the Board of Supervisors Pursuant to Section 190.006(3)(b), Florida Statutes; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consider Appointment of Ms. Vicki Gartland to fill Vacancy in Seat 5

Mr. Greenberg nominated Ms. Gartland to fill Seat 5. No other nominations were made.

On MOTION by Ms. Wheeler and seconded by Mr. Bishko, with all in favor, the appointment of Ms. Vicki Gartland to fill the vacancy in Seat 5, was approved.

- **Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in a separate package*)**

Mrs. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Gartland. Mrs. Adams 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**

Mrs. Adams advised Ms. Gartland to use the assigned District email address and maintain computer and other files for all CDD business separate from personal files. Ms. Gartland would send a completed W-4 form to Management, which is necessary to receive Board Member compensation.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-03, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Mediterra Community Development District, and Providing for an Effective Date

Mr. Greenberg presented Resolution 2021-03. Mr. Tarr nominated the following slate of officers:

- | | |
|---------------------|------------------|
| Chair | Robert Greenberg |
| Vice Chair | Kenneth Tarr |
| Secretary | Chuck Adams |
| Assistant Secretary | Mary Wheeler |
| Assistant Secretary | Michael Bishko |

Assistant Secretary	Vicki Gartland
Assistant Secretary	Craig Wrathell
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

On MOTION by Mr. Tarr and seconded by Mr. Bishko, with all in favor, Resolution 2021-03, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Mediterra Community Development District, as nominated, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Update: October Cane Toad Report

Mr. Greenberg recommended continuing the program next year, with the same number of scheduled visits; the program was included in next year's budget. He mentioned that feedback to the District and MCA was favorable and commended the contractor, Staff and the Board for running a successful program. He would draft a letter to the community about the program for Mr. Adams to distribute. Mr. Tarr noted Medici hired Pesky Varmints, LLC, to address iguana issues, as they cannot just be removed using the same methods as for Cane Toads.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of September 30, 2020

Mr. Greenberg presented the Unaudited Financial Statements as of September 30, 2020. Discussion ensued regarding including the Financial Highlights Report in the next agenda, joint budget related programs with the MCA, etc. The financials were accepted.

TENTH ORDER OF BUSINESS

Approval of October 21, 2020 Regular Meeting Minutes

Mr. Greenberg asked the Board Members to submit their comments to Management prior to meetings. Mrs. Adams would ensure Management sends Mr. Tarr the draft minutes to review prior to placing them in the agenda package.

Mr. Greenberg presented the October 21, 2020 Regular Meeting Minutes.

The following changes were made:

Line 141: Insert “Calabria Condominium Association” after “the”

Line 94: Change “Gartner” to “Gartland”

On MOTION by Mr. Tarr and seconded by Mr. Bishko, with all in favor, the October 21, 2020 Regular Meeting Minutes, as amended to include edits submitted to Management and edits made during the meeting, were approved.

ELEVENTH 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.*

- **Discussion: Extension of Veterans Parkway and Potential Impacts to Mediterra**

Mr. Tilton stated that he reviewed the application for the proposed school and did not find any adverse issues, from a water management standpoint. Mr. Adams distributed the handouts provided by Mr. Tilton, including graphics of the stormwater ponds and dry detention areas (DDAs), which indicated the location of the proposed school and affected areas.

Mr. Tilton reviewed the proposed roadway extension project scheduled in Phase 2, which proposed extending the western outfall structure, “Western Coco2”, currently discharging into a wooded area. He must review the design calculations, requested from the Design Engineer, to ensure the proposed extension to the culvert connection, along the outer side of Mediterra’s boundary, was beneficial and not a detriment to the existing structure. He must also determine how much head loss was in the length of the pipe. Discussion ensued regarding installing a flow data device to obtain current flow data, defining a detention versus a retention pond, changes to water levels, the deadline to object to the project, etc.

This item will remain on the agenda.

Mr. Tilton would review the calculations and calculate them if he is unable to obtain the documents and report his findings to the Board. Then, a decision can be made regarding contacting the South Florida Water Management District (SFWMD) to point out any shortcomings, which would be when the SFWMD could reopen the permit.

In response to a request to track the permit extension letters to fill Lake 74, Mr. Tilton stated that he would schedule a call with Mr. Johnson to discuss it. Mr. Johnson was asked to research the District’s legal position regarding the permit extensions, relative to COVID-19 and other Executive Orders from the Florida Governor.

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

- **NEXT MEETING DATE: January 20, 2021 at 3:00 P.M.**
 - **QUORUM CHECK**

All Supervisors confirmed their attendance at the January 20, 2021 meeting.

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

The Field Operations Report was included for informational purposes.

- **Renew Lake and Wetland Maintenance Contract – SOLitude Lake Management**
This item was an addition to the agenda.

Mrs. Adams presented an offer from SOLitude Lake Management (SOLitude) to renew the contract at the current price, for three consecutive years, if the Board decides not to utilize a sealed bid process. The contract is set to expire January 31, 2021. Mr. Greenberg polled the Board regarding proceeding with renewal.

Mr. Greenberg opened public comments.

No one from the public spoke.

Mr. Greenberg closed public comments.

On MOTION by Mr. Tarr and seconded by Ms. Gartland, with all in favor, renewing the SOLitude Lake Management Lake and Wetland Maintenance Contract, at the current price for the next three years, was approved.

Mrs. Adams reported the following:

- RCS: SOLitude scheduled the aeration repairs and anticipated completion by the end of the month.

In response to Mr. Greenberg's question, Mrs. Adams stated that SOLitude uses the same notification procedure for pipe cleaning services; however, RCS held up on the work orders, which caused further delays in the required repairs. Mrs. Adams would ask SOLitude to copy her on all repair notices to RCS.

- Littoral Plantings: Ms. Smith would inspect the project next week. EarthBalance scheduled an inspection to ensure there are no floaters, as a result of the storm this week.
- Lake 35 Riprap and Lake 13 Projects/Financial Impact: Scheduling of the lake bank remediation project for Lake 35 is delayed until after Easter.

Discussion ensued regarding the budget. The pipe cleaning expenses and budgeted amounts were also discussed. Per Mr. Greenberg, a breakdown of the amount budgeted and how much was spent should be provided at the next meeting. He directed Staff to provide the Fiscal Year budget to each Board Member, under separate cover. Regarding the Lake 13 project, Mr. Adams stated that a proposal from Anchor Marine would be presented for approval at the next meeting.

Mr. Greenberg felt that, if something needs to come before the Board for a vote, it should not be just included in the Operations Report; rather, it should be an agenda item for consideration and a vote. Mr. Greenberg stated that, to him, when something is in the Operations Report, it is something that the Board previously established a policy on or appropriated the money for and then Staff took action based on the Board's decision. He indicated that, going forward, the Operations Report should be restricted to the implementation of a policy or Board-approved appropriation for the expenditure of CDD money.

Mrs. Adams stated that she would include the following items in the next agenda:

- A revised Financial Impact Statement with a breakdown of October's actual costs versus the budgeted amount.
- The Fiscal Year 2021 budget.
- The Lake 13 Project bids and the October minutes that included discussion of the project.

➤ Calabria Project: A response was pending from Mr. Clerico about the proposals to trim back vegetation in the conservation area to the survey stakes. The last proposal, for \$4,400, was obtained from Lumberjacks.

- **Key Activity Dates**

The November Key Activity Dates Report was included for informational purposes. Mrs. Adams would update the Report after the meeting.

TWELFTH ORDER OF BUSINESS

Action/Agenda or Completed Items

Items 5, 7, 8, 10 - 14, 16, 17, 19, 20, 23 and 24 were completed.

THIRTEENTH ORDER OF BUSINESS

Old Business

There being no old business, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Tarr stated that a Collier County Representative told him that Mediterra CDD needed to submit a formal request to have the Tax Notice and certain content on the Collier County insert corrected to reflect Mediterra CDD's legal name. Mr. Adams would send a letter to Ms. Cindy Pickett, at the Collier County Tax Collector, regarding any required changes.

Ms. Gartland requested a map. Mrs. Adams stated she would send one to her.

FIFTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

Mrs. Adams stated that Staff ordered a clock to commemorate Mr. Van Tassel's service on the Board. Mr. Greenberg will take the clock to Mr. Van Tassel's residence after the meeting.

SIXTEENTH ORDER OF BUSINESS


Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Wheeler and seconded by Mr. Tarr, with all in favor, the meeting adjourned at 4:25 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair