

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held an Emergency Meeting on March 16, 2021 at 9:00 a.m., on the Back Patio of the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110.

**Present were:**

Robert Greenberg	Chair
Ken Tarr	Vice Chair
Mike Bishko (via telephone)	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
Alyssa Willson (via telephone)	District Counsel
Andy Tilton (via telephone)	District Engineer
Tim Richards	General Manager, MCA
Terry Woods	MCA
Mike Radford (via telephone)	M.R.I. Inspection LLC (MRI)

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:02 a.m. Supervisors Greenberg, Tarr, Gartland and Wheeler were present, in person. Supervisor Bishko was not present at roll call.

**SECOND ORDER OF BUSINESS**

**Chairman's Comments**

Mr. Greenberg stated that the purpose of this Emergency Meeting was to address the landscape restoration portion of the Padova Drainage Pipe Project, address the construction process and to implement a process for future projects.

Mr. Greenberg expressed concern about communication issues and asked Mr. Adams to convey to Ms. Gillyard and Staff that Mr. Bishko's resignation would not be in effect until April.

**Supervisor Bishko joined the meeting 9:07 a.m., via telephone.**

Mr. Greenberg thanked Ms. Wheeler for her involvement in the Padova Drainage Pipe Project.

**Mr. Greenberg opened public comments.**

No members of the public spoke.

**Mr. Greenberg closed public comments.**

**THIRD ORDER OF BUSINESS**

**Discussion: Padova Drainage Pipe Project**

Mr. Greenberg stated that the contractor destroyed 300 lineal feet of sod and landscape during the project. He asked if Board Members wanted to delay landscaping.

The Board Members each conveyed their opinions on whether to proceed now or delay the landscape project until the rainy season. Some were concerned about runoff if the project is delayed. Since many very large boulders were removed during the project, some Supervisors suggested delaying the landscape work in order for the area to settle and to ensure that the pipe does not have a "belly", as #57 stone was only used at the structure boxes.

Mr. Greenberg felt that the CDD, not the MCA, should incur these costs, as the CDD's infrastructure caused the problem.

Mr. Bradford, of MRI, recommended proceeding with the landscaping. He assured the Board that MRI would address any settlement issues and then re-install the sod. Mr. Tilton observed a slight dip in the line, but it was within Florida Department of Transportation (FDOT) standards. The connection of the flexible pipe installed was solid and he believed any settling would be minimal and there was no risk to the landscape, if the District proceeded with the project. He referred to the PowerPoint slide to support his reasoning.

Mrs. Adams explained the changes to GulfScapes' scope of work, in which they reduced the amount of sod and increased some of the bedding plants. She stated that the irrigation cost estimates were inflated due to the short turnaround time and not being able to inspect the condition of the irrigation system. Discussion ensued regarding irrigation zones. It was noted

that settling would be minimal, as the debris decomposes over several years, and areas identified as damaged would be replaced. For the record, it was noted that all damaged areas would be restored to include the adjacent homeowner's property. Staff was advised to bring this back to the Board if \$12,000 was not sufficient to cover the cost of the overall project because the number of plants increased.

**On MOTION by Ms. Wheeler and seconded by Ms. Gartland, with all in favor, the amended GulfScapes proposal to re-sod and replant areas damaged during the Padova Drainage Pipe Project, in a not-to-exceed amount of \$12,000, subject to review by Mr. Woods, was approved.**

Mr. Greenberg asked the Board and Staff to comment on the Padova Drainage Pipe Project. He felt that they were inadequately prepared in managing the project and the Board was not informed promptly of issues. He stated that he did not want that repeated on future projects. Board Members voiced their concerns about not being informed when issues arose. Implementing a process in which the District Engineer must be on site to oversee projects was suggested. Ms. Gartland recommended hiring a third party to inspect the work in 12 weeks.

**On MOTION by Ms. Wheeler and seconded by Mr. Tarr, with all in favor, revising the District's Rules of Procedure to include a Board Policy specifying that any construction-related projects of significance require engagement of the CDD Engineer to oversee, inspect and provide a report on the project, was approved.**

Mr. Greenberg commended Mr. Adams and Mrs. Adams on their experience; however, he was concerned that they are currently overtaxed, as several items recently fell through the cracks. Board Members conveyed issues regarding increased occurrences of handouts being distributed during meetings, due to lack of time, and that are then not included in the minutes. There were concerns about the meeting minutes being generalized and not containing longer, more detailed written accounts of the meeting discussions. There was concern about communication, such as when Administrative Staff sent incorrect notices.

As a result of the discussions regarding communication failures and issues with the Padova Project, the following actions would occur:

- WHA’s Management contract would be emailed to the Board for review.
- Ms. Smith would take on some of Mrs. Adams’ operational duties so Mrs. Adams’ can assume the District Manager position.
- Implement a procedure for future, significant projects to include conducting preconstruction meetings between all parties prior to commencement of project.
- Mr. Tilton would research the permit to determine who performed the original work and certified the pipe.
- As this was an Emergency Meeting, the items presented today would be on the April agenda for ratification.
- Staff would locate a third-party contractor to test the flow of the new pipe before the rainy season.
- Mr. Adams would present a review of the Financial Impact Report on projects crossing over to the next fiscal year.

The Board was advised of the need to build the target amount of unencumbered funds to \$150,000; assessments may increase significantly for the next fiscal year.

**FOURTH ORDER OF BUSINESS**

**NEXT MEETING DATE: April 21, 2021 at 3:00 P.M.**

Supervisors Gartland, Wheeler, Greenberg and Tarr confirmed their attendance at the April 21, 2021 meeting.

**FIFTH ORDER OF BUSINESS**

**Supervisors’ Requests**

There being no Supervisors’ requests, the next item followed.

**Mr. Greenberg opened public comments.**

No members of the public spoke.

**Mr. Greenberg closed public comments.**

**SIXTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Tarr and seconded by Ms. Wheeler, with all in favor, the meeting adjourned at 10:04 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

COPSA  
Secretary/Assistant Secretary

[Signature]  
Chair/Vice Chair