

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on December 6, 2023 at 9:00 a.m., in the Bella Vita I Room at the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110.

**Present were:**

Kenneth Tarr	Vice Chair
Vicki Gartland	Assistant Secretary
Mary Wheeler	Assistant Secretary
John Henry	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis (via telephone)	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Andy Tilton	District Engineer
Bill Bowden	MCA General Manager
Mike Radford (via telephone)	MRI Inspection, LLC

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:00 a.m. Supervisors Wheeler, Tarr and Gartland were present. Supervisor Henry was not present at roll call. Supervisor Greenberg was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments (3 minutes)**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Chairman's Comments**

Mr. Tarr stated Mr. Greenberg hopes to attend the meeting; some items will be deferred subject to his arrival or to the next meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01,  
Directing the District Manager to Appoint  
Signors on the Local Bank Account; and  
Providing an Effective Date**

Mr. Adams presented Resolution 2024-01, which is related to the new investment account. The Resolution provides for appointing the Chair, Treasurer and Assistant Treasurer as signors on the account. Two signors will be required on each check; a positive pay system offers additional fraud controls. Mr. Adams believes the account will initially be funded with \$1 million and will earn a 4.75% interest rate. Prior to opening of this account, the funds in question were in the checking operating account, earning negligible interest.

**On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor, Resolution 2024-01, Directing the District Manager to Appoint Signors on the Local Bank Account; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Discussion: Evaluation Criteria for Bidding  
Process**

This item was deferred.

**SIXTH ORDER OF BUSINESS**

**Discussion/Consideration of MRI  
Inspection, LLC Estimate #4434 [ROV of  
Lake Interconnecting Pipes]**

Mr. Tarr asked if the proposal includes all 241 lines and how long the inspection will take. Mr. Radford estimated it will take approximately three to four weeks.

Mr. Radford responded to questions regarding the scope of work and noted that, during dry season, conditions can be difficult as a half full pipe can lack enough water for the ROV but be too flooded to allow a crawler through. Inspectors will make multiple trips, if necessary; now is probably the best time to begin the inspections.

Ms. Gartland asked if this is beyond the scope of previous inspections. Mrs. Adams replied affirmatively; previous ROV inspections were limited to outfall structures.

Mr. Radford stated the cost will be \$50 less per line if all lines can be inspected in one visit period, due to economies of scale, versus three separate annual inspections.

Mr. Tarr noted the contract states that E-Verify is utilized for all workers and asked if the CDD requires every contractor to utilize E-Verify. Ms. Willson stated it is a Statutory requirement, not specific to the CDD. Mrs. Adams stated every contractor is required to utilize E-Verify. Mr. Adams confirmed that Mediterra is his first client to have all pipes inspected using an ROV.

Mr. Radford stated he had a couple of clients inspect the entire system; he opined that such comprehensive inspection is not needed every year; rather, perhaps, on a 10-year rotation. Mr. Radford stated the inspection will begin in January 2024.

**On MOTION by Ms. Wheeler and seconded by Ms. Gartland, with all in favor, MRI Inspection, LLC Estimate #4434 for the ROV of Lake Interconnecting Pipes in one inspection, at a cost of \$200 per line, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Continued Discussion/Update: Nature Trail and Boardwalk**

- **Continued Discussion/ Consideration: E-Blast to Residents**

This item was deferred.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2023**

- **2023 Operations Financial Impact Analysis**
- **Breakdown/Summary Report**

Mr. Tarr stated he requested year-end figures. Mrs. Adams stated the figures were distributed. Mr. Tarr questioned the beginning and ending fund balances on Page 2. Mr. Adams discussed revenues and expenditures and stated he will research and advise. He noted that the assessment receivables of \$14,047 will not be reflected in the current month, as they have not been received yet; delinquent assessments will be managed by the Property Appraiser and Tax Collector. He noted that the due date for assessment payments was pushed back one month.

Reviewing the Unaudited Financial Statements, Mr. Adams stated some assessment revenues were received.

**Mr. Bowden arrived at 9:21 a.m.**

Mr. Tarr asked if all work on the Nature Trail has stopped. Mr. Adams replied affirmatively; he confirmed that no capital outlays are planned yet for the Nature Trail.

The financials were accepted.

Mrs. Adams presented the Operations Financial Impact Analysis and responded to questions. She noted the following:

- The Lake 52 bacteria application contract was just executed; the \$475 monthly cost will be reflected in the January update.
- The annual pipe cleanout project will be increased from \$6,000 to \$48,200 because all pipes will be ROV inspected.

Discussion ensued regarding repair work not completed by SOLitude.

Mrs. Adams stated the breakdown reflects funds paid, including the current contract just executed with EarthBalance. The initial cleanup totaling \$31,500, performed by Superior, is reflected.

Mr. Tarr questioned whether aeration repairs to old equipment that had been rebuilt previously are worthwhile. Mrs. Adams stated she will research what has been done and advise. The \$17,067 shown as encumbered is based upon work already completed.

Asked if a motion can be made to adjust the budget, Mr. Adams stated a budget amendment will likely need to be done later in the fiscal year if necessary. He noted that fluctuation within budgeted line items is quite common; other line items are under budget and sufficient funds are available within other line items.

Discussion ensued regarding cost overruns, the need to be fiscally responsible, the possibility that the pipe inspection could identify the need for expensive repairs and the need to address any issues found.

Mr. Tarr asked if the purchase and installation of fire extinguishing balls was completed. Mrs. Adams stated it was not; the Key Activity Dates Report shows that it is an approved expenditure scheduled for the Fiscal Year 2024 budget. The order will be placed and installation scheduled in the near future.

**NINTH ORDER OF BUSINESS****Approval of October 18, 2023 Regular Meeting Minutes**

Ms. Wheeler asked if BLUE Landscape matched the lowest bid as she had requested. Mr. Willis stated they did not, as their proposal was at cost; their bid was firm.

**On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor, the October 18, 2023 Regular Meeting Minutes, as presented, were approved.**

Ms. Gartland opined that the quality of the minutes has improved drastically in recent months.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

There was no report.

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

- **Update: Permit Extension – Phase 3 East Stormwater Pond 74**

Mr. Tilton stated the Hurricane Ian Executive Order continues so the stormwater pond permit extension will remain on hold until at least January 2024. It is set to expire in 2027 so an extension of approximately two years is possible, to roughly December 2028 or January 2029. Mr. Tarr observed that future CDD Boards will have tremendous flexibility, given approximately five acres of land of the combined CDD and MCA property.

Mr. Tilton stated the Medici pond does not meet the 4:1 slope requirement in some places on the resident side. He will send photos to Mr. Willis and these areas will be added to the list of areas to address. The drop-off is a 2:1 slope in some areas; fill and littoral plants are needed. Mrs. Adams stated Anchor Marine will determine the work needed and submit a bid.

Asked if other areas have similar issues, Mr. Tilton stated runoff contributes to the ongoing issue. Mrs. Adams stated that exposed pipes will be covered in conjunction with repairs to be done.

Mr. Willis stated, during the Lake Audit in June 2023, issues were identified at Lakes 15, 22 and 43; proposals will be presented in the Spring of 2024 for work to be done before the rainy season begins. He is scheduled to meet with Crosscreek next week Tuesday.

Ms. Wheeler asked if the work should be done now when the lakes are at low levels. Mr. Willis stated, if that is the Board’s preference, the work can be scheduled sooner.

Mr. Willis was directed to meet with Anchor Marine and obtain proposals.

Noting Mr. Tilton’s upcoming retirement, Mr. Tarr presented Mr. Tilton with a token of appreciation from the Board and thanked Mr. Tilton for his service.

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

- **NEXT MEETING DATE: January 17, 2024 at 9:00 AM**
  - **QUORUM CHECK**

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

- **Key Activity Dates Report**

The December 2023 Key Activity Dates Report was included for informational purposes.

Mr. Willis stated he will meet with Crosscreek technicians and the Area Manager to discuss community standards.

Mr. Tarr recalled that, in the past, EarthBalance was always the highest bidder for preserve cleanups by a large margin and Cintron is no longer in the tree trimming business but will do tree removal work. Mrs. Adams asked Mr. Willis to request a quote for the removal of dead pine trees in Medici. Mr. Willis stated he called this morning and is awaiting a response.

Ms. Wheeler noted that a palm tree stump on the lake bank behind 15201 Medici Way needs to be removed.

Mr. Tarr suggested Davie Tree be considered if Cintron cannot perform the work. Mr. Willis will contact Davie Tree for a quote.

Mr. Tarr noted that, in the Lake Report, some lakes have “N” and some have “S” after the lake number and asked if that is a holdover designation from when Mediterra was comprised of two CDDs, Mediterra North and Mediterra South. He asked if the Report/list and maps should be updated to remove the “N” and “S” designations. Mrs. Adams stated the “N” and “S” designations do not refer to the former Mediterra North and Mediterra South CDDs. Mr. Willis noted that some parcels are in Lee County and some are in Collier County. Mr. Tilton stated Lee County has many more restrictions regarding how lake banks must be maintained and when a permit is required; Collier County is more lenient.

The consensus was to leave the lake numbers as is and not change them.

Mr. Tilton’s name will be removed and Mr. Brown’s name added to applicable items.

Mr. Adams will follow up with the Admin Department regarding the cloud link on the website.

**ELEVENTH ORDER OF BUSINESS**

**Action/Agenda or Completed Items**

Items 10, 13, 15, 16, 18, 21, 22 and 23 were completed.

Item 14: A quote for removal was requested from EarthBalance.

Item 19: Remove

Item 12: The Agreement was submitted to The Club for comments or execution.

**TWELFTH ORDER OF BUSINESS**

**Old Business**

There was no old business.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Tarr asked Mr. Tilton if low water levels are causing excessive sediment in the lake water. Mr. Tilton stated it should not; clarity generally improves with low water and less rain. Mr. Tarr stated that two Medici fountains were painted but yellow staining is occurring because the fountains use irrigation water. It was noted that the surficial aquifer has high concentrations of iron and manganese, which can cause a reddish-brown appearance. While water levels are low, these levels might be more concentrated; the issue might resolve itself when more rain is received and levels are more diluted.

Ms. Gartland stated that numerous reports were received regarding a sulphur or "rotten egg" odor near the pickleball courts. The Club has a well and a pumping structure in the vicinity and the water is pumped from the well through the structure and into the lake behind the Fitness Center. While the odor is noted near the structure, it is not sewage related. Should anyone ask, it is The Club's issue.

The Club's use of the lake and the location of the well were discussed.

Mr. Adams stated the well's location is closer to The Club lake and the fact that The Club lake interconnects to the Monteroso lake made it much easier at the time of installation to utilize the existing drainage. The open grate is present to facilitate surface drainage, as the lake's primary function is as a drainage structure to drain the adjacent area around the tennis courts and pickleball courts into that lake.

Ms. Gartland believes that much of the drainage around the pickleball courts was redone; however, this is The Club's issue. It was noted that hydrogen sulfide can be present in surficial aquifers. While some things can be done, it is not a CDD matter.

Ms. Gartland asked for dead branches and materials at the Calabria Coach Homes to be removed. Mr. Adams stated the HOA should have a surveyor mark the property line locations and the landscape contractor Calabria should be advised to trim the trees to the property line.

Ms. Gartland asked if the fire management plan provides for removal of dead materials or invasive plants. It was noted that dead materials cannot be removed from the preserve at any time but invasive plants can be removed twice per year. EarthBalance goes through the preserve every six months, treating and removing invasive plants.

Mr. Willis will obtain the wetland treatment schedule and email it to the Board.

**Mr. Henry arrived at the meeting at 10:21 a.m.**

Mr. Tarr expressed concern about the Fiscal Year 2024 budget, given the authorized pipe inspections. He thinks EarthBalance has a history of being a very high bidder on preserve cleanups and expressed concern that the CDD is accruing at a much lower amount. It was noted that the full cleanup is anticipated to cost \$240,000.

Discussion ensued regarding the bidding process scheduled to occur in 2024, past amounts budgeted, the \$240,000 projected budget, etc.

Mr. Henry believes the budget has line items with contingencies.

Mr. Tarr stated the discussion of the Nature Trail was deferred at the Chair's request.

Discussion ensued regarding whether the Nature Trail will proceed and delaying a vote until all Board Members are present.

Mr. Tarr noted that Mr. Rodney Chase announced his plan to resign from The MCA and noted that The MCA will have numerous new Board Members.

Mr. Henry expressed his opinion that a decision should be made at the next meeting regarding whether to postpone the project to the following year.

Prioritizing projects, use of surplus funds, fiscal responsibility, the preference for lowering assessments, a Reserve Study, increasing costs and potential discoveries from the inspection of the pipes, were discussed.

Mr. Tarr asked why a reserve for aerators was not established. Mr. Adams stated the decision was made to set it up on a depreciation schedule, as the cost was miniscule. He stated larger expenditures such as a full pipe replacement would be bid and financed at the time of need and paid for by current homeowners at the time rather than having it paid for by homeowners no longer living in the CDD at the time of need. Mr. Tarr asked if the CDD could impose assessments to pay, if necessary. Mr. Adams replied affirmatively.

Mr. Henry opined that, if the Nature Trail is not built in Fiscal Year 2024, there might be a lot of extra Fund Balance available for other projects or to reduce assessments in Fiscal Year 2025.



Ms. Wheeler noted that, realistically, most neighborhoods never replace all their pipes. Mr. Adams stated that current technology is less invasive.

Discussion ensued about construction methods, project specifications and timing of the pipe inspections, repairs and replacement.

Mr. Tarr recalled an issue with shallow lakes on the east side of the CDD and asked if dredging might be necessary in conjunction with the long-term plan and how weeds are being kept out. Mr. Tilton discussed various factors and noted that aeration can be beneficial. He cautioned against dredging lakes without cause. He noted that some communities might choose to selectively dredge a small percentage of lakes to establish a baseline but most dredge on an as-needed basis. Asked if dredging can reduce manganese and iron content, Mr. Tilton stated reductions, if any, would be minimal and temporary.

Mr. Tarr asked about obtaining lake measurements from about 10 years ago.

Mr. Adams stated, if he does not have the study, he will request it from Jared.

Mr. Tilton thinks a select number of ponds with issues were surveyed. He noted that many types of studies can be done but they might not be necessary.

Mr. Tarr expressed concern about residents on the east side, as the lakes are shallow to begin with. Mr. Henry stated he did not notice an odor but he believes looking at the previous tests makes sense.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments (3 minutes per speaker)**


No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor, the meeting adjourned at 10:42 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair