

# **MEDITERRA**

**COMMUNITY DEVELOPMENT**

**DISTRICT**

**February 21, 2024**

**BOARD OF SUPERVISORS**

**REGULAR**

**MEETING AGENDA**

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**  
**LETTER**

**Mediterra Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889**

February 14, 2024

Board of Supervisors  
Mediterra Community Development District

**ATTENDEES:**  
Please identify yourself each  
time you speak to facilitate  
accurate transcription of  
meeting minutes.

Dear Board Members:

The Board of Supervisors of the Mediterra Community Development District will hold a Regular Meeting on February 21, 2024 at 9:00 a.m., in the Bella Vita I Room at the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments (*3 minutes per speaker*)
3. Chairman's Comments
4. Update: Aquatics Report - *February 2024*
5. Continued Discussion/Update: Lake Bank Restoration
  - Consideration of Anchor Marine Proposals
6. Consideration of Johnson Engineering, Inc. New Rate Schedule
7. Discussion/Consideration of Proposals for Dye Application to Lakes 71 and 72
8. Acceptance of Unaudited Financial Statements as of December 31, 2023
  - 2024 Operations Financial Impact Analysis
  - Breakdown/Summary Report
9. Approval of January 17, 2024 Regular Meeting Minutes
10. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer: *Johnson Engineering, Inc.*
    - Update: Permit Extension – Phase 3 East Stormwater Pond 74

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

- NEXT MEETING DATE: March 20, 2024 at 9:00 AM
  - QUORUM CHECK

SEAT 1	MARY WHEELER	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	KENNETH TARR	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	JOHN HENRY	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	ROBERT GREENBERG	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	VICKI GARTLAND	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

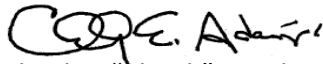
D. Operations Manager: *Wrathell, Hunt and Associates, LLC*

- Key Activity Dates Report

11. Action/Agenda or Completed Items
12. Old Business
13. Supervisors' Requests
14. Public Comments (*3 minutes per speaker*)
15. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,

  
Chesley "Chuck" E. Adams, Jr.  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:**

**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 229 774 8903**

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

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# MEDITERRA AQUATICS REPORT

2/7/24

Crosscreek Environmental appreciates the opportunity to provide aquatics management and aeration maintenance for the Mediterra CDD.

Following my ride property tour with Shane at the end of November until now, our Lake technicians have been vigilant on turning the conditions of these lakes around from where they were, to where they need to be.

This included the cutting and treatment of all shoulder height and under Cabbage Palms along the lake banks. This is an ongoing process and we have already made great progress. We have also been focused on removing garbage during our regularly scheduled visits.

## **ASSIGNED AQUATICS TECHS & LAKES:**

### **LAKES SUPERVISOR**

Jim Sheeran (15+ years experience)

47, 46, 39, 38, 36, 37, 35, 58, 33, 34, 32, 31, 30, 29, 27, 28, 26, 25, 24, 57, 23, 22, 55, 56, 60, 17, 8, 23, 22, 16

- Bryan Lewis (20+ years experience)

50, 52, 64, 65, 54, 53, 63, 49s, 49n, 62, 59n, 59s, 13, 48, 14, 13, 45n, 45s, 15, 18, 19, 43, 44, 42, 41

- Joe Cromer (5+ years experience)

66s, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 2, 3, 4, 5, 6, 61, 9, 10, 40, 11, 11b, 12, 12b, 7

## **CURRENT MAINTENANCE NOTES:**

- Crosscreek is focused on removing high dead vegetation from the following lakes: 60,17,23,22,22,8,25 and 26.
- Lake 52 has been getting monthly applications of Bio-zyme bacteria to help ensure water quality. The Chara that was once there is very minimal now.
- Lake 45 is receiving monthly application blue dye and beneficial bacteria and has shown significant improvement.

Overall, we will continue our clean-up efforts as well as regular service to ensure the best quality lakes, both aesthetically and environmentally. Our goal is to bring the Lakes at Mediterra back to the appearance and overall health they were at when I treated the property years ago.

I am available for ongoing property tours as well as attending CDD meetings. If you have any questions or concerns, please feel free to contact me directly at, 239-240-2478 or [jim@crosscreekenv.com](mailto:jim@crosscreekenv.com)

Lake Supervisor, James Sheeran

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

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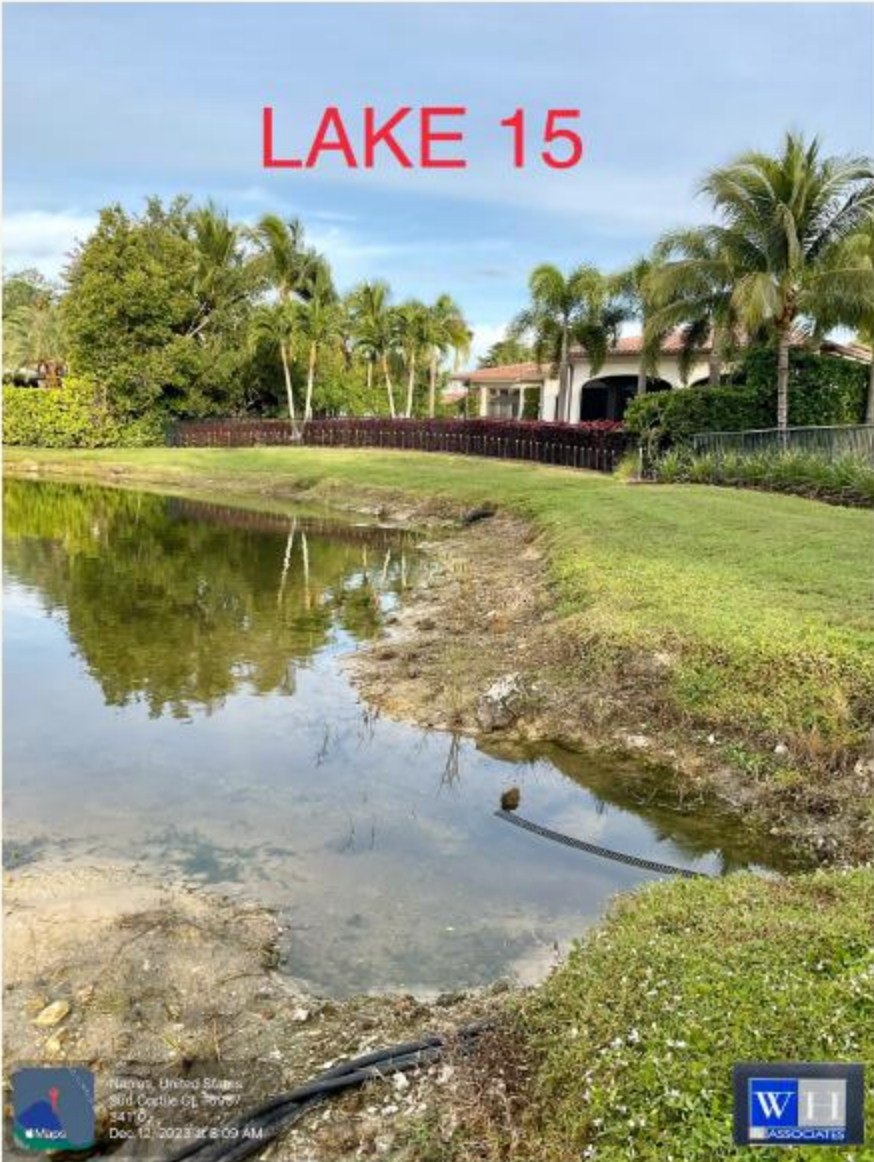
LAKE 15



Waynesville, North Carolina  
3419  
Oct 11, 2017 8:00 AM



# LAKE 15



Naples, United States  
34109  
Dec 12, 2023 8:09 AM



**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

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January 19, 2024

Mr. Chesley E. Adams  
Director of Operations  
Mediterra CDD  
c/o Wrathell, Hunt and Associates, LLC  
9220 Bonita Beach Road, Suite 214  
Bonita Springs, FL 34135

Delivered via [adamsc@whassociates.com](mailto:adamsc@whassociates.com)

Re: Johnson Engineering, Inc. - New Rate Schedule

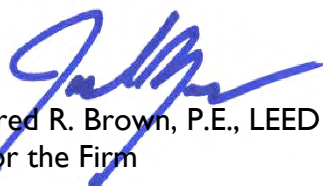
Dear Mr. Adams and Board of Supervisors:

Like many firms, we try to absorb increased expenses on a yearly basis. However, rising labor, health care, home and fuel costs have exceeded everyone's expectations, especially here in Southwest Florida. Revising our rates has also become necessary for us to retain and attract employees with the level of professional expertise that you have come to expect from us.

Attached is our new rate schedule that went into effect on September 6, 2023. Our master contract allows us to take a fee modification before the Board once a year. We believe our new rates continue to remain competitive with that of other top-tier consulting firms. We would appreciate it if this could be addressed at the Board Meeting on February 21, 2024, for implementation upon Board approval.

After 77 years, our firm's focus remains the same and that is your satisfaction. The community is important to us and if there is anything we can do better to help you, please let us know.

Very truly yours,  
JOHNSON ENGINEERING, INC.



Jared R. Brown, P.E., LEED AP  
For the Firm

*Attachment*  
20023589-001



**PROFESSIONAL SERVICES  
HOURLY RATE SCHEDULE  
September 6, 2023**

**Professional**

9	\$330
8	\$270
7	\$248
6	\$220
5	\$193
4	\$176
3	\$165
2	\$138
1	\$127

**Technician**

6	\$182
5	\$154
4	\$132
3	\$110
2	\$88
1	\$77

**Administrative**

3	\$105
2	\$94
1	\$77

**Field Crew**

4-Person	\$270
3-Person	\$231
2-Person	\$182

**Field Equipment**

*Field Equipment on Separate Schedule*

**Expert Witness** \$440

**Reimbursable Expenses  
and Sub-Consultants** Cost + 10%

**Construction Engineering and Inspection  
(CEI Services)**

CEI Services Manager	\$204
CEI Senior Project Administrator	\$182
CEI Project Administrator	\$165
Contract Support Specialist	\$138
Senior Inspector	\$127
CEI Inspector III	\$116
CEI Inspector II	\$105
CEI Inspector I	\$94
Compliance Specialist	\$105
CEI Inspector's Aide	\$77

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

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**Crosscreek Environmental Inc.**  
**111 61st Street East**  
**Palmetto, FL 34221**  
 admin@crosscreekenv.com

# Estimate

Date	Estimate #
2/13/2024	11259

Name / Address
Mediterra CDD C/O Wrathel Hunt & Associates, LLC 9220 Bonita Beach Rd. Ste 214 Bonita Springs, FL 34135 Attn: Cleo Adams

\* Estimate is good for 30 days.

Description	Total
MEDITERRA CDD LAKE 71	
Revenue needed for monthly applications of the following lake with blue dye.	
Lake #71 @ 2.9 acres	
Blue dye per month \$175.00, Annually \$2,100.00	

Please sign and return if accepted	<b>Total</b>	<b>\$0.00</b>
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\* All warranties exclude acts of God.  
 \* A 3.5% processing fee will be added to all payments made by credit card.





**Crosscreek Environmental Inc.**  
**111 61st Street East**  
**Palmetto, FL 34221**  
 admin@crosscreekenv.com

# Estimate

Date	Estimate #
2/13/2024	11264

Name / Address
Mediterra CDD C/O Wrathel Hunt & Associates, LLC 9220 Bonita Beach Rd. Ste 214 Bonita Springs, FL 34135 Attn: Cleo Adams

\* Estimate is good for 30 days.

Description	Total
MEDITERRA CDD LAKE 71	
Revenue needed for monthly applications of the following lake with black dye.	
Lake #71 @ 2.9 acres	
Black dye per month \$206.25, Annually \$2,475.00	

Please sign and return if accepted	<b>Total</b>	<b>\$0.00</b>
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\* All warranties exclude acts of God.  
 \* A 3.5% processing fee will be added to all payments made by credit card.



**Crosscreek Environmental Inc.**  
111 61st Street East  
Palmetto, FL 34221  
admin@crosscreekenv.com

# Estimate

Date	Estimate #
2/14/2024	11273

Name / Address
Mediterra CDD C/O Wrathel Hunt & Associates, LLC 9220 Bonita Beach Rd. Ste 214 Bonita Springs, FL 34135 Attn: Cleo Adams

\* Estimate is good for 30 days.

Description	Total
MEDITERRA CDD LAKE 72	
Revenue needed for monthly applications of the following lake with black dye.	
Lake #72 @ 2.7 acres	
Black dye per month \$196.25, Annually \$2,352.00	

Please sign and return if accepted	<b>Total</b>	<b>\$0.00</b>
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\* All warranties exclude acts of God.  
\* A 3.5% processing fee will be added to all payments made by credit card.



**Crosscreek Environmental Inc.**  
**111 61st Street East**  
**Palmetto, FL 34221**  
 admin@crosscreekenv.com

# Estimate

Date	Estimate #
2/14/2024	11272

Name / Address
Mediterra CDD C/O Wrathel Hunt & Associates, LLC 9220 Bonita Beach Rd. Ste 214 Bonita Springs, FL 34135 Attn: Cleo Adams

\* Estimate is good for 30 days.

Description	Total
MEDITERRA CDD LAKE 72	
Revenue needed for monthly applications of the following lake with blue dye.	
Lake #72 @ 2.7 acres	
Blue dye per month \$165.00, Annually \$1,980.00	

Please sign and return if accepted	<b>Total</b>	<b>\$0.00</b>
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\* All warranties exclude acts of God.  
 \* A 3.5% processing fee will be added to all payments made by credit card.

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICTS  
FINANCIAL STATEMENTS  
UNAUDITED  
DECEMBER 31, 2023**

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICTS  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2023**

	Governmental Funds			Total Governmental Funds
	General	Debt Service Series 2013	Debt Service Series 2022	
<b>ASSETS</b>				
Cash				
Operating	\$1,517,110	\$ -	\$ -	\$ 1,517,110
ICS - BankUnited	25,000	-	-	25,000
BankUnited - 3474	676,143	-	-	676,143
Investments				
BB&T - CDARS	866	-	-	866
Series 2013				
Revenue		410,602	-	410,602
Reserve	-	75,000	-	75,000
Series 2022				
Principal	-	-	3	3
Prepayment	-	-	923	923
Revenue	-	-	597,416	597,416
Due from general fund	-	37,735	286,677	324,412
Due from MS 2022	62,387	-	-	62,387
Due from other	3,135	-	-	3,135
Electric deposit	2,346	-	-	2,346
Total assets	<u>\$ 2,286,987</u>	<u>\$ 523,337</u>	<u>\$ 885,019</u>	<u>\$ 3,695,343</u>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Liabilities</b>				
Accounts payable	63,300	-	-	63,300
<i>Mediterra North</i>				
General fund	-	-	62,386	62,386
<i>Mediterra South</i>				
Due to debt service - series 2013	37,735	-	-	37,735
Due to debt service - series 2022	286,677	-	-	286,677
Total liabilities	<u>387,712</u>	<u>-</u>	<u>62,386</u>	<u>450,098</u>
<b>Fund Balances</b>				
Restricted for:				
Debt service	-	523,337	822,633	1,345,970
Assigned				
3 months working capital	268,067	-	-	268,067
Future fire mitigation clean-up	160,000	-	-	160,000
Unassigned	1,471,208	-	-	1,471,208
Total fund balances	<u>1,899,275</u>	<u>523,337</u>	<u>822,633</u>	<u>3,245,245</u>
Total liabilities and fund balances	<u>\$ 2,286,987</u>	<u>\$ 523,337</u>	<u>\$ 885,019</u>	<u>\$ 3,695,343</u>

\*Required bank loan reserve which will be applied to final payment

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUE</b>				
Special assessment: on roll	\$ 170,265	\$ 1,228,307	\$ 1,352,268	91%
Interest and miscellaneous	1,156	1,173	-	N/A
Total revenues	<u>171,421</u>	<u>1,229,480</u>	<u>1,352,268</u>	91%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Supervisors	861	1,938	9,900	20%
Management	4,164	12,493	49,973	25%
Accounting	1,392	4,175	16,700	25%
Audit	-	-	15,000	0%
Legal	2,004	2,004	10,000	20%
Field management	1,275	3,825	15,300	25%
Engineering	735	9,742	50,000	19%
Engineering-nature trail	-	-	100,000	0%
Trustee	-	-	10,000	0%
Dissemination agent	333	1,000	4,000	25%
Arbitrage rebate calculation	-	-	1,500	0%
Assessment roll preparation	417	1,250	5,000	25%
Postage	118	380	1,500	25%
Insurance	-	12,376	13,090	95%
Legal advertising	-	-	4,000	0%
Contingencies	196	480	2,500	19%
Annual district filing fee	-	175	175	100%
Website	-	-	705	0%
ADA website compliance	-	210	210	100%
Total administrative	<u>11,495</u>	<u>50,048</u>	<u>309,553</u>	16%
<b>Water management</b>				
Lake Maintenance	52,310	92,110	220,000	42%
Contractual services	2,285	4,070	42,500	10%
Aquascaping/cutbacks/pipe cleanout	5,500	5,500	100,000	6%
Fuel Load reduction of right of ways	-	-	129,000	0%
Lake bank erosion repairs	4,250	4,250	75,000	6%
Electricity	3,035	6,170	35,000	18%
Capital outlay- Nature Trail	-	-	100,000	0%
Aeration replacement and Repairs	17,412	17,412	25,760	68%
Total water management	<u>84,792</u>	<u>129,512</u>	<u>727,260</u>	18%
<b>Other fees &amp; charges</b>				
Property appraiser & tax collector	2,277	20,803	35,456	59%
Total other fees & charges	<u>2,277</u>	<u>20,803</u>	<u>35,456</u>	59%
Total expenditures	<u>98,564</u>	<u>200,363</u>	<u>1,072,269</u>	19%
Excess/(deficiency) of revenues over/(under) expenditures	72,857	1,029,117	279,999	
Fund balances - beginning	1,826,418	870,158	436,428	
Fund balance - ending (projected)				
Assigned				
3 months working capital	268,067	268,067	268,067	
Future fire mitigation clean-up	160,000	160,000	160,000	
Unassigned	1,471,208	1,471,208	644,236	
Fund balances - ending	<u>\$ 1,899,275</u>	<u>\$ 1,899,275</u>	<u>\$ 1,072,303</u>	

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND 204 - SERIES 2013 (REFUNDED 2003A BONDS)  
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on roll	\$ 38,500	\$ 286,863	\$ 315,756	91%
Interest	973	3,436	-	N/A
Total revenues	<u>39,473</u>	<u>290,299</u>	<u>315,756</u>	92%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	180,000	0%
Interest	-	62,713	125,425	50%
Total debt service	<u>-</u>	<u>62,713</u>	<u>305,425</u>	21%
<b>Other fees &amp; charges</b>				
Property appraiser & tax collector	764	6,984	11,512	61%
Total other fees & charges	<u>764</u>	<u>6,984</u>	<u>11,512</u>	61%
Total expenditures	<u>764</u>	<u>69,697</u>	<u>316,937</u>	22%
Excess/(deficiency) of revenues over/(under) expenditures	38,709	220,602	(1,181)	
Fund balances - beginning	484,628	302,735	268,603	
Fund balances - ending	<u>\$ 523,337</u>	<u>\$ 523,337</u>	<u>\$ 267,422</u>	



**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND 222 - SERIES 2022 (REFUNDED SERIES 2012)  
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment: on roll	\$ 105,636	\$ 751,392	\$ 827,957	91%
Interest	557	2,185	-	N/A
Total revenues	<u>106,193</u>	<u>753,577</u>	<u>827,957</u>	91%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	1,000	693,000	0%
Interest	-	124,773	124,773	100%
Total debt service	<u>-</u>	<u>125,773</u>	<u>817,773</u>	15%
<b>Other fees &amp; charges</b>				
Property appraiser & tax collector	1,134	10,378	17,146	61%
Total other fees & charges	<u>1,134</u>	<u>10,378</u>	<u>17,146</u>	61%
Total expenditures	<u>1,134</u>	<u>136,151</u>	<u>834,919</u>	16%
Excess/(deficiency) of revenues over/(under) expenditures	105,059	617,426	(6,962)	
Fund balances - beginning	717,574	205,207	671,058	
Fund balances - ending	<u>\$ 822,633</u>	<u>\$ 822,633</u>	<u>\$ 664,096</u>	

## Mediterra CDD

2024 Operations Financial Impact Analysis

2.14.24

<u>Operations Account</u>	<u>Budget</u> <u>FY 2024</u>	<u>Encumbered</u> <u>FY 2024</u>	<u>Variance</u> <u>FY 2024</u>	<u>Notes</u>
Lake Maintenance Contract	\$ 220,000	\$ 391,710	\$ (171,710)	
Other Contract Services	\$ 42,500	\$ 37,530	\$ 4,970	Cane Toad Removal/ Water quality testing/Lake 52 Bacteria Applications
Aqua/cut backs/pipe cleanout	\$ 100,000	\$ 53,700	\$ 46,300	ROV Pipe Inspections & clean out projects
Conservation area fire mitigation	\$ -	\$ -	\$ -	
Fuel Load reduction right of ways	\$ 129,000		\$ 129,000	
Lake Bank - Erosion Repairs	\$ 75,000	\$ 16,475	\$ 58,525	Lake 6 and Lake 13
Electricity	\$ 35,000	\$ 3,135	\$ 31,865	
Capital Outlay: nature-trail	\$ 100,000		\$ 100,000	
Aeration Repairs and replacements	\$ 25,760	\$ 34,503	\$ (8,743)	
	<b>\$ 727,260</b>	<b>\$ 537,053</b>	<b>\$ 190,207</b>	

## Mediterra Breakdown February 14, 2024

### Summary:

#### **Water Management/Contract Services:**

Contract Services Lake & Wetland	\$349,365.00 (expires 10/31/25)
Initial Cleanup (Superior)	\$ 31,500.00 (Superior Waterway)
Monthly Maintenance Services	\$ 7,500.00 (Superior Waterway Oct. Services)
Lake 57 Removal of Cabbage Palm	\$ 295.00 (Lake Bank removal)
GC Hole #6 North Dead Pine Trees	\$ 1,300.00
Conservation 4AS Dead Pine Trees	\$ 1,750.00 (Cintron completed 2.14.24)

#### **Other Contract Services:**

Cane Toad Removal Project	\$ 19,650.00 (expires 11/30/24)
Water Testing	\$ 12,180.00
Lake 52 bacteria applications	\$ 5,700.00

#### **Aqua/cutbacks/pipe inspections/cleanout:**

Annual Pipe Cleanout Project	\$53,700.00
Pipe Repairs	\$
Littoral Plantings Project	\$

#### **Lake Bank Erosion Repairs:**

Bank Restoration	\$16,475.00
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#### **Other Contract Services:**

**Note:** Lake 52 bacteria applications (Bio-Zyme Eco Socks) is a combination of beneficial aerobic bacteria, enzymes, and other microbial or natural nutrient binding and limiting products as required for the proper maintenance of the pond. Approved by the Board February 20, 2019 in an effort to minimize growth of algae.

Water Testing/Sampling of four outfall ponds (Lake-24, Lake 35, L-37, L-52 & L-55) performed during the month of September (wet season); and February thru May (dry season).

#### **Aqua/cutbacks/pipe inspections/cleanout:**

**Note:** Annual Pipe Inspections and cleanout: Includes \$48,200 for ROV inspections of all pipes and executed on December 7, 2023. Plug and dewatering of connecting pipe Lake 6 to Lake 1 (structures 246 & 247 \$4K; as well as removal of bricks from Lake 21 structure 53 \$1,500.00 and completed on December 14, 2023.

**Lake Bank Erosion Repairs:**

**Note:** Bank Restoration/Sod Installation of Lake 13 (\$4,250.00) and completed November 6th. Bank Restoration/Sod Installation of Lake 6 (\$12,225.00).

**Aeration Repairs:**

Inspection Report Submitted 7/23	\$17,067.00 (repairs completed)
Inspection Report Submitted 11/2023	\$14,736.00 (repairs in progress)
Aeration Repairs Submitted 1/24	\$1,175.00 (repairs in progress)
Aeration Repairs Submitted 1/24	\$1,525.00 (repairs in progress)

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on January 17, 2024 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:**

Robert Greenberg (via telephone)	Chair
Kenneth Tarr	Vice Chair
Vicki Gartland (via telephone)	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
Brent Burford (via telephone)	District Engineer
Janie Linscott	EarthBalance
Dennis Tocci	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 9:02 a.m. Supervisors Wheeler, Tarr and Henry were present. Supervisors Gartland and Greenberg attended via telephone.

Mr. Tarr stated he will conduct the meeting at the request of Mr. Greenberg and will defer to him for comments at any time during the meeting.

**SECOND ORDER OF BUSINESS**

**Public Comments (3 minutes)**

Resident Dennis Tocci voiced his opinion that, over the last few years, the Lake 1-S aerators have gotten louder and that, sometimes they sound fine but at other times they are “chugging” so loudly that that they can be heard in the house 75 yards away, with the doors closed and the television on. He thinks it might be a maintenance issue and some shrubs might be needed. Mrs. Adams stated several compressors are being replaced; she will confirm these aerators are on the list. Mr. Tocci stated the number on the box is 1-S.

41 Mr. Tocci asked about the long floating drainage pipes into the lakes on the opposite  
 42 side of the lakes from the coach homes when looking across the lake to the #8 Green. Mrs.  
 43 Adams stated those are yard drains meant to protect the lake bank; an anchor can be installed;  
 44 the CDD will address the issue.

45

46 **THIRD ORDER OF BUSINESS**

**Chairman’s Comments**

47

48 Mr. Tarr stated, from his perspective, the lakes have improved quite a bit and he is  
 49 impressed with the weed control on the lake banks. He thinks it has made those lakes needing  
 50 new littorals more obvious. He looks forward to new littoral installations.

51

52 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02,  
 Implementing Section 190.006(3), Florida  
 Statutes, and Requesting that the Collier  
 County and Lee County Supervisors of  
 Elections Begin Conducting the District’s  
 General Elections; Providing for  
 Compensation; Setting for the Terms of  
 Office; Authorizing Notice of the Qualifying  
 Period; and Providing for Severability and  
 an Effective Date**

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63 Mr. Adams presented Resolution 2024-02. Seat 3, currently held by Supervisor Henry,  
 64 Seat 4, currently held by Robert Greenberg, and Seat 5, currently held by Victoria Gartland, will  
 65 be up for election at the November 2024 General Election. Candidates must be a citizen of the  
 66 United States, at least 18 years of age, a legal resident of Florida, reside within the CDD and be  
 67 a registered voter in Collier or Lee County. The candidate qualifying period is noon on June 10,  
 68 2024 to noon on June 14, 2024.

69 Ms. Willson stated, because the CDD is within two Counties, candidate qualification is  
 70 done via the Department of State, Division of Elections.

71 Mr. Tarr discussed the close and contentious race when he was elected and expressed  
 72 his hope that future elections will be without controversy or propaganda. The Supervisors  
 73 currently holding the Seats that will be up for election may decide between now and the  
 74 qualifying period whether they will run again.

75 Mr. Henry asked if it is clear that the expanded financial disclosures will not be required  
 76 for CDD Supervisors. Mr. Adams stated Form 6 is only required for municipalities, such as cities,  
 77 counties and villages; it does not apply to Special Districts. He will provide the candidate  
 78 qualifying applications for those wishing to run in the upcoming election.

79 Ms. Wheeler asked if the Resolution is unchanged from previous years. Mr. Adams  
 80 replied affirmatively; the Resolution is for informational purposes.

81 Mr. Greenberg stated he does not intend to run, so there will be an open Seat.

82 Mr. Tarr noted that Resolution 2024-02 relates to the election of Supervisors for Seats 3,  
 83 4 and 5 in the upcoming General Election.

84

85 **On MOTION by Mr. Henry and seconded by Ms. Wheeler, with all in favor,**  
 86 **Resolution 2024-02, Implementing Section 190.006(3), Florida Statutes, and**  
 87 **Requesting that the Collier County and Lee County Supervisors of Elections**  
 88 **Begin Conducting the District’s General Elections; Providing for Compensation;**  
 89 **Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and**  
 90 **Providing for Severability and an Effective Date, was adopted.**

91

92

93 **FIFTH ORDER OF BUSINESS**

**Discussion /Update: Lake Bank Restoration**

94

95 • **Consideration of Anchor Marine Proposals**

96 Mr. Adams suggested deferring this item until all requested proposals have been  
 97 received.

98 Mr. Tarr asked how many lake restoration projects there are and which lakes are  
 99 affected. Mrs. Adams stated there are three projects; Lake 15, Lake 22 and Lake 43 are  
 100 affected. Proposals are being solicited now and the District Engineer needs to approve the  
 101 specifications; once received, the information will be available to be shared.

102 Mr. Tarr asked how much disruption there will be for homeowners residing along those  
 103 lakes. Mrs. Adams stated she and Mr. Willis viewed the GIS system and she consulted with Mr.  
 104 Jared Brown. One lake can be accessed from the main roadway and the other two lakes can  
 105 only be accessed through the golf course easement.

106 Mr. Tarr noted the presence of an easement at the end of Medici Way to access Lake  
 107 22. Mrs. Adams stated the information was sent to the District Engineer; Lake 15 and Lake 43  
 108 access looks problematic and might need to be through the golf course and Lake 22 must be



109 accessed via Corso Mediterra Circle. Mr. Tarr stated the easement to Lake 22 is at the end of  
110 Medici Way. MRI accesses the lake in a very wide area with pine straw and no vegetation; any  
111 damage to homeowner property or MCA landscaping would be remediated. Mrs. Adams will  
112 advise the District Engineer to enter via Medici Way rather than Corso Mediterra Circle.

113 Mr. Henry asked if the work needs to be done during dry season. Mrs. Adams stated the  
114 work will likely be done after season.

115 Mr. Willis stated some homeowners must first complete preliminary work to address  
116 erosion, surface runoff, etc. He met with homeowners regarding installation of yard drainage  
117 pipes, etc. Homeowners agreed to do the necessary work; contractor information was  
118 provided.

119 Mrs. Adams stated the preference is for work to be done after season.

120 This item was deferred.

121

122 **SIXTH ORDER OF BUSINESS**

**Discussion: Evaluation Criteria for Bidding  
Process**

123

124

125 Mr. Tarr stated a Memo from Ms. Willson is included in the agenda.

126 Mr. Greenberg voiced his feeling that the process for the lake management contract did  
127 not go as well as it should have and, in his opinion, the chart that was prepared was confusing  
128 and the Board Members felt obligated to use it, even though it was not mandatory. He  
129 suggested a uniform process acceptable to all be developed. He thinks some people did not  
130 understand the process, which led to an unintended final result. He suggested a much easier,  
131 cleaner process is needed and asked if his understanding that the only mandatory criteria is the  
132 financial one is correct.

133 Ms. Willson stated that is correct, the financial criteria is mandatory, and the Board does  
134 need to develop a system of criteria that is used to determine the most responsive and  
135 responsible bidder, which is not necessarily the top bidder.

136 Mr. Greenberg believes the Board needs to develop an analysis chart of the important  
137 points, such as management, experience, whether they subcontract, number of employees  
138 they intend to commit, etc., for each project that goes out to bid.

139 Mr. Tarr asked what process other CDDs follow.

140 Mr. Adams stated other CDDs have not gone to that level, though he understands the  
141 justification for it, as it provides cover for bid protests. Every bid invitation indicates that the  
142 Board will award the bid to the lowest responsible and responsive bidder that it deems will best  
143 meet the CDD's requirements. Other than pricing, it is a subjective approach.

144 Ms. Willson stated this has not been seen before because contracts have been under  
145 the \$195,000 annual contract threshold. She recommended more formal criteria be developed  
146 for the more formal, sealed bid process for contracts over the \$195,000 threshold, to offer  
147 greater protection. She noted that, the larger the contract, the more likely a bid protest.

148 Mrs. Adams stated she spoke with the other contractors after the meeting and they  
149 advised that they prefer not to protest; rather, they hope to bid again in the future.

150 Mr. Henry thinks it might seem inconsistent to tailor the criteria on every contract that  
151 reaches the \$195,000 threshold and, while some projects might require customization, he  
152 hopes the Board has a consistent, straightforward and uniform process from one project to  
153 another. Mr. Adams stated that can be difficult because Board Members change and people  
154 evaluate and prioritize criteria differently. He suggested drafting the criteria in advance and  
155 ensuring it is included in the bid package so that bidders can see how bids will be evaluated.

156 Ms. Willson stated it was included in the bid package last time; going forward, Staff can  
157 ensure that there is more extensive discussion and review. She noted that some protection is  
158 provided by the standard protest language always included in the actual bid package and in the  
159 advertisement. When bidders see the initial criteria in their bid package, regardless of whether  
160 it was different than the last time, they would have 72 hours to file a notice of protest for  
161 anything within the bid package. That would offer some protections during the protest period,  
162 even before bids are submitted.

163 Mr. Tarr stated that these were not "apples to apples" bids; one contractor offered two  
164 technicians two days a week and the other contractor offered three technicians three days a  
165 week. He voiced his opinion that, having lived in the CDD since the beginning, "boots on the  
166 ground" has a lot to do with success since two people cannot do the work of three.

167 Mr. Adams stated a lot goes into the contract and he does not think the number of man  
168 hours guarantees better service. He discussed the number of available products on the market  
169 and different approaches that each company utilizes and noted that the performance-based  
170 contract specifies the desired end result and how that is achieved is up to the contractor.

171 Mr. Tarr noted the desired result is for lake banks to look good with no complaints from  
172 property owners.

173 Mr. Adams discussed the need to educate homeowners about littorals, the allowable  
174 percentage of noxious and invasive plant material within specifications and algae control  
175 response time. He noted that trade secrets can make one company more efficient than  
176 another, allow for more competitive pricing, etc.

177 Discussion ensued regarding SOLitude's failures, the likelihood that sealed bidding will  
178 continue to be needed, the threshold amount, inflation and the amount of littorals.

179 Mr. Adams stated Staff will work proactively to present criteria earlier in the process to  
180 ensure that the Board can help develop criteria accordingly.

181 Mr. Henry discussed the importance of bidders' references. Mrs. Adams stated that  
182 providing references is a required part of the bid package.

183 Mr. Tarr stated he would have liked to tour other communities managed by the bidders  
184 to get a visual of the lakes they manage. Mrs. Adams stated he can do that in the future.

185 Mr. Willis stated, with regard to the crew size, whenever issues occurred and the  
186 vendors were advised of the problems, they have been addressed because the contract is  
187 performance-based.

188 Mr. Greenberg noted that, in the eight years he has been on the Board, it has only been  
189 necessary to go out to RFP once or twice. Mrs. Adams stated it has not been necessary to go  
190 out to bid because SOLitude maintained its price at \$195,000 in order to keep the contract.

191 Mr. Greenberg stated he is more interested in the process. He does not think one size  
192 fits all and his primary concern is that the evaluation sheet was not submitted to the Board in  
193 advance. In his opinion, had it been, the Board could have customized it to be specific to that  
194 contract. He believes the package for sealed bids should be developed by Staff and, going  
195 forward, each Supervisor should have an opportunity to comment on it.

196 Ms. Wheeler expressed agreement and stated she thought that it would have gone  
197 smoother if the Board was informed in advance since the Board had not gone through the  
198 process before.

199 Mr. Greenberg thinks the Board needed to be informed that the financial part was  
200 mandatory and important; his opinion is that the Board needs to be educated and involved in  
201 the process.

202 Ms. Gartland supports reviewing the criteria in advance and discussing what the criteria  
203 are. She is not very comfortable changing the criteria from one project to another and feels  
204 that, at the very least, the Board Members should be educated about how to evaluate bids so  
205 they are all of the same understanding.

206

207 **SEVENTH ORDER OF BUSINESS**

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

208

209

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

211 Mr. Tarr stated the decision was made to defer this discussion to the next meeting; he  
212 asked if all Board Members expect to be at the next meeting.

213 Ms. Wheeler and Mr. Greenberg advised that they will not attend the next meeting.

214 Mr. Tarr noted the debate was about what will be e-blasted to residents/property  
215 owners, the status of the project and the Board Members' individual views.

216 Mr. Greenberg stated he wants the Board Members to see the video first, review the  
217 survey, make a final decision on the fact sheet and make a decision on the process for e-  
218 blasting it, doing the survey and taking a final vote.

219 Mr. Henry asked if an additional meeting can be scheduled when all Board Members can  
220 be present in order to make a decision while it is still in season for a survey to be sent out.

221 Mr. Tarr wondered if this project has majority support of the Board. In his opinion,  
222 before any more money and effort are committed, the Board Members must evaluate their  
223 positions.

224 Mr. Henry thinks a lot of work had already been done and an answer from the  
225 community is needed.

226 Asked how much the video will cost, Mr. Adams stated the District Engineer already sent  
227 a video for the Board to consider.

228 Mr. Henry voiced his opinion that a decision is needed about whether to send a survey,  
229 whether to wait one year, etc.

230 Mr. Greenberg suggested, if the Board is happy with the survey and/or the video, they  
231 send it. He stated he wanted to send the Fact Sheet and the video before the survey and then  
232 re-send the video and the Fact Sheet with the survey.

233 Mr. Henry thinks the more information that residents/property owners receive before  
234 they respond, the better.

235 Mr. Tarr stated he has an issue with some of the language about how the project will be  
236 financed.

237 Ms. Wheeler agreed regarding the need to inform homeowners about the project costs.  
238 She feels that the Board should focus the CDD's money on the ROV pipe inspection, since what  
239 the inspection will discover is unknown. She expressed concern about the trail project  
240 deflecting funds from where they should be spent and noted that cracks were found in two  
241 pipes in Medici and the inspection might identify more pipes that need to be repaired.

242 Mr. Henry suggested changing the wording to show the total project costs not counting  
243 funds already assembled and stating that, if the project is not done, the funds will be used for  
244 other projects.

245 Mr. Tarr stated he was surprised when his neighborhood suddenly received a large bill  
246 because a drain pipe cracked. He discussed the buried drain pipe and voiced his belief that costs  
247 might be significant if open trenching is needed.

248 Mr. Henry stated the outcome is not known yet and he agrees that the decision might  
249 ultimately be not to spend the money on the trail project because pipes are the CDD's primary  
250 responsibility. He feels that does not change the fact that a lot of work has been done related  
251 to the trail project and, if the community is highly supportive of the nature trail, with full  
252 knowledge that it will be paid for through the annual assessments, then he has no objection to  
253 the project. He estimated that \$200,000 has already been spent and suggested the trail project  
254 be presented to the community with the full information that, if not spent on this project, the  
255 funds can be used for other things.

256 Mr. Tarr suggested the language include "financing for this can be used or will be  
257 provided by surplus funds, assessments and/or financing". In his opinion, the funds accrued for  
258 preserve cleanup will be insufficient because the low-cost bidder, Cintron, will not be available  
259 and the other two bids were significantly higher.

260 Mr. Henry thinks other funds can be used for that and the Board should not make one  
261 issue dependent on the other. He agrees that total costs should be identified and it should be  
262 very clear to homeowners that if the project is not done, the funds would not need to be  
263 assessed or taken from other priorities.

264 Mr. Tarr stated he cannot support the Fact Sheet with the statement in it.

265 Mr. Henry feels that the statement can be changed but the Fact Sheet should be sent to  
266 gauge support for the trail project.

267 Ms. Wheeler supports sending the survey but she agrees that the wording needs to  
268 indicate the total cost of the nature trail and indicate that funds could come from surplus,  
269 assessments or a loan. She thinks the Board's primary focus should be on the preserve and the  
270 pipes.

271 Ms. Gartland supports sending the survey with the change in the wording. She is not  
272 comfortable sending it without any potential assessment increase wording right now. She  
273 thinks the Board would look more intelligent if they state that the project is a good idea but the  
274 timing is not right and that the project will be put on hold and recognize that a lot is going on  
275 right now and the Board cannot assure people that there would be no assessments. That being  
276 said, she supports sending the survey and changing the language. She thinks the nature trail is a  
277 nice idea, to some extent, and a resounding no would be a roadblock in the future.

278 Ms. Wheeler noted that Ms. Gartland's suggestion leaves the door open for future  
279 Boards, rather than locking it on the project in the future.

280 Mr. Henry stated he is okay with putting the project on hold but, in his opinion, failure  
281 to make a decision on the project after time and money was spent on it and homeowners were  
282 advised that a survey will be sent, is a problem.

283 Mr. Greenberg noted that Ms. Gartland and Ms. Wheeler made good points. He wants  
284 to know the cost for the ROV inspection. He suggested a temporary deferral until things can be  
285 priced and when the Board will be in a better position to say how much money is available to  
286 complete Phase I of the trail project and how much an assessment would be if the decision is  
287 made not to borrow money. He does not want to give up on the project but he understands  
288 there is a lot of negative weight to it at this time. If one of the variables can be quantified, it  
289 would help him decide if it should be tabled or proceed.

290 Mr. Tarr stated he would like Staff to develop a realistic estimate of the preserve  
291 cleanup costs. He noted that Collier County raised its water and sewer bills 9 to 9.5% and RCS,  
292 the irrigation supplier, raised its rate 8% last year. He believes numerous homeowners' roofs  
293 are 20 years old and insurance companies will not insure these homes anymore, which might  
294 result in chaos in the property market. He thinks whatever is being accrued for preserve

295 cleanup will be insufficient. Mrs. Adams stated the District Engineer, who is responsible for the  
296 fire reduction program, can research that.

297 Mr. Adams reminded the Board that the accrual target was moved; it is spread out over  
298 three years, with one more year to accrue. The target was previously \$175,000 but it was reset  
299 to \$240,000; \$80,000 accrues per year for three years.

300 Mr. Adams noted the consensus seems to be to put the project on hold pending the  
301 results of the ROV inspection. Mr. Tarr agreed that the intention is to defer the project at this  
302 time.

303 Mr. Greenberg voiced his opinion that big risk items need to be quantified and then, if  
304 the outlook is gloomy, the project would then not proceed. If correct budgeting was done for  
305 the fire reduction plan and the ROV inspection shows the pipes to be in relatively good shape,  
306 the Board will know how much surplus money is available and will be able to decide how much  
307 can be allocated to the trail and the rest can be funded with assessments.

308 Mr. Tarr asked for a reminder of the three bids for the fire project the last time. He  
309 believes Cintron was way less expensive than SOLitude and EarthBalance.

310 Mr. Greenberg recalled that Cintron made a big mistake. They missed the mark and he  
311 feels there is no reason to belabor it; the budget items were increased accordingly. He  
312 estimated that the budgeted costs will be 85% to 95% on target when the next bid comes in.

313 The consensus was to table the trail project and review it again after the costs related to  
314 ROV inspection/pipe project and fire reduction are known.

315 Discussion ensued regarding rain and the anticipated completion date for the ROV  
316 inspection and the reports.

317 Mrs. Adams stated the ROV inspection report might not be complete in time for the  
318 February meeting but it should be available for the March meeting.

319

320 **EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of November 30, 2023**

321

322

323 • **2024 Operations Financial Impact Analysis**

324 • **Breakdown/Summary Report**

325 Mr. Adams stated 78% of assessment revenue was received at the end of November,  
326 possibly due to early payments and transmittal by ACH. Year-to-date expenses through the end

327 of November are at 9%, which is not untypical. One re-code will correct the expenditures under  
328 “Water management” as the expenditure listed under “Contractual services” belongs under  
329 “Lake Maintenance”. Mrs. Adams stated Accounting was notified and it should already be  
330 corrected.

331 Mr. Adams stated the surplus funds investment account for operating funds was  
332 opened; so far, \$1 million was transferred. Going forward, approximately \$200,000 will be kept  
333 in the operating account. The investment account currently offers 4.5% to 4.75% interest.

334 Mr. Adams noted that, in the Debt Service Funds, the November payments were made  
335 for 50% of the interest on the 2013 and 2022 bonds; interest is tax-exempt, which is generally  
336 1.5% to 2% lower than taxable.

337 The financials were accepted.

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

340 ➤ The \$16,475 “Lake Bank - Erosion Repairs” expenditure refers to Lakes 6 and 13. Costs  
341 for additional lakes will be added when bids are obtained; all figures in the Report are firm  
342 numbers. Actual costs for “Aeration Repairs and replacements” are \$31,803.

343 ➤ Quite a few compressors had to be replaced. Inspections are done twice a year and,  
344 although SOLitude inspected this summer, additional estimates were obtained and Superior  
345 was engaged because they offered a competitive bid at a lower price. Superior completed that  
346 work under this budget and the new contractor, CrossCreek Environmental, inspected and  
347 identified the remainder of the work necessary.

348 ➤ At the last meeting, rebuilds were discussed; some aerators had not been replaced since  
349 2007. In total, \$31,803 has been spent for aeration repairs. New compressors will be installed  
350 rather than rebuilding aerators.

351 Mr. Tarr asked for the number of compressors and how many are being replaced. Mrs.  
352 Adams will let him know how many are being replaced.

353 Mr. Tarr asked how much the compressor price has increased. Mrs. Adams stated the  
354 current compressors cost approximately \$900 each, up from \$800. Asked the approximate  
355 useful life of the plumbing, from the compressor to the lakes, Mrs. Adams stated it is about 10  
356 to 15 years, unless it is damaged by an outside source.



357 Discussion ensued regarding the useful life and replacement of compressor plumbing  
358 components and reports.

359 Mrs. Adams stated the maintenance department submits a summary report from the  
360 field; she asked for them to be sent ten days in advance for inclusion in the agenda package.

361

**On MOTION by Mr. Henry and seconded by Ms. Wheeler, with all in favor, the Unaudited Financial Statements as of November 30, 2023, were accepted.**

362

363

364

365

**NINTH ORDER OF BUSINESS**

**Approval of December 6, 2023 Regular Meeting Minutes**

366

367

368

369 Mr. Tarr asked if there were any additional edits.

370 Ms. Wheeler stated she would like to know what edits were submitted by the Board  
371 Members in advance of the meeting.

372 Mrs. Adams stated she will ask the Transcription Department to forward any edits  
373 received to Board Members for informational purposes.

374 Mr. Tarr asked if Calabria ever trimmed trees on the preserve encroaching on its  
375 property. Ms. Gartland stated nothing has been done yet; there are many landscaping issues.  
376 She will ask the HOA about having a surveyor mark off the preserve but the HOA might not  
377 have funds available in the HOA budget this year.

378 Mr. Tarr asked if everyone received the lake report regarding the east side.

379 Mrs. Adams stated it was emailed to the Board.

380 Mr. Tarr asked for this to be included on the next agenda.

381 Lake erosion and the lake management scope of service, etc., were discussed.

382

**On MOTION by Ms. Wheeler and seconded by Mr. Henry, with all in favor, the December 6, 2023 Regular Meeting Minutes, as presented, were approved.**

383

384

385

386

**TENTH ORDER OF BUSINESS**

**Staff Reports**

387

388

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

389

- **Update: Memorandum Regarding Ethics Training Requirements**

390

391 Ms. Willson presented the Memorandum regarding Ethics Training Requirements.  
392 Supervisors are free to choose any course offered that falls within the necessary category.  
393 Asked if the four-hour course is a simple solution to fulfilling the requirement, Ms. Willson  
394 stated it will be; the free courses will be listed on the Ethics website and they are clearly  
395 marked as to which option they fulfill.

396 Mr. Tarr asked if other CDDs will pay for the course. Mr. Adams stated it is a qualifying  
397 expense, though he has not spoken with other Boards.

398 Ms. Willson stated the Commission on Ethics endorses the courses on its website. She  
399 recommends retaining receipts and certificates of completion for any courses completed. The  
400 courses offered by the Commission on Ethics do not provide a code or a certificate of  
401 completion. The only manner of reporting completion is by checking the box on the electronic  
402 version of Form 1; Supervisors have until December 31, 2024 to satisfy the requirement.

403 Mr. Tarr noted that, when Form 1 is submitted this year, it will be for last year, so the  
404 box will not be checked until filling out Form 1 in 2025. Ms. Willson stated that is correct;  
405 completion will be reported in the summer of 2025. Supervisors who are not re-running are not  
406 required to take the course.

407 Mr. Tarr asked what is required of a new Supervisor. Ms. Willson stated a new  
408 Supervisor taking office in November will be required to take the course during 2025; she will  
409 review the requirements for new appointees.

410 Mr. Tarr asked if any Supervisors are interested in taking one of the paid courses.

411 Ms. Wheeler supported Supervisors having the option.

412

413 **On MOTION by Ms. Wheeler and seconded by Mr. Tarr, with all in favor,**  
414 **reimbursing Board Members the costs for a four-hour ethics training course,**  
415 **such as the one from Florida State University, at a cost of \$79, was approved.**

416

417

418 Ms. Wheeler asked to whom the requirement applies. Mr. Adams stated the  
419 requirement applies only to the Supervisors.

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

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

422 Mr. Burford stated the Executive Order is still in place and, based on that, the permit will  
 423 be extended until the beginning of January 2029.

424 Mrs. Adams asked if her entry on the Key Activity Dates regarding “Phase Three East –  
 425 Stormwater Pond 74” is correct. Mr. Burford replied affirmatively since the Executive Order is  
 426 remaining in place. The Report indicates that the extension is until early 2029; the extension  
 427 gains days as long as the Executive Order remains in place.

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

- 429 • **NEXT MEETING DATE: February 21, 2024 at 9:00 AM**

- 430 ○ **QUORUM CHECK**

431 Supervisors Tarr, Henry and Gartland confirmed their attendance at the February 21,  
 432 2024 meeting. Supervisors Wheeler and Greenberg will not attend.

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

- 434 • **Key Activity Dates Report**

435 The December 2023 Key Activity Dates Report was included for informational purposes.  
 436 Mrs. Adams reported the following:

437 ➤ CrossCreek provided a proposal for installation of the fireballs. She will follow up  
 438 regarding the bid of \$1,000 for installation, given that SOLitude did the initial installation. She  
 439 will check the supplier’s website to ascertain if it is still possible to purchase from them directly.  
 440 An update will be provided at the next meeting.

441 ➤ A quote was received from Cintron for removal of dead pine trees at 15228 and 15232  
 442 Medici Way. A revised quote was requested for a flush cut; the expense before revising it is  
 443 \$3,500.

444

445 **ELEVENTH ORDER OF BUSINESS** **Action/Agenda or Completed Items**

446  
 447 Items 12, 14, 16 and 19 were completed.

448 Item 11: Change “Ms. Willson” to “Mr. Adams”

449 Item 12: Change “EarthBalance” to “CrossCreek”. Mr. Willis stated Superior started  
 450 performing that work and CrossCreek completed the work per its contract; anything below  
 451 shoulder height will be removed and anything higher will be documented with photographic  
 452 proof. With Board permission, taller trees will be removed. This item was completed.

453 Item 13: Change “next year’s budget” to “Fiscal Year 2024-2025”

454

455 **TWELFTH ORDER OF BUSINESS****Old Business**

456

457 There was no old business.

458

459 **THIRTEENTH ORDER OF BUSINESS****Supervisors' Requests**

460

461 This item was presented following the Fourteenth Order of Business.

462

463 **FOURTEENTH ORDER OF BUSINESS****Public Comments (3 minutes per speaker)**

464

465 Ms. Janie Linscott, Client Development Specialist at EarthBalance, introduced herself  
466 and stated she will serve as an additional contact in addition to the Project Manager.

467 **Supervisors' Requests**468 **This item, previously the Thirteenth Order of Business, was presented out of order.**

469 Ms. Wheeler asked for an update on restoring the Medici lake bank to a 4:1 slope. Mrs.  
470 Adams stated that is part of the bank restoration discussed earlier in the meeting and the work  
471 will progress; when the District Engineer ensures that the specifications are correct, the matter  
472 will be on the agenda for Board consideration once proposals have been received.

473 Ms. Wheeler asked if an update regarding 15201 was provided during Mrs. Adams'  
474 report. Mrs. Adams stated there were five dead pine trees adjacent to 15228 and 15232.

475 Ms. Wheeler noted that the December minutes referenced a request to remove a palm  
476 tree stump from 15201 Medici. Mr. Willis stated he will make sure it is removed.

477 Mrs. Adams noted that the Key Activity Dates indicates that the Annual Financial Report  
478 is supposed to be on the April agenda every year, as implemented by the Board.

479

480 **FIFTEENTH ORDER OF BUSINESS****Adjournment**

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483 **On MOTION by Ms. Wheeler and seconded by Mr. Henry, with all in favor, the**  
484 **meeting adjourned at 10:37 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

**MEDITERRA**  
**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF**  
**REPORTS**  
**C**

**MEDITERRA COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE**

**LOCATION**

*Bella Vita I Room at the Sports Club at Mediterra  
15735 Corso Mediterra Circle, Naples, Florida 34110*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 18, 2023</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>November 15, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>December 6, 2023*</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>January 17, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>February 21, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>March 20, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>April 17, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>May 15, 2024</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>June 12, 2024**</b>	<b>Regular Meeting</b>	<b>9:00 AM</b>
<b>August 21, 2024</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>9:00 AM</b>

**Exceptions**

*\*December meeting date is two (2) weeks earlier to accommodate the holidays.*

*\*\*June meeting date is one (1) week earlier to accommodate the Juneteenth holiday.*

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS  
D**



# MEDITERRA CDD

## Key Activity Dates

### Updated: February 2024

Highlighted boxes indicate current and upcoming projects within 60 days

Description	Reference	Submit To	Due Date	Date
Cane Toad Removal	SOP	N/A	The Cane Toad & Tadpole removal project is scheduled to commence in February. 2 night visits per month (February through November). Program will include 18 visits.	2/24 thru 11/2024
Wetland Maintenance	SOP	N/A	Wetland Maintenance as required by SFWMD is to be performed at a minimum of two times per year.	Feb./May/ August 2024
Lake & Wetland Contract	SOP	N/A	Executed Contract Agreement with EarthBalance for Lake and Wetland Services. Includes an automatic second year renewal unless the Board considers terminating.	11.1.23 thru 10.31.24
Elide Fire Extinguishing 4" Ball (Standard Bracket) Phase I Project	SOP	N/A	Elide Fire USA Extinguishing 4" Ball and comes with a three year warranty. And are no longer in production.	2/2023 install 1/2026 expires
Elide Fire Extinguishing 6" Ball (Standard Bracket) Phase II Project	SOP	N/A	Staff has purchased (1) 6" Fire Ball to determine if it will fit in the remaining (34) cabinets - Cost \$146.43 and purchased from Tractor Supply 2/2/24. \$4,980.00 + \$1000.00 install. Total \$5,980.00.	2/1/2024
Annual Financial Report April Agenda Item	190.008/218.32 & 39	Florida Department of Financial Services	45 days after the completion of the Annual Financial Audit but no more than 9 months after end of Fiscal Year. Auditor placed on notice of deadline being no later than April 30th annually, and provide in their May agenda package for Board's consideration/approval. 2023 Audit provided in the April agenda.	April Agenda Item and Due 5/1/2024
Proposed Budget April Agenda Item	189.016, 189.418 & 200.065	Due to local governing authority (county or municipality)	Due to local governing authority (county or municipality) by June 15th each year.	April agenda item and due 6/15/2024

O & M Assessment letter	SOP	N/A	Staff to provide Chairman's draft assessment letter to the Board 48 hours in advance of mailing to the Residents of proposed increases. Notices must be mailed thirty days in advance of meeting to adopt the budget and received by WHA (Corporate) forty days in advance of the hearing date.	7/1/2024 draft notice to Chairman & 7/7/24 notice to WHA
Assessment Roll Certification	Local County requirement.	Local County Tax Collector	For most counties, submission and certification of the annual assessment roll is due by September 15th each year.	9/15/2024
Insurance Renewal	SOP	N/A	Bind Insurance for upcoming Fiscal Year with an effective of October 1st thru September 30th	10/1/2024
Adopted Budget	189.016, 189.418 & 200.065	Due to local governing authority (county or municipality)	Due to local governing authority (county or municipality) by October 1st each year.	10/1/2024
TRIM Compliance Report	200.068	Department of Revenue, Property Tax Oversight, Trim Compliance Section	No later than 30 days following the adoption of the property tax levy ordinance/resolution (if levying property taxes)	10/15/2024
Canna Lilly cut back	SOP	N/A	Seasonal cut back and removal of large stands of Canna Lilly on lake banks owned by the District, to reduce seasonal unsightliness and promote new lush and vigorous growth. Program to be considered/completed between February & March of each year if necessary.	Feb. & March Annually
Qualified Public Depositor Annual Report to CFO	280.17	Department of Financial Services- Division of Treasury - Collateral Management.	By November 30 of each year, file annual report for the period ending September 30, 2023	11/30/2024
Fiscal Year Annual District Filing Fee and Update Form	190,189.064 & 189.018 & Chapter 73C-24, F.A.C.	Florida department of Economic Opportunity (Special District Accountability Program)	Annual filing fee of \$175 is paid to the Florida department of Economic Opportunity. The filing of the Update Form is required to verify the status of the Special District and to update any changes (including changes to the registered agent). Filing Fee invoice and Update Form is mailed out by the State on October 1st of each year. The fee and form are due and must be postmarked by the following December 3rd.	12/3/2024
Laptop @ MCS	SOP	MCA GM Bill Bowden	Mr. Adams to create a cloud link on the website and will upload records of proceedings. This project is still in progress however the Webmaster is reviewing all items at this time to ensure ADA Compliance. Upon speaking with Corporate, the Webmaster has not been able to provide an estimated completion date.	On-going

Certification of District Registered Voters	190(3)(a)(2)(d)	District receives annually from the local Supervisor of Elections	Due April 15th of each year and must be read into the record at a regularly scheduled meeting (no additional filing is required)	4/15/2024
Interconnecting Drain Pipe/Outfall Structures inspection and cleanout	SOP	N/A	Annual inspection and clean out of all lake and wetland interconnecting drain pipes and control structures, that are owned and operated by the District, where the percentage of pipe block exceeds 25%. This is to include annual ROV inspections of all outfall structures.	1/15/2024 thru 6/2024
Lake Audit Report	SOP	N/A	Annual inspection and report of all District owned lakes. Report includes review of specific items related to water quality, lake maintenance deficiencies, littoral plant health and population, structural integrity of lake banks, aerator operation and any unauthorized activities in or adjacent to the lakes. This is an August agenda item.	May/June 2024
Littoral Planting Projects	SOP	N/A	Lakes will be identified during the annual Lake audit.	6/1/2024
Phase Three East - Stormwater Pond 74	SOP	N/A	The original issue date was April 16, 2020. Modified May 19, 2022. The duration of the permit is extended until October 7, 2027 per the request to SFWMD. As discussed at the December 6, 2023 meeting; possible extension due to Hurricane Ian of 9/2022 to early 2029. 90 day reminder is included, as reflected. Once the stormwater planning exercise is completed, it will have to be repeated every five years.	1/1/2026 (reminder) 10/7/2027 (deadline) Possible (deadline) early 2029
Stormwater Management Needs Analysis Report	FL Statutes 403.9301 and 403.9302	20 year needs analysis	New legislation that requires the District to analyze its existing stormwater infrastructure necessary to comply with the statutory requirements to create a 20-year needs analysis. 6/30/22 and every five years there after.	6/30/2027
Preserve Fire Reduction Program - Three Year Rotation Program	SOP	N/A	As approved at the June 16, 2021 meeting; project commenced on January 3, 2022 and will continue every three years. Castellano Way Area RMZ-11 of \$14,200.00 to be added to the 3 year rotation project and added to the Fiscal Year 2023/24 Budget	1/1/2025
Est Cortile Court	SOP	N/A	First annual monitoring report submitted June 30, 2022 with a required 2nd annual report due June 30th 2023.	6/30/2024
Qualified Public Deposit Identification and Acknowledgement Form	280.02	Maintain original document in District Reports	Complete each time a new account is opened with a Qualified Public Depository.	

Bond - Disclosure	Bond Indenture Update	E.M.M.A. (Electronic Municipal Marketing Access) and Bond Trustee	<p>Loan payments each April 1 and November 1, commencing May 1, 2022.</p> <p>Section 701(g) The District shall maintain such liability, casualty and other insurance as is reasonable and prudent for similarly situated independent special districts of the State. Within the first six months of each fiscal year (April 1), the District Manager shall file with registered owner of the 2022 Note (the "Owner") a compliance certificate as confirmation of the insurance coverages relating to the 2012 Project, such compliance certificate to include, without being limited thereto, a schedule of all insurance policies required by the Indenture which are then in effect, stating with respect to each policy the name of the insurer, the amount, number, and expiration date, and the hazards and risks covered thereby. Section 701(j) Furnish a copy of the District's audit by June 30 of each year to Owner. Section 701(k) Provide copy of annual budget to Owner within 45 days after commencement of each fiscal year (November 14). Budget must specifically detail the series 2022 assessments and any other special assessment levied by the District w/ respect to such fiscal year. Section 701(l) District shall maintain records with respect to the Series 2022 Assessments which shall be updated as Series 2022 Assessments are collected. The records shall detail Series 2022 Assessments (i) levied to date on a parcel-by-parcel basis, and (ii) collected to date. An annual report setting for the foregoing information will be provided to the Owner at such times, and in such format as the Owner may reasonably request. Section 701 (m) Commencing with the tax roll adopted during calendar year 2022, the District shall provide the Owner the certified assessment roll detailing the Series 2022 Assessments, if any, to be imposed for each tax year within 30 days of the date the such roll becomes available.</p>	April 1, May 1, June 30 November 1, November 14, and 30 days from certification of assessment roll annually
Bonds - Arbitrage	IRS Regulation	IRS - if a rebate is due.	<p>The Bond Indenture refers to IRS rules which state an issuer must pay (an Arbitrage) rebate installment for computation dates that occur at least once every 5 years. Rebate payments are due within 60 days after each computation date. The final rebate payment for an issue is due within 60 days after the issue is discharged. See IRS Regulation Section 1.148-3(e) through (g).</p>	

**MEDITERRA COMMUNITY DEVELOPMENT DISTRICT  
STORMWATER PONDS AND APPROXIMATE LOCATION  
Last Updated 9.15.2022**

L-1	Monterosso & Villorosi	L-39	Teramo & Positano
L-2	Main Entrance Southside	L-40	Golf Course & Trebbio
L-3	Main Entrance Northside	L-41	Verona
L-4	Golf Course & Savona	L-42	Verona
L-5	Golf Course & Savona	L-43	Golf Course & Verona
L-6	Villorosi	L-44	Verona & Cortile
L-7	Golf Maintenance	L-45N	Cortile
L-8	Golf Course & Milan	L-45S	Cortile
L-9	Golf Course & Trebbio	L-46	Positano
L-10	Golf Course & Trebbio	L-47	Golf Course & Positano
L-11	Benvenuto	L-48	Brendisi
L-11B	Club House	L-49N	Golf Course & Treviso
L-12	Club House	L-49S	Golf Course & Treviso
L-12B	Club House	L-50	Serata, Calabria, and Villalago
L-13	Club House	L-52	Terrazza & Serata
L-14	Golf Course & Cortile	L-53	Amarone & Terrazza
L-15	Golf Course & Cortile	L-54	Golf Course Maintenance
L-16	Milan	L-55	Golf Course Maintenance
L-17	Golf Course & Corsini	L-56	Golf Course & Milan
L-18	Golf Course & Verona	L-57	Padova
L-19	Golf Course & Verona	L-58	Porta Vecchio
L-20	Bello Lago	L-59N	Cortile & Golf Course
L-21	Bello Lago	L-59S	Cortile & Golf Course
L-22	Medici	L-60	Golf Course & Milan
L-23	Golf Course & Corsini	L-61	Golf Course & Trebbio
L-24	Padova	L-62	Treviso
L-25	Padova	L-63	Amarone
L-26	Golf Course & Padova	L-64	Amarone
L-27 & 28	Golf Course & Ravello	L-65	Terrazza
L-29	Golf Course & Bellezza	L-66S	Celebrita & Felicita
L-30	Bellezza & Ravello	L-67	Cellini & Buonasera
L-31	Bellezza	L-68	Lucarno & Felicita
L-32	Porta Vecchio & Bellezza	L-69	Lucarno II, Cellini, and Cabreo
L-33	Porta Vecchio	L-70	Lucarno
L-34	Golf Course & Porta Vecchio	L-71	Lucarno II
L-35	Marcello & Golf Course	L-72	Lucarno II
L-36	Marcello	L-73	Lucarno II & Cabreo
L-37	Marcello	L-74	Lucarno II
L-38	Golf Course & Teramo	L-75	Caminetto
		L-76	Caminetto

**MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

**ACTION/AGENDA  
OR  
COMPLETED  
ITEMS**

## MEDITERRA CDD

#	MTG DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	STAKEHOLDER	ONGOING	COMPLETED	MTG DATE MOVED TO COMPLETED
1	03.01.18	<b>ACTION</b>	Move "Completed" items 6 months or older from the date moved to completed to the Archive List.	Admin Staff	X		
2	01.16.19	<b>ACTION</b>	Take annual sediment samples only at outfall lakes w/ muck & Lake 35 at same time & reduce water quality samples to once in July except Lake 55 adding Sept., only if issues. Staff: Provide year-over-year nitrogen & phosphorous tables. 01.18.23 Per Mr. Tilton: Being completed February to May.	Mr. Tilton	X		
3	03.03.21	<b>ACTION</b>	Board: Include Mrs. Adams/Mr. Willis/Mr. Greenberg in email requests to Mgt. Mrs. Adams: Respond to requests indicating person who will give info. Mr. Willis: Track all requests.	Mrs. Adams Mr. Willis	X		
4	03.03.21	<b>ACTION</b>	Email mtg agenda to Chair 3 days before sending to BOS.	Admin Staff	X		
5	03.03.21	<b>ACTION</b>	Review CDD website for accuracy & notify MCA GM of cancelled meetings/date changes to e-blast to residents.	Mr. Willis	X		
6	04.21.21	<b>ACTION</b>	Obtain unit pricing for all contracts moving forward.	CDD Staff	X		
7	04.21.21	<b>ACTION</b>	Add cloud link on website & upload record of proceedings. <b>11.16.22</b> Check status & provide update at next meeting.	Webmaster	X		
8	01.19.22	<b>ACTION</b>	Work with MCA Manager to ensure Staff has an opportunity to proof communications before they are sent out.	Mr. Adams	X		
9	11.16.22	<b>ACTION</b>	Include Mr. Greenberg in email chain if fire incident happens so he can alert the Board.	Mr. Bowden	X		
10	08.16.23	<b>ACTION</b>	Revisit Lake Audit Report and add ID to each Evaluation Sheet, as well as correct typo in the Memorandum.	Mr. Willis	X		
11	10.18.23	<b>ACTION</b>	Record Consent to Use of Easement Agmt w Club. <b>12.06.23:</b> Agmt submitted to The Club for comments/execution.	Mr. Adams	X		
12	10.18.23	<b>ACTION</b>	Staff to adjust the postage line item for Fiscal Year 2024-2025 budget.	Mr. Adams	X		
13	12.06.23	<b>ACTION</b>	Meet w Anchor Marine. Get proposals for lake remediation. <b>01.17.24:</b> Deferred until additional proposals received and District Engineer approves specifications, then info will be shared. Work to be done after season; homeowners engaged contractors for preliminary work.	Mr. Willis	X		





## MEDITERRA CDD

#	MTG DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	STAKEHOLDER	ONGOING	COMPLETED	MTG DATE MOVED TO COMPLETED
1	05.17.23	<b>ACTION</b>	Email Mr. Willis the exact verbiage for the website.	Mr. Tarr		X	06.21.23
2	05.17.23	<b>ACTION</b>	Make Supervisors' revisions to proposal piece & survey; send final version to Mr. Greenberg by 05.26.23.	Ms. Babair		X	08.16.23
3	05.17.23	<b>ACTION</b>	Email 3communications to residents, begin with handout "teaser" 3 days before survey. Send emails to BOS for approval before sending.	Ms. Babair		X	08.16.23
4	06.21.23	<b>ACTION</b>	Defective Work Notice will be issued giving SOLitude a certain amount of time to remedy the issues.	Mrs. Adams		X	08.16.23
5	06.21.23	<b>ACTION</b>	Send License Agreements & Letters fountain owners for signature; those who don't sign will be asked to remove the fountain(s).	Mrs. Adams		DELETE	08.16.23
6	03.15.23	<b>ACTION</b>	SOLitude-extra service: Remove trash/vegetation/clean Lakes 73 & 69 behind Cabero. <b>04.19.23</b> Have SOLitude remove debris at no charge. <b>05.17.23:</b> SOLitude coming nxt week.	Mrs. Adams SOLitude		DELETE	08.16.23
7	11.16.22	<b>ACTION</b>	SOLitude: Add implementing fire break around each box & provide photo showing when completed. 01.18.23 Solitude: Give quote to clear foliage around aeration compressor equip.	Mrs. Adams SOLitude		X	10.18.23
8	08.16.23	<b>ACTION</b>	Meet with Ms. Willson regarding SOLitude termination letter.	Mrs. Adams		X	10.18.23
9	08.16.23	<b>ACTION</b>	Obtain proposals to determine the scope and assess the costs for initial cleanup, subject to review by District Counsel.	Mrs. Adams		X	10.18.23
10	10.18.23	<b>ACTION</b>	Review and edit the fact sheet.	Ms. Gartland		DELETE	12.06.23
11	03.15.23	<b>BOTH</b>	Prep License Agmt for Lake 71 fountain, identify if Agmts for decorative fountains in CDD ponds exists, if not, identify ownership and get License Agmt processed. Add under Old Business. <b>04.19.23</b> Work w MCA & HOA determining who owns & maintains the License Agmts & for Ms. Willson to work w either one to get them executed <b>05.17.23:</b> Both communicating w Mr. Bowden & Mr. George re: fountain ownership. More will be reviewed before Fountain Maintenance Agmts completed <b>08.16.23:</b> MCA License Agmt in agenda for execution. Monterosso License Agmt is ongoing.	Mrs. Adams Ms. Willson		X	12.06.23

### MEDITERRA CDD

#	MTG DATE ADDED TO LIST	ACTION OR AGENDA OR BOTH	ACTION/AGENDA or COMPLETED ITEM	STAKEHOLDER	ONGOING	COMPLETED	MTG DATE MOVED TO COMPLETED
12	10.18.23	<b>ACTION</b>	Ask BLUE to match the lowest bid submitted of \$11,460.	Mr. Willis		X	12.06.23
13	10.18.23	<b>ACTION</b>	RFP verbiage changes to be made for future reference.	Mrs. Adams		X	12.06.23
14	10.18.23	<b>ACTION</b>	Proceed with BankUnited investment program.	Mr. Adams		X	12.06.23
15	10.18.23	<b>BOTH</b>	Obtain cost for ROV inspection of all pipes and add discussion of ROV to agenda	Mrs. Adams		X	12.06.23
16	10.18.23	<b>ACTION</b>	Walk trail and produce video with voiceover to be sent in advance of the survey.	Mr. Willis, Mr. Tilton		X	12.06.23
17	10.18.23	<b>ACTION</b>	Ensure GIS maps are updated and that very big maps be printed for the next meeting.	Mr. Willis		X	12.06.23
18	10.18.23	<b>ACTION</b>	District Engineer to provide report on Permit Extension.	Mr. Brown/ Mr. Tilton		X	12.06.23
19	10.18.23	<b>ACTION</b>	Mr. Nott stated to remove small trees from Lake 57 at no charge. Trees below shoulder height will be removed from the lake bank as a matter of course. <b>12.06.23:</b> A quote was requested from Crosscreek Environmental.	Mr. Willis		X	01.17.24
20	10.18.23	<b>ACTION</b>	Remove "Sources and Uses of Funds" from the spreadsheet.	Mr. Adams		X	01.17.24
21	12.06.23	<b>ACTION</b>	Discuss community standards w Crosscreek techs & Area Mgr.	Mr. Willis		X	01.17.24
22	12.06.23	<b>ACTION</b>	Locate lake measurements done about 10 years ago. If necessary, request it from Jared.	Mr. Adams		X	01.17.24
23							
24							
25							