

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on December 4, 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:**

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

**Also present:**

Chuck Adams (via telephone)	District Manager
Cleo Adams	District Manager
Shane Willis	Operations Manager
Alyssa Willson (via telephone)	District Counsel
Mark Zordan	District Engineer
Bill Bowden	MCA General Manager
James Barron	EarthBalance

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mrs. Adams called the meeting to order at 9:03 a.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

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

This item was presented following the Third Order of Business.

**THIRD ORDER OF BUSINESS**

**Chairman's Comments**

Mr. Tarr stated the letter was sent to residents and he received several positive responses. He recalled that, in the past, Ms. Gartland commented that these letters should be sent more often and welcomed her assistance again in the future. He would like the next letter to mention the Treasurer, the Assistant Treasurer and the CDD's capable Staff members, Mr. Adams, Mrs. Adams and Mr. Willis, and their many years of service to the CDD.

Ms. Gartland stated that the Frequently Asked Questions (FAQ) was not sent. A link will be added to the CDD website and the FAQ will be attached to the next letter.

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

**This item, previously the Second Order of Business, was presented out of order.**

No members of the public spoke.

**FOURTH ORDER OF BUSINESS**

**Discussion: EarthBalance Corporation  
Agreement for Aquatic Maintenance  
Services**

Mr. Tarr stated that he compared the contract to what was stated during the October 18, 2023 meeting at which the EarthBalance contract was awarded. At that meeting, Mr. Greenberg expressed concern about EarthBalance’s intention to utilize subcontractors for part of the project.

Mr. Tarr welcomed Mr. James Barron, of EarthBalance, and noted that Mr. Barron was present at the aforementioned meeting.

Mr. Tarr read the following from the October 18, 2023 meeting minutes,

“Mr. Tarr asked Mrs. Adams to discuss how many technicians each firm would supply. Mrs. Adams indicated that Superior’s bid states that routine maintenance will include two technicians, with one Supervisor and one Project Manager. Technicians will be onsite two days per week. EarthBalance indicated that Crosscreek Environmental routine maintenance will include three technicians three days a week. Mr. Tarr opined that 50% more visits with 50% more technicians will equal more activity.”

Mr. Tarr stated that EarthBalance bid just under \$350,000 annually for the first and second years and Superior bid just under \$199,000 for the first year and slightly more than \$206,000 for the second year. He noted that the CDD pays a high price and he was disturbed by a handout at the last meeting indicating four lake technicians are on site one day per week.

Mr. Barron apologized and stated that EarthBalance will take the necessary steps to address the issue; he has not run into such issues with Crosscreek and asked if it is a quality control or a performance concern. Mrs. Adams stated that Ms. Gartland has been requesting debris removal since the hurricane and it has remained for weeks, which does not meet the Mediterra standards. She believes the higher level of staffing described in the bid led Mr. Tarr to favor EarthBalance as the recipient of the contract.

**MEDITERRA CDD**

**December 4, 2024**

Mr. Tarr discussed the service level expectations of the community. Mr. Barron apologized and stated that he was not aware of the concerns until he received a call after the last meeting; he will take whatever steps the Board would like.

The Board and Staff discussed solutions.

Mr. Light suggested EarthBalance provide a corrective action plan. Mr. Willis stated lake inspections are not an issue, as he receives the field reports, and Crosscreek’s field work is as good as any other contractor. There are no major deficiencies other than monthly reporting.

Ms. Wheeler stated the week of November 10, 2024 she reported that the aerators in the Medici lake were not working. Last Friday, one aerator was working but today the second aerator is still not working. Mr. Willis has not received any updates from Crosscreek. She thinks response time and communication need to improve.

Ms. Gartland asked if EarthBalance uses other subcontractors for this type of work. Mr. Barron replied affirmatively; Superior did good work for the CDD before and would be the first one he would contact. Mr. Tarr voiced his confidence in EarthBalance and stated the Board does not want to tell EarthBalance how to do its work. Mr. Barron stated he will submit a plan of action by the end of the week.

Ms. Gartland asked if the Board needs to approve a change of subcontractor, if EarthBalance decides a change is necessary. Mr. Willis stated the contract requires notifying Staff of a change of subcontractors and what effect the change would have on the budget.

Mr. Tarr voiced his belief that EarthBalance’s insurance certificate with his subcontractor would govern in the event of an insurable event, which would not change. Mr. Barron concurred. Mr. Willis noted that the CDD did not direct EarthBalance to take any particular action; they only participated in discussions. Mr. Barron stated he will provide a plan of action by the end of the week.

**FIFTH ORDER OF BUSINESS**

**Discussion/ Consideration: Johnson Engineering, LLC Professional Services Supplemental Agreement for Mediterra Lakes Assessment [Cost Analysis for Stormwater System Comprehensive Evaluation]**

This item was discussed following Item 7B and was tabled.

Mrs. Adams stated this item was already approved and the Agreement was executed. Mr. Barron stated he will provide a schedule now that water is receding; he estimates that work will begin in January 2025.

**SEVENTH ORDER OF BUSINESS**

**Update/ Discussion: Fuel Load Reduction Project**

**A. ROW Management Zones [Proposing Change Order to Current Agreement with EarthBalance for Balance of Areas]**

Mr. Zordan presented an option to add additional clearing to the approved scope of work based on the belief that additional funds are budgeted. The consensus was not to proceed with an expanded scope of work.

**B. Residential Conservation Zones [Proposing an RFP for Year 1 with Option in the Agreement to Add Year 2 & Year 3 in Following Years]**

Mr. Zordan stated that he toured the areas with the Ecologist last week. The current proposal would restart with Year 1 and the RFP includes options for Year 2 and Year 3.

Discussion ensued regarding the Board's strategy of budgeting one-third of the funds for each of three years versus completing the entire project in one year.

Mrs. Adams stated that, in Fiscal Year 2023, \$80,000 was budgeted for conservation fire mitigation and, in Fiscal Year 2025, \$350,000 was budgeted. Mr. Zordan distributed a draft cost estimate. Mr. Light asked if the next scope of work repeats the work performed three years ago. Mrs. Adams replied affirmatively and stated no additional areas will be added.

Mr. Zordan stated he utilized the CDD's current contractor's calculated per acre price of \$21,957.

Mr. Barrow stated this work is very slow, as it involves picking up pine needles, etc. Mrs. Adams noted that machinery cannot be used so work must be done by hand.

Mrs. Adams stated the project will be advertised and go through the sealed bid process. Mr. Zordan stated the contract provides for the bid to be advertised on December 12, 2024, with the bid opening on January 6, 2025 so that the bid analysis and recommendations can be submitted in advance of the January meeting, subject to advertising. Mrs. Adams asked for the Notice of Contractor information to be sent to her office so the ad can be placed.

Mr. Tarr asked if EarthBalance performs the work or if subcontractors are utilized. Mr. Barron stated that all laborers are EarthBalance employees.

The Board and Staff discussed project timelines, scheduling issues in 2022 and offering scheduling flexibility for positive impacts on cost.

Mr. Zordan noted the goal to complete the project by May 15, 2025, or May 31, 2025 at the worst, so the project is complete before the rainy season.

Mr. Barron stated that, typically, a 6, 12 or 18-man crew would be sent for such work, depending upon the time allowed to complete the work.

Mr. Light asked if the bid package includes road safety and E-Verify. Mrs. Adams replied affirmatively.

Ms. Willson stated that the Project Manual will be updated. Solicitation will be sent to repeat contractors; the date will be extended if no responses are received.

**On MOTION by Ms. Gartland and seconded by Mr. Henry, with all in favor, authorizing Staff to advertise the RFP for Residential Conservation Area Fuel Load Reduction Services, and the Project Manual, to be amended, and the Evaluation Criteria, were approved.**

- **Discussion/ Consideration: Johnson Engineering, LLC Professional Services Supplemental Agreement for Mediterra Lakes Assessment [Cost Analysis for Stormwater System Comprehensive Evaluation]**

**This item, previously the Fifth Order of Business, was presented out of order.**

Mr. Tarr thanked Mr. Zordan for his work preparing this item. He suggested deferring consideration. Mr. Zordan stated his firm is still seeing prices come in higher in all aspects of bidding.

Mr. Henry voiced his opinion that nothing is currently in place to provide an independent evaluation of the quality of work being done. Mr. Tarr stated that Mr. Mark Saltieri of Johnson Engineering provides evaluations. Mr. Henry suggested implementing a three to five-year funding mechanism so the expenditure will not be so onerous.

Mr. Zordan was asked if his firm has ever completed a project like this. Mr. Zordan replied affirmatively; they recently did The Preserve at Corkscrew at Cypress Isles. Mr. Tarr asked Mr. Zordan to email the Board about who performed the work.

This item was tabled.

**EIGHTH ORDER OF BUSINESS**

**NEXT MEETING DATE: January 15, 2025 at 9:00 AM**

○ **QUORUM CHECK**

All Supervisors confirmed their attendance at the January 15, 2025 meeting.

It was noted that Mrs. Adams distributed the Unaudited Financials and the Financial Impact Analysis for informational purposes.

Mrs. Adams stated the fireball installation project is scheduled to be completed on Friday.

Mr. Willis stated Staff still has the recording of the original discussion of the Boardwalk Project; he asked permission to move that to the archived section of the website. Mr. Tarr stated this was unanimously approved.

Mr. Willis asked for clarification regarding which sod should be replaced at the Medici lake and if the entire perimeter is being done. Ms. Wheeler stated the east should not be done; the area behind 15201 should be replaced.

Mr. Tarr stated all the Encamat is now exposed. Mr. Willis stated, for lack of a better term, those are sacrificial sod installations that will eventually die.

Discussion ensued regarding the unappealing appearance of the Encamats.

Mr. Tarr suggested Board Members visit the Medici lake to understand the aesthetics.

Mr. Zordan stated covering the area with shell is an option; littoral plants can be added.

Discussion ensued regarding requirements for littorals, lake bank aesthetics and the 4:1 slope. It was noted that some lakes are likely out of compliance, might have a different variance and might have a different water source.

Ms. Gartland asked for the May meeting to be rescheduled from May 21 to May 14, 2025. Mrs. Adams stated that Mr. Adams will not be present and she and Mr. Willis must leave at 11:00 a.m., due to another scheduled meeting. The change was approved.

Ms. Gartland discussed a foul odor emanating from a cement structure with an open grate next to the pickleball courts. She asked if that is a CDD structure and if a cover can be added and if anything can be done about the odor. Mr. Willis consulted a map and stated the structures, #224 and #224A, are interconnecting pipe structures owned by the CDD. He is not aware of any filtration systems that are not very expensive. It was noted that the well is some distance from the lake and that the well uses the CDD structure as a conduit to get water into

the lake. Ms. Gartland asked if the CDD or The Club can pay to address the structure. Mr. Tarr wondered if the grate was originally drainage related to the parking lot.

Discussion ensued regarding the structures and water quality.

Mr. Bill Bowden stated that he recently met with RCS; there are different well depths and conditions on the east and west sides of the community.

Ms. Gartland asked if dead Palms can be removed from the preserve. Mrs. Adams stated dead trees are not removed from the preserve, as it must remain in its natural state.

Mr. Light asked if a common computer used for CDD and personal business is allowed. Ms. Willson stated it is allowed; however, he should ensure that all CDD emails and files are stored in one common folder on the computer so the information will be in one place, should he need to respond to a public records request.

Ms. Gartland stated she sent pictures of two big iguanas on Castellano Way to Pesky Varmints, who advised that they will address it.

Mrs. Adams stated the pipe cleaning project is scheduled to be completed in late December 2024.

It was noted that while MRI was working in the CDD yesterday they did not have flagmen directing traffic.

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

No members of the public spoke.

**TENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor, the meeting adjourned at 10:18 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair