

**MINUTES OF MEETING  
MEDITERRA  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Mediterra Community Development District held a Regular Meeting on February 19, 2025 at 9:00 a.m., in the Bella Vita I Room at the Sports Club at Mediterra, 15735 Corso Mediterra Circle, Naples, Florida 34110. Members of the public could participate in the meeting, via Zoom, at <https://zoom.us/j/97888620350>, Meeting ID: 978 8862 0350, Passcode: 125779; or telephonically at 1-929-205-6099, Meeting ID: 978 8862 0350, Passcode: 125779.

**Present were:**

Kenneth Tarr	Chair
Vicki Gartland	Vice Chair
Mary Wheeler (via Zoom)	Assistant Secretary
John Henry	Assistant Secretary
Stephen Light	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Cleo Adams	District Manager
Shane Willis	Operations Manager
Alyssa Willson (via Zoom)	District Counsel
Mark Zordan	District Engineer
Bill Bowden	MCA General Manager
Andy Nott	Superior Waterways
Brenda Radford	MRI Underwater Inspection, Inc. (MRI)
Rodney Yaraell	MRI Underwater Inspection, Inc. (MRI)
Andy Hopping	Resident, President of Cortile HOA
Peter Ray	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

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

**SECOND ORDER OF BUSINESS**

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

Resident Peter Ray, of Cortile, asked for a large dead bush to be removed from the pond behind his home. Mr. Willis will inspect the area.

**THIRD ORDER OF BUSINESS**

**Chairman’s Comments**

Mr. Tarr welcomed and introduced District Staff and contractors.

**Ms. Wheeler joined the meeting via Zoom.**

Mr. Tarr noted that a revised Fishing Policy, as referenced in the Seventh Order of Business was not distributed for review. Ms. Willson suggested changing the Seventh Order of Business to, “Discussion of Littoral Modification Trial Policy”.

Mr. Tarr stated that some agenda items will be taken out of order.

**FOURTH ORDER OF BUSINESS**

**Approval of January 15, 2025 Regular Meeting Minutes**

This item was presented following the Tenth Order of Business.

**FIFTH ORDER OF BUSINESS**

**Update: Superior Waterway Services, Inc. Lake Treatment Report [January 2025]**

This item was presented following the Sixth Order of Business.

**SIXTH ORDER OF BUSINESS**

**Update: Lake Bank Projects [L15 & L43]**

• **Discussion of Easements: [Primary Drainage, Drainage and Lake Maintenance]**

Mr. Tarr presented his summary of lake bank projects in Cortile/Verona, included in the agenda, and emailed to Board Members and Staff. He noted the following:

- The CDD must maintain a 4:1 slope on the lake banks behind residential properties for permit and safety reasons. However, the slope behind multi-family residences is 5:1.
- An owner in Cortile complained about the far lake bank, which is owned by The Club.

It was noted that all the slopes around the golf course are The Club’s responsibility and the District Engineer advised that the golf course does not have the slope requirement.

Mr. Tarr stated The CDD has no control over The Club’s lake banks. He hopes The Club understands, as they have remediated some of these lake banks. He thanked Mr. Andy Hopping and the other Cortile homeowners for their patience despite communication failures and stated that the Board and Staff will fix it.

Mr. Light stressed to the attendees that Board Members cannot discuss CDD business with each other outside of an advertised CDD meeting. Mr. Tarr stated, for example, when he inspected the lake banks, if other CDD Board Members wanted to attend at the same time, it would have been necessary to advertise and conduct the tour as an official public workshop. If two or more CDD Board Members are present at an MCA Board meeting, if a topic that could come before the CDD Board arises, all but one of the CDD Board Members must leave the room. He stated that, as Chair, his responsibilities are well defined and he must have the support of the Board for any actions he takes.

Mr. Rodney Yaraell, of MRI, accepted responsibility for the lack of communication and the inconvenience of starting on Lake 15 without advance notice.

Mr. Hopping asked what communication was supposed to be sent. He noted that he manages the HOA and there is a Management Company and a premier landscaping company. Mr. Tarr stated that this is the second significant lake bank remediation; previous attempts tended to be smaller. During the first lake bank remediation project in Medici, the Board learned that homeowners were not notified that their personal modifications to their drainage systems were causing washouts, which were significant in some cases.

Discussion ensued regarding improving communications, ensuring that correct letters are sent to homeowners and developing a timeline.

Mr. Tarr stated that the General Manager is not able to be an on-site Project Manager; when The MCA built the wall, the MCA hired a project management firm. The Board will discuss this item later in the meeting but he will suggest delaying the lake bank remediation until the communication policy is better defined. It was noted that communications might go through the HOAs or to individual homeowners, depending on the neighborhood. Mr. Tarr stated that a proper communication plan will be developed.

Mr. Tarr asked Mr. Zordan if he will certify that the lake bank slope he checked with MRI is proper. Mr. Zordan replied affirmatively and stated it is at a 4:1 slope and is to his standard of care. There is no issue with the quality of the work. Mr. Nott will provide a proposal for installation of littorals in late May.

Mr. Tarr asked for the purpose of the sod at the control level of the lake. Mr. Zordan stated the sod is installed to land lock the mat to finish the project to provide a transition from the control elevation at the slope. The problem with floritam over the control elevation, as he understands it, is that the sod installed just before heavy rains of approximately 15" died

because water levels rose and it was under water. Mr. Tarr noted that the higher quality mat will be installed and covered with a thin layer of soil that will allow the roots to penetrate more easily. The roots become the anchor to the top edge of the lake bank, so the new sod must be irrigated twice to three times per day.

Mr. Henry recalled that the decision was made to schedule lake bank remediations in the dry season so that water levels will not exceed levels at which grass can survive. Mr. Light thinks there are many different HOA structures and differing responsibilities and constraints to understand before sending blanket communications.

Mr. Tarr stated that the District Engineer will have access to the necessary information.

It was noted that, beyond the upper 4' of sod, littorals will be installed.

Mr. Tarr stated that, while MRI advised that Bahia grass survived being underwater, the Design Review Guidelines at Mediterra only allow Zoysia or Saint Augustine grass. Mr. Nott recalled that the individual homes own and maintain their own irrigation systems and the management company landscaper performs wet checks. Because there was no advance notice, homeowners were unaware that they were supposed to irrigate twice per day and make sure that it reached the new sod.

Discussion ensued regarding the need for the irrigation company to ensure that the irrigation reached the sod and to install additional lines and irrigation heads.

Mr. Nott stated that sod was installed in an area of preserve that cannot be irrigated. That sod is being watered for now but the sod will likely eventually die.

Mr. Hopping was asked to ensure that the sod is watered twice per day for the first month.

Ms. Gartland thinks a checklist is needed to keep track of notifications, repairs, and movement of drainage to be done by the homeowner versus the CDD, etc.

Ms. Willson recommended Staff utilize the homeowners' official contact information from the Property Tax Records for official communication and send a second copy of the communication to any alternate communication contacts provided. Ms. Gartland believes multiple contacts are needed, due to travel; some communities do not have an HOA.

Mr. Tarr noted the need to have the proper individuals discuss the best way to proceed. Mr. Zordan has a team of field technicians who report to him. In his opinion, survey work is needed in Verona, where access issues exist, and one homeowner has planted fruit trees in the Lake Maintenance Easement, which is not allowed. He feels that the Board should understand

the difference between a Lake Access Easement, a Primary Drainage Easement and a Drainage Easement.

Referring to a 5' deep washout on CDD property, shown on a GIS map, Mr. Tarr recalled that, when owners have been notified of the need to correct deficiencies, the CDD's policy has not been to have the homeowner correct the washout, but only for the homeowner to properly run the drain pipes into the lake.

Discussion ensued regarding bubbler boxes, access via Lake Maintenance Easements and ownership of drain boxes in various locations.

Mr. Tarr suggested the CDD reimburse MRI for the bubbler box and washout repair. He thinks that the bubbler boxes installed by London Bay should be noted during the lake audit. He expressed concern about future potential washouts.

The consensus was that the term "bubbler box" is a misnomer. Mr. Tarr stated the box is on CDD property; per Ms. Willson's Memorandum, the CDD has authority to collect if residents do not perform the repairs. The policy has never been to make homeowners fill in washouts.

**On MOTION by Ms. Gartland and seconded by Mr. Light, with all in favor, the MRI washout repair, in the amount of \$800, was approved.**

Mr. Light thinks a plan is needed for executing projects.

Mr. Tarr stated that a communications workshop will be discussed.

Mr. Hopping noted that the areas of sod installed in the preserve cannot be irrigated by the homeowner. Mr. Adams stated the sod will provide short-term erosion control.

Mr. Hopping discussed a tractor left by MRI in the cul-de-sac. When the tractor entered, the sod on two lawns were damaged and the roadway was stained in several spots. He noted that Cortile recently performed a large cleanup and power washing to beautify the area and asked for the area to be cleaned up when the project is complete.

Mr. Hopping thanked the Board and Staff for their efforts and voiced his opinion that the lake looks really nice and that the bubblers are working.

**Mr. Hopping left the meeting.**

Mr. Tarr stated that, after inspecting Verona, he thinks it is clear that the project should be deferred and rebid. He stated that survey work is needed, there are huge boulders and as-builts on the lake bank, and the slope is not going to be easy to cure.

Mr. Tarr stated that the Medici lake bank was inspected; the lake has issues, so he recommended deferring the remediation until after the rainy season and Cortile’s assessment.

Discussion ensued regarding the need to document the drainage issues at Lake 43-Verona.

Mrs. Adams stated there is also an issue accessing Lake 43 because residents have planted vegetation in the easement needed to access lake banks. Mr. Tarr stated that Bonita Bay Group required residents to plant in the drainage easements so there is no way to access the lake. It will be necessary to enter using the Lake Maintenance Easement.

The consensus was to defer discussion of Lake 43 Verona to the next meeting.

Mr. Zordan will re-bid the Lake 43 Verona project.

Mrs. Adams will prepare a Change Order to remove the MRI project cost of \$34,498.

Photos, maps and information will be included on the next meeting agenda.

▪ **Update: Superior Waterway Services, Inc. Lake Treatment Report [January 2025]**

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

Mr. Nott presented the January 2025 Lake Treatment Report. He noted the following:

- Spikerush will be sprayed back on Lakes 62, 52 and 68 this month.
- 95% of the aeration systems are working; technicians were on site five days this month.

Mr. Willis noted that littoral treatments take time because spray is applied, so it takes time to take effect, and, at times, vegetation must be removed. An email addressing this process will be sent to Board Members.

It was noted that aeration is installed for the beneficial effect to the lakes.

Mr. Bowden stated he appreciates the information about lake treatments, as he also receives inquiries from residents. He supports e-blasts to keep residents informed.

Mr. Zordan will research whether plantings are prohibited in drainage easements.

Mr. Tarr reiterated that, because a revised Fishing Policy was not distributed for review, it was suggested that the Seventh Order of Business be changed to discussion of the Littoral Modification Trial Policy.

Mr. Tarr noted that several Board Members spoke with the resident who requested a trial behind his home.

Mr. Henry stated that he spoke with the resident and he was impressed with the resident’s commitment to complying with CDD requirements.

Ms. Willson confirmed that her advice is not to add a fishing amenity or a defined policy but, rather, to address the matter of the littoral plantings on a trial basis.

Discussion ensued regarding the means of accommodating the request.

Mrs. Adams advised against an opening wider than 30’.

**On MOTION by Ms. Gartland and seconded by Ms. Wheeler, with all in favor, authorizing an opening up a maximum of 20’ in the littoral plantings, was approved.**

Mr. Nott will notify the resident that the littorals will be sprayed next week.

**EIGHTH ORDER OF BUSINESS**

**Update: Right-of-Way (ROW) Clearing**

Mr. Zordan stated that Mr. Barron advised that progress is being monitored and clearing the approximately three extra acres was agreed to. The residential rate will be honored and a proposal will be provided and presented at the next meeting. A time extension will be needed.

**NINTH ORDER OF BUSINESS**

**Continued Discussion: ROW Fuel Load**

- **Consideration of Change Order to the Residential Fuel Load Contract**
- **Consideration of Scheduling Workshop**

This item was presented following the Tenth Order of Business.

**TENTH ORDER OF BUSINESS**

**Discussion/Consideration of MRI Inspection, Inc. 2025 Inspection Report and Proposal/Estimate #5397 for Pipe Cleaning 25% and Up**

Mrs. Radford presented the MRI 2025 Inspection Report and Proposal/Estimate #5397 for Pipe Cleaning 25% and Up.

**On MOTION by Mr. Henry and seconded by Mr. Light, with all in favor, MRI Proposal/Estimate #5397 for Pipe Cleaning 25% and Up, in the amount of \$58,700, was approved.**

Mrs. Radford estimated that cleaning can begin in two weeks. Mrs. Adams asked to be informed of the cleaning date in advance so an e-blast can be sent to the entire community.

Mr. Zordan will email the EarthBalance preserve cleanup timeline to Mrs. Adams.

Ms. Gartland asked for an e-blast to be sent reminding residents the preserve cleaning and that MRI will be cleaning the pipes soon.

Mr. Tarr thanked Ms. Gartland for her email about the wildfire reduction efforts. It was noted that Ms. Gartland will write the notice to be sent via e-blast.

Ms. Wheeler asked for the matter of the CDD's responsibility for all the pipes in Mediterra to be added to the agenda. Mr. Tarr noted that Mr. Greenberg discussed this with District Counsel; he thinks this matter is way beyond the Board's capability.

▪ **Approval of January 15, 2025 Regular Meeting Minutes**

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

The following changes were made:

Line 53: Insert "roadway preserve" after "entrance"

Line 64: Change "understood" to "understand" and delete "to pay"

Line 177: Insert "pine" before "needles"

Line 178: Change "and" to "with"

Line 265: Change "approval" to "accruals"

Line 325: Change "with the primary function being a stormwater management system could potentially encourage members of the public to express a desire to utilize the property for recreational fishing" to "which primarily function as a stormwater system could potentially create an argument that the property is a recreational improvement, which could have an expectation of public access"



**On MOTION by Ms. Gartland and seconded by Mr. Henry, with all in favor, the January 15, 2025 Regular Meeting Minutes, as amended, were approved.**

▪ **Continued Discussion: ROW Fuel Load**

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

• **Consideration of Change Order to the Residential Fuel Load Contract**

The Board and Staff discussed the GIS map, properties that need to be cleared and properties that need to be updated. Mr. Zordan has a more updated map; he will share his map with the Board and Staff and post it on the website.

Mr. Tarr stated that, while looking at the Residential Fuel Load contract, he realized that some properties were missed; one is in Cortile. Mr. Zordan is working on this.

Mr. Zordan stated he will work with Phillip regarding the map. A dropbox with the files was sent. He knows what the Board wants and noted that the purple areas on the map indicate areas that were already cleared. Each level that users click on will display different information.

Mr. Zordan will have the options included in the proposal, to be considered at the next meeting.

• **Consideration of Scheduling Workshop**

This item was discussed in conjunction with Item 12C.

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of December 31, 2024**

Mr. Adams noted that a significant amount of money was moved from the SunTrust Operating Account to the BankUnited Account. The interest rate started at 4.75% and is currently 4%.

**On MOTION by Mr. Light and seconded by Ms. Gartland, with all in favor, Unaudited Financial Statements as of December 31, 2024, were accepted.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

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

The Board and Staff discussed lake bank remediation processes.

Ms. Willson will draft a policy that holds homeowners accountable for failure to make the recommended lake bank remediations.

This item will be included on the next agenda.

The consensus was that the comprehensive Lake Bank Analysis for the next calendar year will be included on the April agenda.

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

- **Update: Permit Extension**

Mr. Zordan stated that the current Permit Extension is still in place; a new application cannot be submitted until the existing Legislative Order expires.

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

- **2025 Operations Financial Impact Analysis**
- **Breakdown/Summary Report**
- **NEXT MEETING DATE: March 19, 2025 at 9:00 AM**

The Board and Staff discussed whether to hold a workshop, inviting additional attendees or experts, and the FireWise program.

Mr. Henry thinks the main topic is alternatives to the existing fire prevention program. Mr. Zordan recommended inviting Johnson Engineering’s Expert Environmentalist, Gary Nychyk. He will find out when Mr. Nychyk is available.

Discussion ensued regarding upcoming meetings. The consensus was to limit discussions at the March meeting to only discussing “Conservation” rather than scheduling a workshop.

It was decided that no minutes or unaudited financials will be presented at the March meeting and the auditor will be reminded that the Annual Financial Report will be an April agenda item.

- **QUORUM CHECK**

All Supervisors confirmed their attendance at the March 19, 2025 meeting.

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

- **Key Activity Dates Report**

The February 2025 Key Activity Dates Report was included for informational purposes.

**MEDITERRA CDD**

**February 19, 2025**

Items 12, 13, 17, 19, 20, 23, 24, 25, 26, 27, 29, 30, 32 through 46, 48 and 49 were completed.

Item 27: Completed by GulfScapes

Item 34: Discussion ensued regarding technology. Zoom meetings will continue for now. Staff will see if the Owl camera from The Club is available for the next meeting.

Ms. Wheeler asked for an Action Item to be added regarding updating the FAQs.

Item 44: It was noted that the replacement Cocoplums that were installed were of an inadequate size. Ms. Wheeler stated the replacements are very small but they will eventually grow; she will not ask the CDD for compensation.

Item 47: "Inca Mat" is an incorrect term. Change "Mr. Willis" to "Mr. Zordan"

**FOURTEENTH ORDER OF BUSINESS**

**Old Business**

There was no old business.

**FIFTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Henry stated a revised \$5,700 proposal was received for landscaping to be paid by London Bay for correction of erosion. Mr. Willis will review the proposal and advise.

In response to a previous question, Mr. Willis stated the CDD has 400 acres of conservation areas and 203 acres of lakes.

Discussion ensued regarding the use of technology for Zoom meetings. Mr. Willis will attempt to borrow the "Owl" camera from The Club for future meetings.

**SIXTEENTH ORDER OF BUSINESS**

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

No members of the public spoke.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Henry and seconded by Mr. Light, with all in favor, the meeting adjourned at 11:11 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

C. P. F. A. L. I.  
Secretary/Assistant Secretary

Kenneth J. Tan  
Chair/Vice Chair