

**MINUTES**

**1. Call to order**

A. The Trustees of Lake Asbury Municipal Service Benefit District (LAMSBD) met in the Lake Asbury Community Center, 282 Branscomb Road, on the above-stated date. Chairman McMillan called the meeting to order at 6:40 p.m.

**2. Roll/Quorum**

A. The following trustees were present: Chairman McMillan, Treasurer Tom Petrucci, and Trustees Huggins, Newton, McCallister and Tyrie - a quorum of six. Trustees absent: Vice Chairman Parrish and trustees Worley and Cottrell. Staff present: District Attorney Wayne Flowers, District Engineer Mike Kelter and Secretary Melody Pickens. Staff absent: Accountant Tom Hallquest.

**3. Administrative Announcement:**

A. Chairman McMillan gave the Administrative announcements.

**4. Approval of Minutes**

A. *A motion was made to approve the November 6, 2017 board meeting minutes by Treasurer Petrucci and seconded by Tyrie. Carried 6-0.*

**5. Treasurer's Report**

A. *Trustee McCallister moved to approve the October 2, 2017 Treasurer's Report, seconded by Trustee Newton. Carried 6-0.*

**6. Approval of Checks**

A. *Trustee Tyrie made a motion to approve checks 3337-3340 and 3343. Checks 3341 and 3342 were voided. Seconded by Treasurer Petrucci. Carried 6-0.*

**7. Staff Reports**

**A. District Engineer Mike Kelter**

1. Hurricane Irma messages. Mr. Kelter did not bring Hurricane Irma message streams to the Secretary.

2. FEMA claim. Mr. Kelter said that he and Treasurer Petrucci met with the Federal Emergency Management Agency (FEMA) last week. The project would involve removing 13,000 cubic yards of sand - 10,000 in Hazelwood Hole and 3,000 in the Log Cabin finger. The estimated removal cost is \$23/cubic yard, totaling about \$300,000. He told the board that it currently has ninety days to plan and complete the dredging project. He recommended installing geotubes to stabilize the banks at Hazelwood Hole. He also talked to the county about doing a mitigation project to keep sand from going across the right of way and lot into the finger. Treasurer Petrucci noted we have to pay for dredging up front and it may be more than the board can afford. He

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noted that Hazelwood was dredged once before and quickly filled back in. Chairman McMillan was concerned that we may not have enough money to go forward with the FEMA project and that we couldn't complete it in 90 days. He reminded the board that it had decided not to dredge again until upstream issues were resolved.

3. Lake Ryan Spillway project. (Item 8. C. on the agenda) Treasurer Petrucci discovered that Mr. Keller had not responded to several emails from Chou Fang, St. Johns River Water Management District (SJRWMD), requesting additional information. SJRWMD finally sent Mr. Kelter a notice of Intended District Decision for Administrative Denial letter on November 2, 2017. Per SJRWMD, Mr. Kelter took no action. SJRWMD conducted a site review to ensure that no unauthorized construction was occurring. They finally sent an email denying the application and indicated that another application needed to be filed. On November 27<sup>th</sup>, Mr. Fang called Treasurer Petrucci to tell him that our application had been administratively denied because they'd received no replies from Mr. Kelter to their requests for additional information. Mr. Kelter admitted that he didn't provide the information that was requested saying, "I was remiss." Trustee McCallister asked what was info was asked for in the Request for Additional Information (RAI). Mr. Kelter said additional engineering calculations. He told Trustee McCallister he could get it done in 30 days. Trustee McCallister told the board that he had experience working on permits with the SJRWMD. He warned that if we start over with another engineer, the district would require all new calculations from the new engineer. *Trustee Huggins made a motion to replace Trustee Petrucci with Trustee McCallister to oversee the Lake Ryan spillway project. Seconded by Trustee Tyrie.* Treasurer Petrucci left the meeting at 7:53. Chairman McMillan said that he wanted to discuss the pros and cons of doing the FEMA project vice the Lake Ryan spillway project. Discussion ensued - no decision was made. *Trustee Huggins withdrew his motion to replace Trustee Petrucci with Trustee McCallister to oversee the Lake Ryan spillway project.*

B. **Attorney Wayne Flowers**

C. **Secretary Melody Pickens**

1. The Chairman received a letter from Tallahassee Commission on Ethics to Chairman McMillan to list board members that was received in the mail. Mr. Flowers offered to take action on that request.

2. Record Management Compliance Form. Secretary Pickens asked Chairman McMillan to sign the form so it could be mailed back to the Tallahassee Department of State.

3. Secretary Pickens told the board that they must choose board officers at the January meeting - Chairman, Vice Chairman, and Treasurer.

D. **Accountant Tom Halquest**

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1. Absent.

**8. Trustee Reports**

- A. **Chairman**
- B. **Vice Chairman**
  - 1. Absent.
- C. **Treasurer**
- D. **Trustees**

**9. Unfinished Business**

- A. Lake Ryan spillway project update. No project update was provided.
- B. Emergency action plan update. This was not discussed.

**10. New Business**

- A. Letter sent to Representative Travis Cummings, District 18. Since we have not heard from Representative Cummings, Secretary Pickens asked for a motion to remove this item. *A motion to remove the item from New Business was made by Chairman McMillan, and seconded by Trustee Huggins.*
- B. Instructions for opening valves. Chairman McMillan asked Trustee Huggins to bring a short list of instructions about what we do when we know a substantial rain is coming.
- C. Repair of depression on Lake Asbury dam. Trustee Huggins said he is working with Raingod to get a load of dirt and spot drop it along the dam. Mark from Raingod will also clear out trees on the South Lake dam on the North lake side.
- D. Cheryl Petrucci, 647 Arthur Moore Drive. Ms. Petrucci told the board that her husband, their Treasurer, worked very hard at his job. Trustee Huggins asked Mr. Flowers if Mr. Hallquest could be treasurer. Mr. Flowers said it had to be a board member.
- E. Kay Manly, 420 Wesley Road. Ms. Manly wanted to discuss the problem of trespassers on the dams. Trustee Huggins said that he had talked to the deputy sheriff about trespassers on the dam. He wasn't satisfied with their response, so he called the Inspector Cross, who gave him instructions for handling the problem.
- F. **Adjournment:** Trustee Huggins made a motion to adjourn the regular meeting at 8:25 p.m. Seconded by Trustee Tyrie. Carried 6-0.

Melody Pickens  
District Secretary

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Mark McMillan, Chairman