

**MINUTES**

**1. Call to order:**

A. The Trustees of the 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 6:32 p.m.

**2. Swearing in of new Board member, Trustee Melody Pickens, by District Attorney Wayne Flowers.**

**3. Roll/Quorum:**

A. The following trustees were present: Vice Chairman Gaver, Treasurer Kocher, and Trustees Newton, Pickens, and Weisenburger - a quorum of five. Chairman McMillan was absent. Staff present: District Attorney Wayne Flowers, District Engineers John Mahoney and Charles Sohm, District Accountant Tom Hallquest, and District Secretary Krysta Caprood.

**4. Administrative Announcement:**

A. Vice Chairman Gaver read over the Administrative announcements.

**5. Approval of Minutes:**

A. A motion to approve January 6, 2020 Board meeting minutes was made by Treasurer Kocher. Seconded by Trustee Weisenburger. Carried 5-0.

**6. Treasurer's Report:**

A. Review February 2020 General Checking and Money Market Account with the Board. Treasurer Kocher presented the Treasurer's Report. A motion to approve the Treasurer's report was made by Trustee Weisenburger. Seconded by Trustee Newton. Carried 5-0.

B. A motion to approve checks 3529-3536 was made by Trustee Weisenburger. Seconded by Trustee Newton. Carried 5-0.

C. Additional financial issues that affect LAMSBD:

1. Ameris Bank loan concepts presentation on their approach to future potential capital improvements facing LAMSBD by Senior Vice President, Andy LaFear and accompanied by Elizabeth (Beth) James, Bank Manager. Mr. LaFear handed out PowerPoint packets to all of the members and staff. He went over each page thoroughly from "About Us" to "LAMSBD (The District)". Mr. LaFear then took questions from the Board. Trustee Newton wanted to make sure that Chairman McMillan received a copy to have. Treasurer Kocher stated that Ameris Bank is a flexible bank. Mr. LaFear stated that they offer 30 day close loans, they are one of a few banks that have drawdown capability, and that they are committed to the community.

2. Elizabeth (Beth) James, Bank Manager, for Ameris Bank collected signatures to update LAMSBD Signature Cards.

3. Vice Chairman Gaver went over the requirements for the fire ant control bids. A motion to approve Fire Ant Control Request for Bids was made by Treasurer Kocher.

## MINUTES

Seconded by Trustee Weisenburger. Carried 5-0. Trustee Weisenburger wanted to make sure that those bidding would be licensed to use the approved chemicals to kill the ants. Treasurer Kocher assured her that they would be.

### 7. Staff Reports:

#### A. District Engineer:

1. District Engineer Charles Sohm passed out monthly reports, drafts for Scope of Work for Geotechnical Exploration and Engineering Services Lake Asbury North Dam, drafts of Scope of Work for Risk Management Assessment for Lake Asbury North Dam, Lake Asbury South Dam, and Lake Ryan Dam, and drafts of the potential costs associated with the projects.
2. Chairman McMillan and District Engineers John Mahoney and Charles Sohm had a site inspection, via boat. They observed the conditions at the "finger" locations which need to be dredged/excavated.
3. They were able to finalize preliminary review of all documents collected from LAMSBD and former District Engineer Mike Bueme. An index of all the files that were given was created. There were some files that were too large to scan. An estimate to have those documents scanned was obtained. *A motion to approve \$187.25 for scanning of the larger documents was made by Treasurer Kocher. Seconded by Trustee Weisenburger. Carried 5-0.* Trustee Pickens asked how to obtain copies and District Engineer Charles Sohm said that thumb drives could be made.
4. A Draft Task Order proposal of the four bad areas identified by Chairman McMillan, will be drawn up to take to the county. The cost is \$1,500 to gather information. Vice Chairman wanted to table the idea until March when Chairman McMillan would be in attendance. Trustee Weisenburger asks when the next meetings for the sub-committee and infrastructure takes place and did not want to wait until next month for approval. Trustee Newton stated that he wanted to wait until Chairman McMillan would be back to discuss it with him. Treasurer Kocher stated that this was already discussed and that Chairman McMillan was in agreement. *A motion to approve \$1,500 for Toco Engineering to gather information to present to the county commissioners was made by Trustee Weisenburger. Seconded by Treasurer Kocher. Carried 4-1. Trustee Newton voted against the decision.*
5. Toco Engineering is beginning to create a Capital Improvement Plan. District Engineer Charles Sohm spoke of the scheduling along with loans that would start in 2019 and go through 2025. He went over the costs of what would be taken care of. He spoke of a Maintenance Plan in addition to The Capital Improvement Plan. He pointed out that he tagged each finger on the lakes for future review. A page of total costs for road work was included in the packet. These packets were given out for a sense of organization. District Engineer John Mahoney stressed the importance of scheduling in accordance with loans. Treasurer Kocher asked about geotechnical borings on the right-of-ways or at the toes of the dams. District John Mahoney said that it would be for the North Lake Asbury dam. Treasurer Kocher is concerned about the residents who will not allow work on their properties. The District Engineers will gather data first, then engineering and permitting, and lastly bids. Treasurer Kocher asked about money concerning the spillway since

## MINUTES

LAMSBD does not own it. He addressed the spring and buffer. District Engineer John Mahoney spoke of the spillway at the North Dam that is in fairly good shape, the spillway at the South Dam that is in good shape, and the nonexistent spillway at Lake Ryan. He does not want to overburden the North Lake with water by placing a spillway on Lake Ryan. Treasurer Kocher asks about time. District Engineer Charles Sohm still believes it will be a couple of months.

6. District Engineer John Mahoney spoke of placing 6 borings in the dam, placing a piezometer system in, and a dam analysis. He would also like to look for a professional dam engineer that will take a week's worth of time and look at what will be and has been collected to make sure that the priorities are correct and that we are on the right path. **A motion to approve Toco Engineering placing the two scopes of work out on the streets to advertise was made by Trustee Weisenburger. Seconded by Treasurer Kocher. Carried 5-0.**

7. Trustee Weisenburger asked about the lack of bulkheads on the fingers, raw dirt, fallen trees, etc. She was concerned about how that would be addressed with the residents. District Engineer Charles Sohm said that it will depend. Each owner will be responsible to some degree. District Engineer John Mahoney said that it is an issue that will have to be worked towards.

**B. District Attorney:**

1. The Lake LARC letter has not been sent out. It is drafted and will go out this week.

2. The Property Appraiser wants LAMSBD to acknowledge that we do not reveal certain information if we get a "public records" request and certain information will be exempted from residents' who have gotten approval to have their information removed, such as street addresses. **\* Point of order was made by Treasurer Kocher to address people in the audience speaking without a filled-out form. A motion to approve and authorize the chairman to sign the Non-disclosure Agreement for Information Exempt from Public Disclosure under Chapter 119 Florida Statute was made by Trustee Weisenburger. Seconded by Trustee Pickens. Carried 5-0.**

3. A motion to recommend to the County Commissioner to seat Mike Bueme to seat 7 was made by Trustee Weisenburger. Seconded by Trustee Pickens. Carried 5-0.

**C. Secretary:**

**8. Trustee Reports:**

**A. Chairman: \* District Secretary Caprood delivered Chairman McMillan's report**

1. Chairman McMillan met with Toco Engineering to ride around the lakes via boat. He plans to meet back up with them in a couple of weeks.

2. Chairman McMillan spoke with Mr. Hendry and discussed coordinating gathering information together to take to the county. He plans to go with District Engineers John Mahoney and Charles Sohm with pictures and documents. When Toco Engineering is ready, a date will be set to meet.

3. Chairman McMillan's check was given to his wife.

4. The kettles have locks and cables on them now and are secure.

**MINUTES**

5. Vice Chairman Gaver told the Board that Chairman McMillan is waiting to hear back from UMX concerning the proposals. Treasurer Kocher feels that Chairman McMillan may need some help getting in touch with UMX. *A motion for Toco Engineering to get more proposals for the lake valves was made by Treasurer Kocher. Seconded by Trustee Weisenburger. Carried 5-0.* Discussion of the valves ensued. District Engineer Charles Sohm suggested replacing the entire drawdown system as opposed to just repairing the valves. District Engineer John Mahoney thinks going out and getting proposals works better time wise and money wise.

**B. Vice Chairman:**

**C. Treasurer:**

1. Treasurer Kocher would like to go after and use grants due to the long-term expenses concerning The Capital Improvement Plan.

2. With limited valve use, Treasurer Kocher asked what advanced notice should the Board have to lower the lakes. District Engineer John Mahoney states that if a hurricane is approaching, follow the county. It needs to be no less than 72 hours.

3. Treasurer Kocher wants to make a decision about when to drop the lakes, but will wait until next month for a discussion. Trustee Pickens had a question about the spillways. District Engineer John Mahoney says that spillways are for emergency purposes. Treasurer Kocher suggests dropping the lake 2ft. 5 days prior. District Engineer John Mahoney will look to have more information on the subject for next month.

4. Treasurer Kocher wants information on the website for the residents. Waiting until there is an approved plan was discussed. When a plan for hurricanes is determined, it should be placed on the website.

**D. Trustees:**

1. Trustee Weisenburger tested out the microphones to the sound system this past month. She also looked into the cost of replacing them and searched for new systems. Soniclear Meeting Recorder that also dictates minutes automatically was discussed. Discussion about the current system and a new system was talked about. District Secretary Caprood suggested sharing the microphones and replacing the 9-volt batteries that we already have until another decision is made about it. Trustee Weisenburger feels that monies should be spent on projects, rather than, a new sound system. The Board agreed.

**9. Unfinished Business:**

**10. New Business:**

**A. Comments from district members:**

1. Debbie Barrett, 254 Wesley Rd., Debbie took a few minutes to thank the Board for all that they do and for working well with LALLOA. She is very appreciative.

**11. Adjournment:** Vice Chairman Gaver made a motion to adjourn at 8:15pm. Carried 5-0.

Lake Asbury Municipal Service Benefit District  
**February 3, 2020** Board Meeting

**MINUTES**

Krysta Caprood  
District Secretary

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Mark McMillan, Chairman