

Lake Asbury Municipal Benefit District (LAMSBD)
282 Branscomb Road, Green Cove Sprigs, FL. 32043

December 16, 2021

Call to Order: 6:32 PM

Type of Meeting: Regular Special District Board Meeting

Meeting Facilitator: Acting Chairman Alton Davis

Roll Call: Board Officer/Trustees: Acting Chair – Davis Treasurer – Kocher

Trustees Wantage, Weisenburger, Pence, Lahey, Forhan, Scally

Staff: District Attorney, - Flowers, District Accountant – Hallquist

- I. Pledge of Allegiance – Acting Chairman – Alton Davis
- II. Administrative Announcements – Acting Chairman – Alton Davis
- III. Audience and Trustee Instructions – Acting Chairman – Alton Davis
 - a. Numbers 1 through 7 As provided per the “Questions or Comments from the Public” sheet.
- IV. Treasurers Report – None
- V. Staff Reports – None
- VI. Trustee Reports None
 - a. Chair – None
- VII. Update Vice Chair – Alton Davis
 - a. Advisory Committee (all members not present) conference call was held on a Friday.
 - b. Next Meeting planned as a face to face, expected to be before next Trustee meeting o 1-3-2022.
 - c. Advisory Committee to suggest criteria related to qualification of District Engineer.
 - d. District Engineer criteria to be considered at the creation of the District Engineer RFP
 - e. District Engineer selected will be required to review prior engineering reports and data.
 - f. District Engineer will review and recommend work to be bid.
 - g. Tim Ley responsible for all maintenance.
 - h. Advisory Group and District Engineer will review current CIP. Revision suggestions are expected.
 - i. Tom Lahey wonders about past records. All information including videos and engineering reports are on LAMSBD web site. More information being added over the next 30 days.
 - j. Tracy Woods and Cammie Dewey have communicated satisfaction as relates to the valve repair. We expect a letter from Tracy and Cammie advising additional work they would like to see accomplished.

K. EAP update – Acting Chairman – Alton Davis

1. Items which need to be updated, names, lists, phone number, draw down etc.
2. EAP to be updated on annual basis, books are numbered to insure all are updated.
3. Vice Chair Davis to seek advice on what parts of manual can be shared and provide them to the board.
4. Matt Forhan may be able to supply examples of other groups EAP.
5. Official Hurricane Season is over for 2021. Manual and EAP procedure should be in complete revised condition prior to June 22 Hurricane Season.
6. Davis to confirm shareable portions of the EAP and email all a copy. It is thought the inundation information and several officials names may not be shareable.
7. It was mentioned again that the Draw Down Schedule needs revised.
8. Davis felt a workshop for the purpose of reviewing and updating the EAP in 2022 would be planned.

VIII. Treasurer – Carl Kocher Assessment/Budget Update

- a. The preliminary budget is due May 2022 and relies on the CIP and work selected to be performed in 2022. The anticipated cost needs to be included in the 2022 budget. The LAMSBD Budget must be complete and approved by June 1, 2022.
- b. A brief discussion of the \$2400 approved assessment was held with Carl Kocher and Tom Hallquist indicating that the budgeted work will likely require collection of the full \$2400 assessment for the first two years.
- c. A discussion of the likely loan amount was held but again the CIP needs to be updated before an amount is reliable. LAMSBD can have only one loan at a time.
- d. Tom Hallquist reminded us that a budget is an estimate and overtime may be changed but requires knowing what work will be anticipated by March 2022.

IX. Attorney Proposals – Trustees review proposals before January 11, 2022, meeting.

- a. Treasure Kocher provided information on two attorney firms. Both come with the needed credentials and experience. Attorney Flowers suggests meeting in person with both firms. The two law firms responding to our Request For Proposal are:
 1. Rogers Towers – Mark Scruby, Senior Counsel with Rogers Towers - The board looks forward to meeting with Mr. Scruby – January 11, 2022 – 6:30 PM
 2. Cobb & Gonzales – Hans C. Wahl, Esquire, Partner – The board looks forward to meeting with Hans C. Wahl, Esquire – January 11, 2022 – 7:30 PM
 3. The meeting will be held at the Lake Asbury Community Center 282 Branscomb Rd., Green Cove Springs, FL 32043
 4. An accounting of the hours Attorney Flowers accumulated to accomplish the needed work in 2020-2021 was made available.

5. There was a monetary difference in the retainers and other costs which was discussed and should be a point to consider as we meet with the two firms. Possibly we can negotiate the retainer to a more acceptable amount.
 6. A workshop will be held January 11, 2022, at 6:30 at the Lake Asbury Community Center. Both Firms will present to the board that evening. A timeline of 45 minutes is planned for each law firm's presentation.
- X. Secretarial Search Update
- a. 8 applications received and reviewed
 1. 5 applicants were not interested in working away from home one or more evenings a month and withdrew
 2. Of the three remaining applicants – one had an accident and no longer has transportation; one appears to have very good work ethic but expects more than 20 hours a month and lacks recent secretarial skills. The last application was received, and the applicant will be interviewed prior to the January 3, 2022, meeting and an update will be provided at that time.
- XI. Trustee Wantage – Grant Updates
- a. Wantage advised LAMSBD has been approved to apply for several grants.
 - b. County Grant Department advises a large sum of money will be coming to our county to fund grants.
 - c. We appear to qualify for LMS (Local Mitigation Strategy) Project Grants
 - d. Some of the qualifying projects would be a dam monitoring system, tree removal from the dam, Hazelwood Hole dredging project, lake fencing and dredging in other areas of the lakes.
 - e. Permits were not obtained or required when the dams were built.
 - f. Several videos will be added to the LAMSBD web site. This information will be supportive, as we seek grants.
- XII. Audience Questions
- a. Ann Turner 214 Circuit Rider, - wants to know when \$2400 assessment will be reduced- At present we have been advised for the first 2 years LAMSBD will need to collect the full \$2400. Future reductions will be based on what money is needed to carry out board plans for repair and replacement as agreed to in the CIP and budget.
 - b. Debby Barrett of Wesley Road left a form but no question and was not available to advise of her question.
- XIII. Meeting adjourned at 8:35

Minutes created by Carol Weisenburger

Signed by Alton Davis, Sitting Chairman

 2-7-2022

Lake Asbury Municipal Benefit District Special Meeting on 12-16-2021 minutes are amended as follows:

The term District Engineer is amended to **Design Engineering Company** in the following locations:
Page 1 Section VII letters c; d; e; & f