

LAKE ASBURY MUNICIPAL BENEFIT DISTRICT (LAMSBD)

Branscomb Road, Green Cove Springs, Fl. 32043

December 6, 2021, Meeting Minutes

- I. **Call To order – 6:32 PM – Acting Chairman, Alton Davis**
- II. **Roll Call – Acting Chairman, Alton Davis, Treasurer, Carl Kocher,**
 - a. **Trustees Present: Larry Pence, Janet Wantage, Carol Weisenburger**
 - b. **Staff Present: District Attorney, Wayne Flowers, District Accountant, Tom Hallquist**
- III. **Trustee Swearing In Ceremony – Wayne Flowers, District Attorney**
 - a. **Trustees Sworn In – Tom Lahey, Matt Forhan, Jerry Scally**
- IV. **Pledge of Allegiance – Acting Chairman, Alton Davis**
- V. **11-1-2021 Minutes Approved as Written – No Discussion**
- VI. **Administrative Announcements - Acting Chairman, Alton Davis**
 - a. **Meeting Rules and Procedures presented**
- VII. **Treasurer Report Presented – Treasurer – Carl Kocher**
 - a. **Checks 3723 through 3728 presented and approved**
 - b. **Current balance is \$481,763.55**
 - c. **Motion To Approve Treasurer Report Checks Wantage 2nd Weisenburger**
 - d. **Discussion – Explanation of check procedure, Matt Forhan, Cost of valve repair and condition, Tom Lehay**
 - e. **Motion to approve Treasurer Report, Matt Forhan, Seconded Larry Pence**

- VIII. Advisory Group Update – Vice Chairman, Alton Davis
- a. Reports to Alton Davis
 - b. Purpose – Gather and analyze issues, investigates new issues, presents options for consideration and approval of the board, Review the CIP and suggest options for consideration, Walt Reininger provided scope to present Advisory group and Tim Lehey provides hands on life experience related to dam complex.
 - i. Lehey requested further information on the Advisory Group activities.
 - ii. Davis advised they would be included in suggesting and ranking scope of work as relates to the CIP.
 - c. Letter from Tracy Woods and Cammie Dewey outlining what they expect to be addressed in the near future, not received as yet.
 - d. Kocher indicated the need to have the CIP clarified in order to prepare the preliminary budget by May 2022. Some items such as the Sheet Piling for the South Dam was previously updated and can be removed from the CIP. The budget relies on the CIP to identify the goals for repair in 2022 and must be put in budget. Budget must be adopted by June 1, 2022. Account Hallquist confirmed the urgent need to update the CIP in order to properly budget for 2022. Hallquist also indicated the banks require CIP and maintenance plan indicating “what and how” maintenance plan will be managed. to consider LAMSBD for a 7-year loan.
 - e. Engineering Advisory Group is a non-paid volunteer group.
- IX. District Attorney Search update – Treasurer – Carl Kocher
- a. Kocher advised we contacted approximately 40 law firms. David King provided some recommendations. Two Attorney firms will be presenting to the Vice Chair and trustees on January 11, 2022 at 6:30 PM at the Lake Asbury
 - b. Community Center. The meeting is open to the public and will be advertised as required.
- X. Secretarial Search – Treasurer – Carl Kocher
- a. Carl advertised in Clay Today and the Lake Lighter for candidates. Eight applications were received; only two were interested in attending night meetings and all wanted work from home. Another candidate had an auto accident and is therefore without transportation. A new candidate was brought in by Weisenburger, Weisenburger will pursue an application for Wantage and herself to use during the interview process of this candidate. An update will be provided at the January 2022 meeting.
- XI. Loan discussion – Treasurer Carl Kocher
- a. Treasurer Kocher continues his research and needs the CIP updated for the purpose of the 2022 budget and it will be necessary to have available for the banks who may be interested in providing a mortgage to LAMSBD.
 - b. Accountant Hallquist feels that it is urgent to get the CIP updated as the 2022 budget depends on the information. Hallquist also indicates we must have a maintenance plan to satisfy not only ourselves, the state and any bank seriously considering providing a loan. Maintenance criteria needs to include what will be done, how often and by whom.

- XII. Grant Committee Update – Trustee Wantage
 - a. No feed back as Wantage was absent from meeting but will provide further information at the 12-16-2021 meeting.
- XIII. Trustee Weisenburger Report
 - a. Weisenburger received 3 examples of other municipalities procedure manual and will review before the Jan 2022 meeting and provide a recommendation at that time.
 - b. Load limit signs are ready for posting on the North dam and are awaiting one signature before the county can install. The North dam spillway is considered a bridge and is inspected each 6 months by DOT. The South dam is not considered a dam as the construction is culverts laid side by side. South dam will not have a load limit imposed nor a sign posted per the County Engineer, Richard Smith.
 - c. Kay Manly was very concerned as relates to the S. Dam and feels it should have load limits imposed due to the dam's condition.
- XIV. Trustee Work Compensation
 - a. This will be revisited in January after the newly sworn trustees have checked with their insurance carrier to learn if they are covered for volunteer work for the municipality benefit.
- XV. Sunshine Law – Attorney Wayne Flowers
 - a. Attorney Flowers provided the Trustees and audience of the importance of following Florida Sunshine laws. Public meetings require public notice of date and time and be held in a public place with minutes taken. Anytime two or more trustees might happen to meet no municipality business is to be discussed.
 - b. A question was asked by audience (no name available) as to imposing the \$2400 assessment when someone owns to lots. This will be investigated but as of now the \$2400 will be collected per lot.
- XVI. Hold over items:
 - a. Work Comp Decision
 - b. Weed spray versus wood eat weeds on dams
 - c. Siphon System update related to permit
 - d. CIP revisions/ loan
 - e. Procedure manual decision
 - f. Maintenance plan of action
 - g. Grant update
 - h. Secretary Search update
 - i. Attorney Search update
 - j. Two meetings per month
 - k. Removal of trees on dam

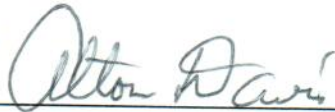
XVII. Audience Questions

- a. L. E. Goodnight – 614 Branscomb Rd – wants to know if we have contacted other municipalities as to examples of their procedure manuals. Earlier in the meeting I advised I had 3 examples of procedure manuals and would review before Jan 2022 meeting and provide feedback at that time.
- b. Kay Manley 420 Wesley Rd. – Ask for new trustees to provide a short introduction to themselves however, they had done so at the November meeting. Mentioned that LOLLA is co-owner of the dams and feels we should have load restrictions on the South Dam. Kay may want to contact the County Engineer on this issue as he has already reached his decision along with other in authority as relates to our roads, dams and bridges.

Meeting Adjourned at 8:45 PM

Created by Carol Weisenburger 12-6-2021

Signed by Vice Chairman Alton Davis



2-7-2022