

Lake Asbury Municipal Service Benefit District (LAMSBD)

Regular Board Meeting

April 4, 2022

Call to Order: The Trustees of Lake Asbury Municipal Service Benefit District (LAMSBD) met in the Lake Asbury Community Center, 282 Branscomb Road. Chairman Alton Davis called the meeting to order at 6:34pm.

Roll Call: The following Trustees were present: Chairman Davis, Vice Chairman Forhan, Treasurer Kocher, Wantage, Weisenburger, Pence, Lahey, Scally. **Staff:** District Attorney Hans Wahl. District Accountant Tom Hallquest was absent due to medical reasons.

Pledge of Allegiance

Administrative Announcements: Chairman Davis reminded the audience that all questions and comments for the Board can be sent to the District Secretary via email prior to meetings. This could save time and if there are several question/comments on the same subject, the Board could have a general discussion on the topic. There will be a link on the website for convenience. District.Secretary@LAMSBD.com Forms will still be available at the board meetings for those who wish to continue with that method.

Chairman Davis reviewed meeting etiquette. Reminder to everyone that the meeting is audio recorded and will be posted on the website.

Minutes of March 7, 2022 were **approved 8-0.** (**Motion** by Wantage Second by Lahey).

Treasurer's Report:

Motion by Weisenburger to Approve the treasurers report of funds as presented Second by Forhan. **Approved 8-0.**

Checks 3754 through 3759 were presented for approval. **Motion** by Weisenburger to approve Second by Forhan. **Approved 8-0.**

Annual Audit (via phone) was done and should be completed by the May meeting. Mike Kelter, Carl Kocher, Tom Hallquest and Hans Wahl participated in the call with Magers and Associates. Chairman Alton Davis listening but not participating (due to The Sunshine Law restrictions). It should be available by the May meeting.

The Budget for 2022-2023 needs to be submitted by June. Treasurer Kocher reviewed the proposed Draft Budget; with the understanding that changes may need to be made when more information is available on several projects. EACH item on the budget will need to be approved individually to complete the budget. Trustee Weisenburger posed the question: "Can the proposed budget be attached to the Treasurer's Report and posted on the website"? Answer: Yes.

Staff Reports:

District Attorney Wahl discussed the condensed tutorial he sent to each Board member Re: The Sunshine Law.

As for the **Bid Procedure**, Mr. Wahl used the Clay County procedure as a guideline. All expenses of \$50,000 or more will require bids. This applies to contracts as well.

Regarding the RFQ process, if the County is "silent" on something, it diverts to State Law.

Easement on the North dam for installations, maintenance, repairs and inspections: The dams are co-owned by the District and HOA. Eminent domain was voted against several years ago and is **NOT** a consideration for access at this time. **IF** access is needed and denied, that option may need to be revisited. Conversations need to be held with the four (4) property owners involved, for easement. Mr. Ley volunteered to approach one owner for permission to access the siphon system for needed repairs. He would also ask for their opinion to obtain permission to access for major repairs.

Motion: Vice Chair Forhan Moved we enlist Mr. Ley to talk with the four (4) property owners on the North side of the North dam to obtain their permission for an easement to make inspections and repairs. With the objective of short term maintenance (verbal approval) building to long term maintenance including

tree removal and repairs (written approval). Second by Larry Pence.

Approved 7-1.

Trustee Reports:

Request For Qualification's (RFQ): The Board has been looking for an engineering firm to repair and refurbish the dams. There were several inquiries but only one firm applied. They have previous projects in Florida and have a local office. They prepared an attractive book that included pictures of the Lake Asbury dams and their proposed process.

Motion: Trustee Kocher Moved to invite the Hanson firm to a special meeting to discuss the next step. Second by Tom Lahey **Approved 8-0.** Several dates were suggested and Chairman Davis will contact them to confirm a date.

Trustee Lahey:

Mr. Russ Jones has requested to use dirt that is piled up by Lake Ryan. Several people have been taking dirt from the pile and the Board has no problem with him using it.

We need better reporting for mowing.

Trustee Pence:

Water testing report will be available at the May meeting. It appears that algae is coming from the retention pond runoff and is the County's responsibility. More testing needs to be done to prove where the algae is coming from.

Vice Chair Forhan:

Emergency Action Plan (EAP): is 150 pages. There needs to be a letter sent to Tracy Woods (county) asking permission to release the information, on our website, to all property owners.

Motion: Vice Chair Forhan Moved that the Board move forward with the installation of a Staff gauge on the South lake, by Mr. Tim Ley, at a cost of \$500.00. Second by Wantage. **Approved 8-0**

Motion by Vice Chair Forhan to adopt recording protocol for meetings. Second by Kocher **Approved 8-0.**

Fire Ant contract expires this month. Saint Johns River Water Management and the Corp of Engineers do not advocate a need for fire ant control. **Motion** by Vice Chair Forhan: Not to renew the fire ant contract. Second by Scally. **Approved 8-0.**

Motion by Vice Chair Forhan: We no longer require signatures on meeting minutes. Second Weisenburger. **Approved 8-0.**

Trustee Kocher will get three (3) quotes, to be presented in May, for a fifteen (15) foot walkway for ease of access to the South lake, for inspections, maintenance and repairs.

Motion by Weisenburger to purchase Workers Comp Insurance. Second by Kocher. **Approved 8-0.**

Trustee Kocher: We have needed a physical address several times for a variety of things the Board was attempting to do. The association will lease the small building on the side of the Community Center to us for this purpose. The Post Office will need to be contacted for the address and a locking mailbox will need to be installed. **Motion** by Vice Chair Forhan to pursue getting a physical address and mailbox for LAMSBD. Second by Weisenburger. **Approved 8-0**

No audience comments/questions were submitted.

Chairman Davis adjourned the meeting at 9:30pm

Prepared by: Shirley Phillips, District Secretary

Approved May 2, 2022