

**Lake Asbury Municipal Service Benefit District
Board Meeting April 6, 2015 Minutes
282 Branscomb Rd. (Lake Asbury Community Center)
Green Cove Springs, FL 32043**

1. Call to Order

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 Mark McMillan called the meeting to order at 6:46 p.m.

2. Roll/Quorum

The following trustees were present: Chairman Mark McMillan, Treasurer Tom Petrucci, Trustees, Tom Chandler, Lige Walden and Butch Huggins. Trustees absent: Vice Chairman Linda Parrish, Trustees Billy Tyrie, Bob Schiefer and Bill Futch. Staff present: District Attorney Wayne Flowers, District Engineer Mike Kelter, and Secretary Diane Walker. Others in attendance are listed on the sign-in sheet.

3. Administrative Announcements

Chairman McMillan gave the administrative announcements.

4. Approval of Minutes: March 2, 2015 Regular Meeting

Approval of the March 2, 2015 minutes was tabled until the next meeting.

5. Treasurer's Report: Treasurer's Report for April 6, 2015

Treasurer Petrucci advised that an invoice was received today from Merrell Brothers for their 10% retainage fee in the amount of \$8,737.00. District Engineer Mike Kelter commented that Merrell Brothers completed everything required, plus an extra dump truck or two of removal of material. After discussion, Trustee Parrish moved, seconded by Trustee Walden, **and carried 6-0, to authorize payment of invoice for 10% retainage fee from Merrell Brothers in the amount of \$8.737.00.**

After discussion, Trustee Parrish moved, seconded by Trustee Chandler, and **carried 6-0 to authorize the transfer of \$75,000 from the money market account into the checking account.**

After discussion Trustee Parrish moved, seconded by Trustee Chandler, and **carried 6-0 to approve the Treasurer's Report.**

6. **Approval of Checks:** Checks for April 6, 2015
Trustee Parrish moved, seconded by Trustee Chandler, and **carried 6-0 to approve checks 3113-3120.**

7. **Staff Reports:**

- a. District Engineer Mike Kelter
1. Lake Ryan Project Update

District Engineer Mike Kelter reported that the Lake Ryan dredging project is complete. Approximately 3,040 cubic yards of dirt was removed. Most of the dirt is stored on the northeast flank. A final inspection was made with 11 punch list items, which were taken care of in a couple of days. There was one incident in which a water main steel plate broke and put 47 homes without water for three or four hours. CCUA came and made the repair. The depth range in the middle of the channel is 3.5 - 7.3 feet. Overall the project looks great.

As an additional project, will be looking for a contractor to install sediment traps at the end of the fingers.

2. Other Business:

- (a) Hazard Mitigation Grant - A hazard mitigation grant was submitted to the State of Florida for Tier-3 funding for the Lake Ryan project. For the purposes of the grant, an estimated construction cost of \$344,500 was submitted. If the grant is approved \$41,000 will be received for the Lake Ryan project.
- (b) Simmons Trail - The Board of County Commissioners approved to add a portion of Simmons Trail to their list of roads to be maintained. Chairman McMillan explained to members in the audience that both he and Mike Kelter attended the County Commission meeting and spoke regarding Simmons Trail. The BCC vote passed 4-1.
- (c) RV Accident in North Lake – Damage to the dam due to an RV accident in the North Lake amounted to approximately \$1,500. Chairman McMillan commented that the RV went off of the

lower lake dam into the lake, not into Black Creek. When the RV was being brought out of the water, the undercarriage damaged the bulkhead.

Trustee Chandler suggested going ahead and making the repairs then collecting from the insurance company.

After discussion, Trustee Chandler moved, seconded by Trustee Petrucci, and **carried 6-0 to authorize expenditure up to \$2,500 for repair of damage caused by the RV accident and to submit a claim to the insurance company for the actual cost after repairs are made.**

- (d) Will be attending at a training session on dam construction specifications and inspections in Colorado and will not be at the next meeting.
- (e) Mike Kelter expressed his appreciation for the work Tom Petrucci does around the District.

b. District Attorney Wayne Flowers

District Attorney Flowers reminded the Board that it is time to discuss the upcoming fiscal year budget. Tom Petrucci commented that he will meet with Tom Hallquest and get the budget information for the next meeting.

8. Trustee Reports:

a. Chairman

Chairman McMillan commented that he noticed people picking up trash bags full of litter from Lake Asbury Drive down to the dam.

b. Vice Chairman - None

c. Trustees

Trustee Chandler gave a report on the cleanout on the catch drain on Dow Court

across from Hugh Collins' property where the water had been backing up into his yard. When oak leaves fall they fill the front of the drain on both sides and it won't be long before the County has to come out and clean it out again to get the water flowing. Mr. Collins suggested to the county that a wire mesh screen be installed to prevent oak leaves from clogging the drain. He was told that if the leaves fall on the screen and a big rain comes and the water can't get through, his property will flood. Trustee Chandler commented that he went by Mr. Collins' house prior to coming to the meeting and noticed that it is completely stopped up again and there is no screen. He cleaned it out with a shovel. Mr. Collins offered to pay for the screen and install it himself but the county would not agree to let him put it in. Having a removable screen would save the County money from having to come out as often. Trustee Chandler requested that Mike Kelter talk to someone at the county about installing a screen, even if it's a removable one. Mike Kelter commented that he would discuss it with the County.

Trustee Petrucci commented that split firewood will be available at his home for a little while longer.

9. **New Business:**

a. Comments from District Members

Sue Caputo, 478 Branscomb Road, inquired who is responsible for installing guard railing where the RV accident happened, the county or us. Mark McMillan commented that is a gray area because the dam itself is shared between the two boards but the County maintains the roadway. The County worked with the Board on the guard rails when the South Dam was done. The District will pay for guardrails to be installed on both sides when a new bulkhead is installed on the lower lake.

Discussion was held regarding liability for not having guard rails on the lower lake.

Trustee Huggins commented that the reason there are double guard rails on the South Lake and not on the North Lake is because the Board purchased guard rails from a company that was going out of business and made a deal with the county

to install them at no charge since the Board had bought them. At the time, there were more Board members that lived on the South Lake than on the North. The Board voted to put the guardrails on the South Lake to keep boats from backing in on the short side instead of being worried about the safety on the North Lake and putting the guardrail on the dangerous side.

10. **Adjournment** – The meeting adjourned at 7:44 PM. The next meeting will be May 4, 2015.

Diane Walker
Secretary



Mark McMillan, Chairman

LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

TREASURER'S REPORT

REPORT DATE: April 6, 2015

GENERAL CHECKING ACCOUNT

Balance as of March 1, 2015		\$	14,081.52
Prior Month Transfer from Savings	\$	20,000.00	
Prior Month Checks (Previously Approved)	\$	(22,629.51)	
Prior Month Checks Not on Prior List			
Total Prior Month Checks Not on Prior List	\$	-	
Balance as of March 31, 2015		\$	11,452.01

Current Checks

3113	Diane Walker	\$	(101.91)
3114	Florida UC Fund	\$	(1.32)
3115	United States Treasury	\$	(83.86)
3116	Florida Municipal Insurance Trust	\$	(313.00)
3117	Legacy Civil Engineers	\$	(879.00)
3118	Lewis Longman & Walker	\$	(2,000.00)
3119	Merrell Brothers, Inc.	\$	(58,304.70)
3120	Thomas Hallquest CPA, P.A.	\$	(150.00)
	<u>Total Checks for Current Month</u>	\$	<u>(61,833.79)</u>

Current General Checking Account Balance \$ (50,381.78)

MONEY MARKET CHECKING ACCOUNT

Balance as of March 1, 2015		\$	525,555.55
Prior Month Deposits	\$	8,999.52	
Prior Month Transfer	\$	(20,000.00)	
Prior Month Interest	\$	34.97	

Current Money Market Checking Account Balance \$ 514,590.04

Current Total Funds Balance \$ 464,208.26

Motion to accept Treasurer's Report and approve the Current Month's Checks

Submitted by: _____