

**Lake Asbury Municipal Service Benefit District**  
**Board Meeting December 7, 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 6:38 p.m.

**2. Roll/Quorum**

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

**3. Administrative Announcement:**

Chairman McMillan gave the Administrative Announcements.

**4. Approval of Minutes:** November 2, 2015 Regular Board Meeting

Trustee Walden moved, seconded by Trustee Petrucci and **carried 6-0 to approve the minutes of the November 2, 2015 regular meeting.**

**5. Treasurer's Report:** Treasurer's Report for December 7, 2015 (attached)

After discussion which included a transfer from savings to checking of \$15,000 to prevent any overdrafts, Trustee Huggins moved, seconded by Trustee Walden and **carried 6-0 to approve the Treasurer's Report.** Treasure Petrucci informed board members that the District should be receiving a portion of the State funds which should approximately be \$130,000 in January. Treasure Petrucci also informed the board that the Wells Fargo dredging loan payment of approximately \$35,000 will be due in February. Asked board to make a motion to allow him to transfer money to pay loan when due. Trustee Huggins moved to allow Treasure Petrucci to transfer up to \$40,000 from savings to pay loan, seconded by Trustee Walden and **carried 6-0 to approve transfer.**

**6. Approval of Checks:** Checks for December 7, 2015

After discussion which included a \$7,000 check which was written in November for insurance before policy lapsed, Trustee Huggins moved, seconded by Chairman McMillan and **carried 6-0 to approve checks 3167-3175.**

7. **Staff Reports:**

A. District Engineer Mike Kelter

1. Mr. Kelter reported he has in writing that Bowmasters will begin work at Lake Ryan on December 21<sup>st</sup> and will be completed by Christmas.
2. Mr. Kelter informed the board that the signs for the kettles have been ordered and should arrive next week. Asked for volunteers to help install.
3. Mr. Kelter provided all board members a Field Drawing map of drainage structures to provide to county maintenance. Mr. Kelter surveyed the entire Lake Asbury area showing all drainage structures. This will make for better communication between this board and the county maintenance. Mr. Kelter and board members had a discussion which included clarification/explanation of legend on map. Mr. Kelter will be providing a more detailed map next month.

B. Attorney Jeff Close – No Report

8. **Trustee Reports:**

A. Chairman

1. Discussion of money to complete Lake Ryan Dam Project in 2016. Treasure Petrucci reported said the district has money to complete the

B. Vice Chairman – No Report

C. Trustees – No Reports

9. **New Business:**

A. Request/Comments from District Members

1. Mr. Broadwell's written request to discuss the 150 yards (3000 cubic yards) of dirt on/next to his property. Mr. and Mrs. Broadwell graciously allowed the district to store the dirt to use on the Lake Ryan Dam Project. Chairman McMillan stated that unfortunately the project was postponed and the dirt has been on the property for over a year. Mr. and Mrs. Broadwell report the dirt is an eyesore, killing trees and vegetation due to erosion. After a lengthy discuss of the options (remove all dirt from property, remove the portion of dirt encroaching on their property, sell what is not needed) a motion was made by Trustee Huggins to authorize Mr. Kelton to spend up to \$25,000 to remove dirt off the Broadwell's property, level the dirt pile on district property, Hydro seed and remove silt fence, second by Trustee Petrucci. **Carried 6-0 for motion approval.**
2. Mr. Kelton to meet with the Mr. Broadwell this week to find property lines. He will update board members via e-mail on progress.

3. Mr. Petrucci to contact Beschsmith for price and time frame to move dirt and Hydro seed.
4. Mr. Behnker's written request to find out who built the boat ramp on the North Lake. Chairman McMillan stated the ramp was built by the Lake Asbury Lake Lot Owners Association. Per Trustee Huggins, LAMSBD does not own that property or dock. Mr. Behnker concerned on who actually owns the property. According to the last survey the boat ramp in not on LAMSBD property but on the property donated by Mrs. Ryan. Mr. Behnker also update the board on his law suit with LALLOA concerning fee charge by the organization. The board asked Mr. Behnker to table this discussion until next month when District Attorney Wayne Flowers will return. He is familiar with this situation.

10. **Adjournment** – There being no further business the meeting adjourned at 8:15pm.

Stephanie Willenbrecht  
District Secretary

  
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Mark McMillan, Chairman

# LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

## TREASURER'S REPORT

REPORT DATE: January 4, 2016

### GENERAL CHECKING ACCOUNT

Balance as of December 1, 2015		\$	1,101.55
Prior Month Transfer from Savings	\$	15,000.00	
Prior Month Checks (Previously Approved)	\$	(2,834.05)	
Prior Month Checks Not on Prior List			
Total Prior Month Checks Not on Prior List	\$	-	
Balance as of December 31, 2015		\$	13,267.50

### Current Checks

3176	Stephanie D Willenbrecht	\$	(145.14)
3180	Legacy Civil Engineers, Inc.	\$	(879.00)
3181	Lewis Longman & Walker	\$	(1,000.00)
3177	Magers & Associates, LLC	\$	(2,500.00)
3178	Mike Kelter	\$	(67.41)
3179	Thomas Hallquest CPA, P.A.	\$	(150.00)
3182	Rain God Irrigation (signs)	\$	(675.00)

### Total Checks for Current Month

\$ (5,416.55)

### **Current General Checking Account Balance**

**\$ 7,850.95**

### MONEY MARKET CHECKING ACCOUNT

Balance as of December 1, 2015		\$	386,685.74
Prior Month Deposits	\$	134,103.32	
Prior Month Transfer	\$	(15,000.00)	
Prior Month Interest	\$	31.52	

### **Current Money Market Checking Account Balance**

**\$ 505,820.58**

### **Current Total Funds Balance**

**\$ 513,671.53**

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

Submitted by: 

**Lake Asbury Municipal Service Benefit District**  
**Board Meeting February 1, 2016 Agenda**  
**282 Branscomb Rd. (Lake Asbury Community Center)**  
**Green Cove Springs, FL 32043**

1. **Call to Order** – Chairman McMillan
2. **Roll/Quorum** – Chairman McMillan

3. **Administrative Announcements:**

To the members in the audience:

1) If you wish to discuss anything on the agenda or not on the agenda, please complete a question request sheet and give to the Chairman. These discussions will take place as designated in the agenda or in the New Business section if the item is not on the agenda.

2) All members must speak from the podium, beginning with name, address & if you live within the boundaries of LAMSBD.

3) Members who wish to speak must first be recognized and can speak for five minutes. The five minutes includes comments from the Chair or Board Members with approval of the Chair.

Speakers can only be recognized by the Chairman, Board Members may not recognize, Board Members may make a request the Chairman to recognize a speaker.

Members may be requested to speak by the Chair on a selected basis during meetings for additional information, clarification, etc.

The District Attorney and District Engineer may be requested by the Chair to speak at any time for advice or information.

To the Trustees:

(1) All Trustees, including Board Officers must vote. A Trustee with a conflict of interest regarding business before the Board must declare that conflict with the Chair before the vote.

The District Attorney may be consulted on this issue.

(2) If a Trustee needs to leave early, the Trustee needs to advise the Chair. An important issue may need to be moved up for discussion earlier for approval & vote.

4. **Approval of Minutes:** January 4, 2016 Regular Meeting (minutes transcribed from hand written notes because meeting did not record properly); Motion & Approval
5. **Treasurer's Report:** Treasurer's Report for February 1, 2106; Motion & Approval
6. **Approval of Checks:** Checks for February 1, 2016; Motion & Approval
7. **Staff Reports:**
  - A. District Engineer Mike Kelter
  - B. District Attorney Wayne Flowers

**8. Trustee Reports:**

A. Chairman

B. Vice Chairman

C. Trustees

**9. New Business:**

A. Comments from District Members

**10. Adjournment** – The next meeting will March 7, 2016.