

**Lake Asbury Municipal Service Benefit District  
Board Meeting February 2, 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 6:44 p.m.

**2. Roll/Quorum**

The following trustees were present: Chairman Mark McMillan, Treasurer Tom Petrucci, Vice Chairman Linda Parrish, Trustees Billy Tyrie, Tom Chandler, and Butch Huggins. Trustees absent: Lige Walden, Bill Futch and Bob Schiefer. 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. Approval of Minutes: January 5, 2015 Regular Meeting**

Motion by Trustee Parrish, second by Trustee Tyrie and carried **6-0 to approve the minutes of January 5, 2015.**

**4. Auditor's Report (Not on Agenda)**

Mary Ann Magers reported that the audit report is completed but not able to be released until the Management Discussion and Analysis (MD and A) is completed. Mike Kelter is assisting with this to be included in the audit report. The deadline to be submitted to the Auditor General's office is March 31, 2015. Trustee Parrish inquired if there is a requirement to notify the constituency that it is available. Attorney Flowers commented that it may be required to be on the website under the new statute. Ms. Magers commented that it is public record will be on the Auditor General's website. District Engineer Mike Kelter explained the information he used for the MD and A and that he has completed a draft to be reviewed by Ms. Magers.

**5. Treasurer's Report: Treasurer's Report for February 2, 2015**

After discussion, motion by Trustee Parrish, second by Trustee Chandler and **carried 6-0 to approve the Treasurer's report.**

**6. Approval of Checks: Checks for February 2, 2015**

After discussion, motion by Trustee Parrish, second by Trustee Tyrie and **carried 6-0 to approve checks 3101-3106.**

Trustee Petrucci requested approval to make the Wells Fargo payment for the dredging loan, which is due on the 8th in the amount of \$43,897.61. He further requested approval to transfer \$45,000 into the checking account to cover that amount. There is one more year's payment due on the dredging loan. After discussion, motion by Trustee Parrish, second by Trustee Tyrie and **carried 6-0 to transfer \$45,000 from the Money Market account to the checking account.** After further discussion, motion by Trustee Parrish, second by Trustee Chandler and **carried 6-0 to pay Wells Fargo \$43,897.61 for the dredging loan.**

7. **Staff Reports:**

a. District Engineer Mike Kelter

1. Lake Ryan Project

District Engineer Mike Kelter reported that he and Trustee Petrucci met with CCUA to discuss relocation of the water main across Lake Ryan dam. CCUA raised the question of how certain they are that the project will be done as they want some certainty that the District is going to do the project this year or in the reasonable future before they spend money to put in a new water main and a new hydrant. He further reported that he and Trustee Petrucci have had discussions regarding the funding of the project.

Trustee Petrucci expressed his opinion that it would not be wise to change banks because of the timeline of the dredging and dam projects. First, would have to get all new checks. Taking money out of the account now and in June will leave a balance of approximately \$370,000. The dredging project will cost \$80,000 leaving a balance of approximately \$290,000 to \$300,000, which will not cover the cost of the dam improvements if the timeline for this fiscal year is adhered to. If the project is delayed two to three months, there will be adequate funding for next fiscal year to enable the dam project to be completed.

Mike Kelter asked if the Board would be agreeable to extending the dam improvement project through the end of this fiscal year. Bids will be sent out in July or August instead of March with construction to begin in September, thereby, using funds in the next fiscal year to do the project.

He reported that this was presented to CCUA so they would know the deadline to get their work done. The current estimate for the dam project is \$350,000 and the duration is 150-180 days.

After discussion, Trustee Huggins made a motion that was seconded by Trustee Parrish and **carried 5-0 to delay sending out bids on the dam improvement project until the first of August.**

Mike Kelter advised that all dredging equipment will be in place by the end of the week.

2. Other Business

Mike Kelter advised that a couple weeks ago he received many phone calls about erosion going into Bush Court. He contacted the County's area supervisor and found out that the county was doing ditch cleaning along Simmons Trail without putting up erosion and sediment control, which released a plume of dirt into Bush Court. The area supervisor later advised him that they had installed erosion and sediment control to slow down the amount of sediment that was going into Bush Court. Mr. Kelter stated that he has talked to Shawn Thomas and Jeff Beck about putting up erosion and sediment control before the county begins work. There is an issue where the county has done a lot of grading, and clearing and there is a lot of dirt waiting for a rainstorm. He stated that he suggested to them to build a swale and sod it and is waiting to hear back from them.

Trustee Chandler advised that the county has worked on his property but still need to remove two truckloads of sand. He was told that the sand removal would be done by Lawtey inmates and that his pipe would be put on the annual cleanout list.

Trustee Petrucci reported that he walked Cokesbury Court and is concerned that a resident has 3 piles of dirt that are not contained, and there are 2 or 3 large piles in the north part of the church parking lot also not contained. Mike Kelter reported that the county is giving away the piles of dirt to anyone that wants it, and that he has talked to them about putting up erosion and turbidity control. Chairman McMillan commented that pictures are needed of what Bush Court looks like now to be able to

show how much dirt goes into it if it does. Mike Kelter commented that we need to be proactive before the dirt goes back in. Attorney Flowers suggested presenting a record to the county on what it looks like now and how much money was spent on it, asking them to work with the District. After discussion, motion by Trustee Huggins, second by Trustee Chandler and **carried 6-0 that Mike Kelter get with Attorney Flowers to draft a letter under Mr. Kelter's name along with documentation to present it to the county.**

b. District Attorney Wayne Flowers – No Report

## 8. Trustee Reports:

### a. Chairman

- (1) Chairman McMillan reported that he received a letter from Chris Russell, Chairman of LALLOA stating that LAMSBD did not tell them we were going to start the Lake Ryan project. Attorney Flowers reported that he sent a response to Chairman McMillan in response to points in the letter. After discussion, motion by Trustee Parrish, second by Trustee Tyrie and **carried 6-0 for Attorney Flowers to respond to the three page correspondence from Mr. Chris Russell, Chairman of LALLOA, and address those items he feels pertinent on behalf of the LAMSBD.**
- (2) Chairman McMillan requested that the agenda be posted on the website seven days in advance.
- (3) Chairman McMillan advised that he spoke to Shawn Thomas regarding the repaving of the lower lake dam. This road is on the county's B list of roads to be repaved. Once all the roads on the A list are done, this project will be moved from the B list to the A list. He expressed his concern that three trustees, including himself, have discussed this project with Mr. Thomas and given different opinions as to when, why or how this project needed to be done. He requested that Trustees not contact the county directly to discuss this or any project that may be voted on, but to go through him or a designee first. Trustee Huggins commented that he spoke to Mr. Thomas about the project before the Board voted to pave the

road. After discussion, Chairman McMillan directed Secretary Diane Walker to send a letter to the county advising that the Board previously approved to have the road repaved across the entire North Lake dam.

- (4) Chairman McMillan requested reconsideration on the raises that were approved at the last meeting. He requested clarification if the raise would be monthly or per project. After discussion, a motion was made by Trustee Huggins, seconded by Trustee Tyrie and **carried 5-1 with Trustee Parrish dissenting to increase the monthly retainer of District Engineer Mike Kelter from \$733.00 per month to \$879.00 per month.** After further discussion, a motion was made by Trustee Huggins, seconded by Trustee Chandler and **carried 6-0 to increase the hourly wage of Secretary Diane Walker to \$22.00 per hour.**

Attorney Flowers requested that if the Board is considering an increase in his retainer, that it be done during the budget process. Trustee Huggins requested that consideration for an increase in the attorney's retainer be considered during the budget process. Trustees gave their consensus.

- (5) Chairman McMillan reported on an incident that occurred at his house of a vehicle that came into his yard then broadsided a brand new Tahoe that was sitting in the driveway next door, and then drove off. Also, in the past couple of years two motorcycles have ended up laying in his front yard. He commented he has witnessed residents speeding down Branscomb Road doing at least 60 MPH. Trustee Huggins suggested contacting Mr. Don Sutton of the Sheriff's Office to place a traffic controller on a pole to record the speed of vehicles. This will provide information on the time that vehicles are speeding and the sheriff's office will patrol during that time to catch the speeders. Chairman McMillan requested that Trustees talk to others to slow down. Trustee Parrish suggested having the county put some mobile smart trailers at different locations to let people know they are being watched. Chairman McMillan stated that he will contact Commissioner Ronnie Robinson, Gayward Hendry and Don Sutton to make them aware.

**b. Vice Chairman – No Report**

c. Trustees

1. Trustee Petrucci – Discussion on website

Trustee Petrucci commented that somebody is needed to keep track of the website to be sure the agenda and other items such as the budget are placed on the website in a timely manner. After discussion, Chairman McMillan directed Secretary Diane Walker to talk to Darla and report back at the next meeting.

9. **New Business:**

a. Comments from District Members – No Comments

10. **Adjournment** – The meeting adjourned at 8:19 PM. The next meeting will be March 2, 2015.

Diane Walker  
District Secretary



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~~Mark McMillan, Chairman - Acting~~  
Tom Petrucci, Treasurer

# LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

## TREASURER'S REPORT

REPORT DATE: February 2, 2015

### GENERAL CHECKING ACCOUNT

Balance as of January 1, 2015		\$	13,829.36
Prior Month Transfer from Savings	\$	20,000.00	
Prior Month Checks (Previously Approved)	\$	(18,194.55)	
Prior Month Checks Not on Prior List			
Total Prior Month Checks Not on Prior List	\$	-	
Balance as of January 31, 2015		\$	15,634.81

### Current Checks

3101	Diane Walker	\$	(157.78)
3102	Legacy Civil Engineers	\$	(879.60)
3103	Lewis Longman & Walker	\$	(4,175.00)
3104	Magers & Associates LLC	\$	(2,158.00)
3105	Thomas Hallquest CPA, P.A.	\$	(150.00)
3106	Thomas Petrucci	\$	(135.30)
	<u>Total Checks for Current Month</u>	\$	<u>(7,655.68)</u>

**Current General Checking Account Balance** \$ 7,979.13

### MONEY MARKET CHECKING ACCOUNT

Balance as of January 1, 2015		\$	574,970.19
Prior Month Deposits	\$	13,158.08	
Prior Month Transfer	\$	(20,000.00)	
Prior Month Interest	\$	79.66	

**Current Money Market Checking Account Balance** \$ 568,207.93

**Current Total Funds Balance** \$ 576,187.06

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

Submitted by: \_\_\_\_\_