

**Lake Asbury Municipal Service Benefit District**  
**Board Meeting January 4, 2016 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 6:40 p.m.

**2. Roll/Quorum**

The following trustees were present: Chairman Mark McMillan, Treasurer Tom Petrucci, Trustees Tom Chandler, Billy Tyrie, Lige Walden and Butch Huggins. Trustees absent: Vice President Linda Parrish, Bob Schiefer and Bill Futch. Staff present: 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:** December 7, 2015 Regular Board Meeting

Trustee Walden moved, seconded by Trustee Chandler and **carried 6-0 to approve the minutes of the December 7, 2015 regular meeting.**

**5. Treasurer's Report:** Treasurer's Report for January 4, 2016 (attached)

After discussion which included notification that the Wells Fargo loan will be paid in full in February for approximately \$4300 as final payment. A payment in the amount of approximately \$132,000 will be due to Ameritas for the spillway job. Audit should be finished by February board meeting. Signs are now posted along all areas. Trustee Walden moved, seconded by Trustee Chandler and **carried 6-0 to approve the Treasurer's Report.**

**6. Approval of Checks:** Checks for January 4, 2016

After explanation of checks, Trustee Tyrie moved, seconded by Trustee Chandler and **carried 6-0 to approve checks 3176-3182.**

7. **Staff Reports:**

A. District Engineer Mike Kelter

1. Mr. Kelter reported that 90% of the sediment traps have been completed. Treasure Petrucci has the invoice for total amount. Chairman questions why we should pay the entire invoice if job has not been completed. After discussion among board members Trustee Huggins made a motion to pay 70% of total invoice. Mr. Kelter was asked by Trustee Petrucci why there are no Top Caps (see photo.) According to original specification the spill way did not have Top Caps. Trustee Huggins suggested specification to place Top Caps. After further discussion, Trustee Huggins made motion to contact the contractor for cost to install Top Caps for safety issues, second Trustee Petrucci. Mr. Kelter concerned that only paying 70% of invoice but asking the contract to start another project. Trustee Huggins amended his original motion to pay 80% of total invoice in good faith for adding Top Cap job, seconded by Trustee Petrucci and **carried 6-0 to pay 80% of invoice.**
2. Mr. Kelter reported on the Lake Ryan dirt pile. He was unable to get a quote due to the holidays but is expecting a quote my end of week from four companies. The portion of the dirt pile is already marked for movement to other side of pile off the personal property of lot owner. The pile will be hydro seeded once moved. Mr. Kelter will have an answer to Chairman by Friday.

B. Attorney Wayne Flowers

1. Legislative session will remain in session until February. Mr. Flowers did not know of anything in the hopper that needs discussion.

8. **Trustee Reports:**

A. Chairman

1. Invitation for all Lake Asbury lot owners to catch as many carp fish and dispose of them properly to control population.
2. Plans to discuss with Mr. Langford in regards to obtaining more Shad fish for the lakes. Money has already been allocated for purchase.
3. Chicken wire has rusted and Carp are ramming holes in wire. Suggestion of replace with coated chain link fence next to dams and plant Eel grass.
4. It has come to his attention that non-resident has been fishing the lake illegally and pulling stringers of Bass. Private Property No Trespassing signs have been posted and residences need to call the CCSO (264-6512) with tag number and ask them to patrol the area. CCSO will then call FWC (1-888-404-3922) which can ticket and fine for violation. Board recommends residents should not confront the trespassers.

5. Chairman is asking that a letter be sent to Mr. Schiefer asking for his resignation from the board. Mr. Schiefer only attend meeting once or twice a year. Chairman has been approached by several residents wanting to join the board. Trustee Petrucci asked if he could personally speak to Mr. Schiefer about other residents wanting to serve on the board and his lack of attendance; before sending letter. Four board seats are up for re-election in 2016 – Mrs. Parrish, Mr. Walden, Mr. Chandler and Mr. Petrucci.
6. Received Letter of Resignation from Secretary Stephanie Willenbrecht due to family responsibility. Resignation accepted. Resident Melody Pickens has asked to take over position, board agreed. Chairman asked Ms. Willenbrecht to meet with Mrs. Pickens on responsibilities.
7. Chairman asked if Mrs. Broadwell happy with the actions of dirt pile. She agreed.

B. Vice Chairman – No Report

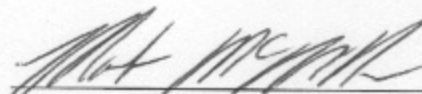
C. Trustees – No Reports

9. **New Business:**

A. Request/Comments from District Members – No Requests

10. **Adjournment** – There being no further business the meeting adjourned at 7:35pm.

Stephanie Willenbrecht  
District Secretary

  
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Mark McMillan, Chairman