

**Lake Asbury Municipal Service Benefit District  
Board Meeting June 2, 2014 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 6:35 p.m.

**2. Roll/Quorum**

The following trustees were present: Chairman Mark McMillan, Treasurer Tom Petrucci, Trustees Billy Tyrie, Lige Walden, Bob Schiefer, Tom Chandler, Butch Huggins and Bill Futch. Trustee absent: Linda Parrish. 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 Announcement:**

Chairman McMillan gave the Administrative Announcements.

**4. Approval of Minutes:** May 5, 2014 Regular Meeting

Motion by Trustee Walden, second by Trustee Petrucci, and **carried 8-0 to approve the minutes of May 5, 2014.**

**5. Treasurer's Report:** Treasurer's Report for June 2, 2014

Motion by Trustee Schiefer, second by Trustee Walden and **carried 8-0 to approve the Treasurer's Report of June 2, 2014.**

**6. Approval of Checks:** Checks for May 5, 2014

Treasurer Petrucci reported that the checks listed do not include the loan payment to be made of \$133,000 and is due before the next meeting. The check number will be 3044.

After discussion, motion by Trustee Schiefer, second by Trustee Petrucci and **carried 8-0 to approve checks 3036 through 3043.**

After further discussion, motion by Trustee Chandler, second by Trustee Petrucci and **carried 8-0 to approve check 3044 for the loan payment of \$133,000.**

**7. Staff Reports:**

a. District Engineer Mike Kelter

1. CCUA Project

Mike Kelter reported that the CCUA project started today. They will be acting as contractor and Boarhog will be the subcontractor. Duration of the project is expected to take about four weeks and will begin at the west end. A Sheriff's deputy will be on the road to slow down traffic. Mr. Kelter further reported that he authorized them to temporarily take down the chain link fence on the east side of the dam. They will reinstall the fence when complete. Trustee Huggins made a motion that the fence be moved 5 feet towards the lake when it is reinstalled. Trustee Tyrie seconded the motion. Mr. Kelter explained that only the fabric may need to be temporarily removed and not the posts too. After further discussion, Trustee Huggins withdrew his motion. Trustee Huggins made a motion, seconded by Trustee Chandler and **carried 8-0 that if the posts are removed, they be relocated 5 feet closer to the lake and if not removed, leave it as is.**

Trustee Petrucci commented that he has received phone calls regarding people fishing on the south side of the dam and parking on the south dam. More signage is needed. After discussion, motion by Trustee Huggins, second by Trustee Petrucci and **carried 8-0 to authorize Trustee Petrucci to purchase up to 10 signs to be installed on the dam as needed.**

Mike Kelter reported that he spoke to CCUA about the future of extending the eight inch line all through the west side and getting new fire hydrants installed. They stated that it's not in their capital budget right now but are looking at replacing 30% of their pipes that are asbestos cement pipes. A lot of these pipes are in the District. At the request of Trustee Futch, he will talk with Jeremy Johnson about putting in one additional fire hydrant with this project. Chairman McMillan suggested that Mr. Kelter contact Deputy Chief Motes or Chief Mock to get support. He commended that getting hydrants would lower insurance rates for residents.

2. Lake Ryan

Mike Kelter reported that in the past couple of weeks, the county has

started installing new pipes on the west finger of Lake Ryan. The project will be completed in another week or two. Quotes for surveying of Lake Ryan will be held up until the county work is complete so the pipes will be on the survey.

3. FEMA Flood Map Changes

Mike Kelter reported that he looked at the FEMA flood map changes extensively for Lake Asbury. He distributed an enlarged copy of the FEMA flood map and reviewed the changes made by FEMA. The North Lake has the lowest finished floor elevations. In doing research of elevation models and aerial photos, there appears to be no houses that are flood prone for the 100 year storm. In conversation with people that are not from FEMA but work around this issue a lot, his understanding is that the National Flood Insurance Program is trying to sell more flood insurance policies and get more premiums. It is possible that the way they are interpreting the rule is that if any part of a property is in the floodplain, they will probably say the house is in the floodplain, therefore, flood insurance is needed even if the house sits high on a hill and is in no danger of flooding. There is not a lot that the Board can do about it but tell people that do have flood insurance, when a survey is done on the property, be sure they get a finished floor elevation on their homes to verify that it is above the FEMA flood elevation. Trustee Huggins commented that because his property slopes down and part of it is in the flood zone, he had to prove to FEMA by a survey that his house is not that low and not in the floodplain.

4. Bush Court Dredging

Mike Kelter reported that as of today six bid packages have been sent out. An Addendum has been sent extending the deadline for submission two additional weeks to give the bidders more time to review. He distributed and reviewed a Bush Court Dredging plan.

5. Piping on South Dam

Mike Kelter reported that he spoke to the resident that reported water

flowing around the pipe on the South Dam. He stated that he inspected around the edges of the pipe during a rain event and did not see any of the reported movement. He will continue to watch it.

At this time, discussion on the tentative FY 2014/2015 budget was held. See 9.b. for the report and action taken.

**b. District Attorney Wayne Flowers**

1. Legislature has passed a requirement that all Special Districts have websites. There is a specific list of documents and information that have to be on the website. There may be some things that need to be added to the District's website and some reformatting done as to how things are presented. The deadline is October 2015 to complete. He stated that he will coordinate the requirements with the trustee in charge of the website.

Trustee Petrucci to get with Darla about putting the tentative budget on the website and designating a trustee to work with her to be sure the documentation is on the website as required by the legislature.

2. Even number seats 2, 4, 6, 8 and Seat 9 are up for election this year and will require qualification with the Supervisor of Elections office. The cost is \$25. Dates for qualification are June 16<sup>th</sup> at noon through June 20<sup>th</sup> at noon. Candidates can also qualify earlier and the Elections office will hold it until the 16<sup>th</sup>.

**8. Trustee Reports:**

**a. Chairman**

1. Chairman McMillan requested that Trustees keep an eye out for people on the lake where they are not supposed to be.
2. Chairman McMillan reported that the county is replacing pipe on Lake Ryan with corrugated metal pipe that is all one piece and they are also building an end wall, which will keep the dirt out of the lake.

**b. Vice Chairman - No report**

**c. Trustee Reports**

1. Tom Chandler – Removal of Carp

Trustee Chandler reported that he made contact, without commitment, to the archery club. A bow tournament would be run just like a bass or red fish tournament. The general outline is that a certain number of boats would be allowed to participate and an entrance fee is charged of \$30 to \$40. The entrance fee is returned as prizes for the largest carp, most pounds of carp, and highest number of carp. Trophies would also be given out at the end of the tournament.

A netting program was also looked into. However, there is no cast nets that work for carp, so the best way would be through archery clubs.

There are two main organizations to choose from to run the tournament. This event would draw archers from all over the state. It is recommended to be held at night because carp are too elusive during the day. Volunteers will be needed to bag the carp, and some form of transportation will be needed to put the carp in after they are brought out, counted, weighed, etc. Also, an area will be needed for the carp to be dumped to decompose.

Two tournaments per lake may be required to get as many carp as possible.

Chairman McMillan expressed concern with the parking of the vehicles and trailers for the participants. Permission would have to be granted by LALLOA to use the boat ramp.

Trustee Chandler stated that he will go to the next LALLOA meeting to discuss using the boat ramp.

2. Butch Huggins

Trustee Huggins reported that two men were catching and releasing fish on the North Lake. The fish they caught looked good.

3. Tom Petrucci

Trustee Petrucci reported that he followed up on the request to get the leaves off the bottom of the lake. He contacted the Department of Environmental Protection and was told the only way to get the leaves off the bottom of the lake is to drain the lake and let the leaves rot.

9. **New Business:**

a. Smart Box Cleanout

Mike Kelter reported that he spoke to Scott Land about this and it is on his list of things to do. Mr. Kelter suggested that a map be made of all of the boxes so he can check them regularly. He requested assistance from the trustees in locating them as some are very hard to see, and stated that he will bring an aerial map to the next meeting.

b. Discussion on tentative FY 2014/2015 budget – Tom Petrucci and Tom Hallquest  
(This discussion was held following the report by the District Engineer.)

1. Trustees reviewed expenses and made changes for the tentative 2014/2015 budget. After discussion, motion by Trustee Schiefer, second by Trustee Petrucci and **carried 8-0 to approve the amended budget for advertising for a public hearing on the tentative FY 2014/2015 budget.**

Attorney Flowers commented that the tentative budget has to be on the website at least 48 hours prior to the public hearing on July 7<sup>th</sup> and that at the next meeting, the Board will vote on adoption of the budget and the non-ad valorem assessment roll. He further commented that he would prepare the legal ad and forward to the Secretary for submission to the newspaper for publication.

c. Comments from District Members

1. Tom Bank, 1133 Lake Asbury Drive, spoke about the lawsuit he is involved in with LALLOA. Mr. Bank requested, at the leisure of the Board, a record of how the title to the lakes were turned over to LALLOA

Was there a vote of the County Commissioners? The work began in 1988 and the title was recorded in 1990.

Chairman McMillan commented that he was approached by a LALLOA member while on the lower lake and harassed about parking his truck on the dam. Trustee Futch requested that the Board consider passing a resolution allowing any officer of the Board to park there. Attorney Flowers commented that he would give the matter some thought as to whether the Board can do this.

**10. Adjournment** – There being no further business, the meeting adjourned at 8:20. The next meeting will be July 7, 2014.

Diane Walker  
Secretary



Mark McMillan, Chairman

# LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

## TREASURER'S REPORT

REPORT DATE: June 2, 2014

### GENERAL CHECKING ACCOUNT

Balance as of May 1, 2014		\$	10,630.62
Prior Month Transfer from Savings	\$	155,000.00	
Prior Month Checks (Previously Approved)	\$	(5,768.49)	
Prior Month Checks Not on Prior List			
Total Prior Month Checks Not on Prior List	\$	-	
Balance as of May 31, 2014		\$	159,862.13

### Current Checks

3036	Diane Walker	\$	(83.90)
3037	Clay Electric Cooperative	\$	(274.55)
3038	Clay Today Newspaper	\$	(87.60)
3039	Legacy Civil Engineers	\$	(733.00)
3040	Lewis, Longman & Walker PA	\$	(1,000.00)
3041	Rain God Irrigation & Landscaping	\$	(1,500.00)
3042	Thomas Hallquest CPA, P.A.	\$	(150.00)
3043	Thomas Petrucci	\$	(188.25)
	<u>Total Checks for Current Month</u>	\$	<u>(4,017.30)</u>

**Current General Checking Account Balance** \$ 155,844.83

### MONEY MARKET CHECKING ACCOUNT

Balance as of May 1, 2014		\$	587,858.51
Prior Month Deposits	\$	2,568.49	
Prior Month Transfer	\$	(155,000.00)	
Prior Month Interest	\$	87.72	

**Current Money Market Checking Account Balance** \$ 435,514.72

**Current Total Funds Balance** \$ 591,359.55

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

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