

**Lake Asbury Municipal Service Benefit District
Board Meeting June 1, 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 6:36 PM.

2. Roll/Quorum

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

3. Administrative Announcements

Chairman McMillan gave the administrative announcements.

4. Presentation: CCUA Presentation regarding easements

Lynn Valentin of CCUA requested an easement over the existing 6 inch PVC main over the Lake Ryan dam and over the existing 8 inch main that crosses the South dam. She commented that CCUA will also be reconstructing a portion of the main on the Lake Ryan dam before the construction work is done on the dam by LAMSBD. Chairman McMillan noted that the name for LALLOA is incorrect on the document. Ms. Valentin commented that the documents have been corrected with the correct name. Mike Kelter stated for the record that he has reviewed the documents and found them to be correct and the legal description to be accurate. He stated that he will attend the next LALLOA meeting and give them same verification. The Board concurred with Mr. Kelter attending the LALLOA meeting. He further stated that he will keep the Board posted when construction begins, the progress of construction and any disruptions that occur along the way. After discussion, Trustee Schiefer moved, seconded by Trustee Petrucci, and **carried 6-0, to approve Grant of Easement to CCUA as requested, contingent upon follow up by the District Attorney and District Engineer.** The Grant of Easement was signed by Chairman McMillan and witnessed by Secretary Diane Walker and Trustee Tom Petrucci. A fully executed Grant of Easement will be provided upon execution by LALLOA. Mike Kelter advised that CCUA is paying for the cost of their construction.

5. Approval of Minutes: May 4, 2015 Regular Meeting

Trustee Huggins moved, seconded by Trustee Tyrie and **carried 6-0 to approve the minutes of the May 4, 2015 meeting.**

6. **Treasurer's Report:** Treasurer's Report for June 1, 2015

Trustee Petrucci reported that a check for \$1,605 (\$1,500 plus taxes) was received from the insurance company of the man who ran his RV into the lake. The insurance company stated if it is not enough to cover the repairs, call them and they will pay for it with no problem. If it's less we can keep the balance and owe them nothing.

Trustee Petrucci requested authorization to move \$150,000 from the Money Market account to the checking account. After discussion, Trustee Tyrie moved, seconded by Trustee Petrucci, and **carried 6-0. to authorize Trustee Petrucci to move \$150,000 into the checking account from the Money Market account.**

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

7. **Approval of Checks:** Checks for June 1, 2015

Motion by Trustee Schiefer, seconded by Trustee Tyrie, and **carried 6-0, to approve checks 3128 – 3134.**

A. Discussion on FY 2015/2016 budget

Trustees reviewed expenses and made changes for the tentative 2015/2016 budget. After discussion, motion by Trustee Schiefer, seconded by Trustee Walden, and **carried 6-0, to approve the tentative budget as discussed with changes and authorization for Trustee Petrucci to put into a budget format for purposes of placement on the website.**

8. **Staff Reports:**

A. District Engineer Mike Kelter

1. Discussion regarding bids for bulkhead

Mike Kelter reported that a permit is required from St. Johns River Water Management District and the Department of Environmental Protection for the project, which will take a couple weeks to obtain. Will be ready to move forward at the next meeting.

Mike Kelter further reported that he attended training in Colorado in the last month and saw a dam overtop and move about a foot. He commented that with all the rain going on in Texas and dams going bad, the regulators are looking very carefully at permits being issued on dams. They still want this project to happen but are scrutinizing work on the dams more carefully. He and Trustee Petrucci will be meeting with St. Johns River

Water Management District and get the project moving forward so it is ready to bid out in August.

2. Other Business - None

B. District Attorney Wayne Flowers – No report

9. Trustee Reports:

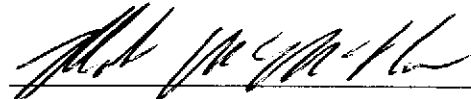
- A. Chairman – No report
- B. Vice Chairman – No report
- C. Trustees – No report

10. New Business:

- A. Comments from District Members – No comments
- B. Secretary Diane Walker commented that in going through some old correspondence, she found a letter to the post office of individuals authorized to pick up mail that is outdated. Trustee Petrucci commented that he was notified that the post office needs a letter from the District Secretary on letterhead that he is authorized to pick up mail. She noted that she will update the letter on file in the post office.

11. Adjournment – The meeting adjourned at 7:41 PM. The next meeting will be ^{July 6,} ~~August 3,~~ 2015.

Diane Walker
Secretary



Mark McMillan, Chairman

LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

TREASURER'S REPORT

REPORT DATE: June 1, 2015

GENERAL CHECKING ACCOUNT

Balance as of May 1, 2015		\$	15,881.22
Prior Month Transfer from Savings			
Prior Month - Insurance check deposit	\$	1,605.00	
Prior Month Checks (Previously Approved)	\$	(1,192.35)	
Prior Month Checks Not on Prior List			
3127 Clay Electric Cooperative	\$	(265.52)	
Total Prior Month Checks Not on Prior List	\$	(265.52)	
Balance as of May 31, 2015		\$	16,028.35

Current Checks

3128 Diane Walker	\$	(127.31)	
3129 United States Treasury	\$	(54.68)	
3130 Ameris Bank	\$	(132,987.52)	
3131 Lewis Longman & Walker	\$	(1,000.00)	
3132 Rain God Irrigation & Landscaping	\$	(1,700.00)	
3133 Thomas Hallquest CPA, P.A.	\$	(150.00)	
3134 Uncle Bob's Self Storage	\$	(577.80)	
<u>Total Checks for Current Month</u>	\$	(136,597.31)	

Current General Checking Account Balance **\$ (120,568.96)**

MONEY MARKET CHECKING ACCOUNT

Balance as of May 1, 2015		\$	456,878.28
Prior Month Deposits	\$	1,264.19	
Prior Month Transfer	\$	-	
Prior Month Interest	\$	31.05	

Current Money Market Checking Account Balance **\$ 458,173.52**

Current Total Funds Balance **\$ 337,604.56**

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

Submitted by: _____