

**Lake Asbury Municipal Service Benefit District
Board Meeting March 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. In the absence of Chairman Mark McMillan and Vice Chairman Linda Parrish, the meeting was chaired by Treasurer Tom Petrucci. The meeting was called to order at 6:44 PM.

2. Roll/Quorum

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

Treasurer Petrucci gave the administrative announcements.

- 4. Approval of Minutes:** February 2, 2015 Regular Meeting
Motion by Trustee Chandler, second by Trustee Tyrie and **carried 5-0 to approve the minutes of February 2, 2015.**

- 5. Treasurer's Report:** Treasurer's Report for March 2, 2015
After discussion, motion by Trustee Huggins, second by Trustee Chandler and **carried 5-0 to approve the Treasurer's Report as read.**

- 6. Approval of Checks:** Checks for March 2, 2015
After discussion, motion by Trustee Huggins, second by Trustee Tyrie and **carried 5-0 to approve checks 3108 through 3112.**

7. Staff Reports:

- a.** District Engineer Mike Kelter

1. Lake Ryan Project

Mr. Kelter presented and reviewed an update on the dredging project. As of Thursday, the project is 77% complete in the Southwest finger and 78% complete in the Northwest finger. A total of 24 cubic yards of dirt was dredged out and is piled on the east flank of the dam. The spoil has been

evaluated and found to be suitable for use in dam improvements. Because of a small issue with the wooden bulkhead on the Butler property, the depth of dredging in the northwest finger will be slightly reduced and the amount of sediment dredged from the lake will be reduced as well. In exchange for the reduced amount of dredging that was done, the contractor removed trees and will also put in some additional silt fence around the spoil site free of charge.

2. Other Business

- (a) Mr. Kelter presented and reviewed a letter to be sent to County Manager Stephanie Kopelousos regarding Sedimentation in the Lake Asbury Basin. The letter encourages a continued good working partnership with LAMSBD.
- (b) Brief discussion was held regarding action taken by the Board of County Commissioners regarding maintenance of Simmons Trail. Mr. Kelter expressed his concern with the area north of Cokesbury Road on Simmons Trail, which was not part of the discussion of the BCC. He explained that this section of road is a risk to dropping sediment and sand into the lake when a good rainfall occurs.
- (c) Mr. Kelter commented that The South Lake Dam will be two years old in April. As part of the Maintenance Bond, which expires in April, he will be doing an inspection and looking for any repairs needed.

b. District Attorney Wayne Flowers

Attorney Flowers commented that he worked with Mike Kelter on the letter to the County and prepared a letter on behalf of the Chairman in response to a letter from Chris Russell.

Mike Kelter reported that he worked closely with Secretary Diane Walker on the Public Records Request from Mr. Russell. He explained that he keeps certain

documents such as surveys in AutoCAD format and not PDF format. He further explained that the format the information Mr. Russell requested was in is in AutoCAD but can be converted to PDF easily. Secretary Walker requested he provide the documentation in PDF format since it can be converted easily. Mr. Kelter reported that he contacted Mr. Russell and provided the cost to him. Mr. Russell thought the price was too high and contacted the surveyor directly. Mr. Kelter commented that he had contacted the surveyor gave him authority to provide the documents requested. The surveyor cost was two and half times more than the cost from Mr. Kelter. Mr. Kelter expressed his opinion that he met the requirements of the Public Records Request to the fullest extent that he can do.

Trustee Petrucci explained to the members in the audience that engineering documents are stored in an AutoCAD program. Mr. Russell requested a digital copy and a hard copy in PDF. Attorney Flowers explained that a document is to be provided in the format that it is stored and is not required to be manipulated to the way a requester wants it. However, the document was provided in PDF as well as AutoCAD to Mr. Russell.

8. Trustee Reports:

- a.** Chairman – No report
- b.** Vice Chairman – No report
- c.** Trustees

1. Trustee Chandler expressed appreciation on behalf of Mr. Collins. He commented that the County came out and using the Vac truck blew dirt out of the pipe so water came through. Inmates removed some of the dirt. After the rainfall, the rest of it broke loose and you can now walk off the end of his dock. Still need the inmates to remove more dirt. Mike Kelter stated that he will make a phone call.

2. Trustee Schiefer expressed his feelings about citizens who do not come to meetings then make accusations about items that have been discussed.

3. Trustee Petrucci reported that free firewood is available at his house and everyone is invited to get what they want. Call him or Mike Kelter.

9. **Old Business:**

- a. Secretary Diane Walker – Report on website

Secretary Diane Walker reported that she spoke to Darla regarding posting items on the website and they have worked out a system whereby Diane will notify Darla by phone or text advising the minutes, agendas or other items have been sent to her. Mike Kelter advised that he will provide large maps in legal size. Trustee Chandler suggested that Attorney Flowers review any items posted. Attorney Flowers agreed to review the items placed on the agenda.

10. **New Business:**


- a. Comments from District Members

1. Len Nordgren thanked the Board for dredging Lake Ryan.

11. **Adjournment** – The meeting adjourned at 7:25 pm. The next meeting will be April 6, 2015.

Diane Walker
Secretary

Tom Petrucci, Acting Chairman



LAMSBD March 2, 2015

LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

TREASURER'S REPORT

REPORT DATE: March 2, 2015

GENERAL CHECKING ACCOUNT

Balance as of February 1, 2015		\$	15,634.81
Prior Month Transfer from Savings	\$	50,000.00	
Prior Month Checks (Previously Approved)	\$	(7,655.68)	
Prior Month Checks Not on Prior List			
3107 Wells Fargo Commercial Services	\$	(43,897.61)	
Total Prior Month Checks Not on Prior List	\$	(43,897.61)	
Balance as of February 28, 2015		\$	14,081.52

Current Checks

3108 Diane Walker	\$	(272.21)	
3109 Legacy Civil Engineers	\$	(879.00)	
3110 Lewis Longman & Walker	\$	(1,000.00)	
3111 Thomas Hallquest CPA, P.A.	\$	(150.00)	
3112 Merrell Brothers, Inc.	\$	(20,328.30)	
<u>Total Checks for Current Month</u>	\$	(22,629.51)	

Current General Checking Account Balance \$ (8,547.99)

MONEY MARKET CHECKING ACCOUNT

Balance as of February 1, 2015		\$	568,207.93
Prior Month Deposits	\$	7,315.21	
Prior Month Transfer	\$	(50,000.00)	
Prior Month Interest	\$	32.41	

Current Money Market Checking Account Balance \$ 525,555.55

Current Total Funds Balance \$ 517,007.56

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

Submitted by: _____