

**Lake Asbury Municipal Service Benefit District
Board Meeting May 5, 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. Vice Chairman Linda Parrish called the meeting to order at 6:55 p.m.

2. Roll/Quorum

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

The Administrative Announcements were dispensed with due to only one audience member in attendance.

4. Approval of Minutes: April 7, 2014 Regular Meeting

Motion by Trustee Walden, second by Trustee Tyrie, and **carried 5-0 to approve the minutes of April 7, 2014.**

5. Treasurer's Report: Treasurer's Report for May 5, 2014

Treasurer Petrucci reported that the file storage company has changed owners and is now Uncle Bob's Self Storage. They do not give one month free if paid in advance; however, the due date to pay is June 1st, so to avoid late charges the rent was paid one year in advance and is paid up until June 2015. Motion by Trustee Petrucci, second by Trustee Walden and **carried 5-0 to approve the Treasurer's Report of May 5, 2014.**

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

Motion by Trustee Walden, second by Trustee Petrucci and **carried 5-0 to approve checks 3029 through 3035.**

7. Staff Reports:

a. District Engineer Mike Kelter

1. Bush Court Dredging Project Bid Opening
Mike Kelter reported that the bid opening will be done at the next meeting.

Trustee Tyrie inquired how far out the dredging will be done. Mr. Kelter responded that the dredging will be done out as far as the first dock on the right side of Mr. Wearne's house.

Trustee Futch inquired about obtaining a Hold Harmless with residents. Mike responded that the only place anything will be done will be on the Judd's property for stockpiling. He further commented that language is in the contract that stipulates that if the contractor breaks anything on any resident's property, the contractor is responsible for repairs.

2. Lake Ryan Spillway
Mike Kelter reported that he sent out RFP's to get quotes for survey services of Lake Ryan.
3. The Health Department took samples for possible septic tank leakage. The results will be back in about three weeks. The Health Department will do what they need to do for compliance if the data shows there is leakage.

b. District Attorney Wayne Flowers

1. Grant of Easement on North Dam
Attorney Flowers reviewed changes made to the Grant of Easement. Jeremy from LALLOA commented that the document will be discussed at their next meeting. After discussion, motion by Trustee Petrucci seconded by Trustee Futch and **carried 5-0 to approve the new language in the Grant of Easement.**

Mike Kelter reported that he has drafted a letter to CCUA indicating that he has reviewed the plans and they are substantially in compliance with the engineering standards discussed.

9. Trustee Reports:

- a.** Chairman - No report

- b. Vice Chairman - No report
- c. Trustee -- No reports

10. New Business:

- a. Discussion on budget
 - 1. Treasurer Petrucci distributed and reviewed the Profit & Loss Budget vs. Actual report and requested that trustees review it and be prepared to discuss the budget more at the next meeting.

- b. Comments from District Members
 - 1. Ken Pelfrey – Mike Kelter reported that Ken Pelfrey brought two issues to his attention.

The first issue is that an individual has stated that when it rains, water comes out from around the overflow pipe instead of going through it on the South dam. Trustee Tyrie commented that he has seen this also. Mike stated that this is a serious condition and he will contact the individual and get more information.

The second issue is that FEMA has changed the flood maps and a lot of houses have been placed into a flood plain. Mike stated that he is concerned about how they map their flood plain and will review the maps at the county and talk to the engineering department. He will discuss with them if they are amendable to allowing the community to file a Letter of Map Revision (LOMAR) for the entire community. He stated that he will bring an update at the next meeting.

- 11. Adjournment** – There being no further business, the meeting adjourned at 7:31. The next meeting will be June 5, 2014.

Diane Walker
Secretary


Mark McMillan, Chairman

LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

TREASURER'S REPORT

REPORT DATE: May 5, 2014

GENERAL CHECKING ACCOUNT

Balance as of April 1, 2014		\$	3,585.25
Prior Month Transfer from Savings	\$	10,000.00	
Prior Month Checks (Previously Approved)	\$	(2,954.63)	
Prior Month Checks Not on Prior List			
Total Prior Month Checks Not on Prior List	\$	-	
Balance as of April 30, 2014		\$	10,630.62

Current Checks

3029	Diane Walker	\$	(134.69)
3035	Legacy Civil Engineers	\$	(733.00)
3030	Lewis, Longman & Walker PA	\$	(1,000.00)
3031	Magers & Associates, LLC	\$	(2,423.00)
3032	Rain God Irrigation & Landscaping	\$	(750.00)
3033	Thomas Hallquest CPA, P.A.	\$	(150.00)
3034	Uncle Bob's Self Storage	\$	(577.80)
	<u>Total Checks for Current Month</u>	\$	<u>(5,768.49)</u>

Current General Checking Account Balance **\$ 4,862.13**

MONEY MARKET CHECKING ACCOUNT

Balance as of April 1, 2014		\$	584,545.82
Prior Month Deposits	\$	13,225.34	
Prior Month Transfer	\$	(10,000.00)	
Prior Month Interest	\$	87.35	

Current Money Market Checking Account Balance **\$ 587,858.51**

Current Total Funds Balance **\$ 592,720.64**

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

Submitted by: _____