

**Lake Asbury Municipal Service Benefit District
Board Meeting November 10, 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 6:42 p.m.

2. Roll/Quorum

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

Chairman McMillan gave the Administrative Announcements

4. Approval of Minutes: October 6, 2014 Regular Meeting

Motion by Trustee Huggins, second by Trustee Petrucci and **carried 6-0 to approve the minutes of October 6, 2014**

5. Treasurer's Report: Treasurer's Report for November 10, 2014

After discussion, motion by Trustee Tyrie, second by Trustee Walden and **carried 6-0 to approve the Treasurer's Report of November 10, 2014 (attached).**

6. Approval of Checks: Checks for November 10, 2014

After discussion, motion by Trustee Chandler, second by Trustee Walden and **carried 6-0 to approve the checks.**

7. **Staff Reports:**

a. District Engineer Mike Kelter

1. Lake Ryan Dam and Dredging Project

(A) Lake Ryan Dredging Project:

Mike Kelter distributed and reviewed a proposed Invitation to Bid. Bids will be opened on December 18th and recommendations will be brought back to the board at the January meeting.

He commented that on the Southwest finger, if the contractor does mechanical dredging, we will need to know about this fairly early as a construction easement will be needed to get vehicles in and out. For hydraulic dredging, we will have to create some sort of boat ramp on the dam. The only issue with the southwest finger is a fence that encroaches on District property. The property owner's son stated that he would relocate the fence off District property. There are no bulkheads and only one boat dock. The boat dock owner said he would tear the dock out and build a new one once the dredging is complete.

On the Northwest finger, anything done at 634 Lake Asbury Drive is going to involve moving across the property unless we pump directly from finger to Lake Ryan dam. Talked to owner about getting an easement and he is considering it. If he does not agree to it, dredging cannot be done on the Northwest finger.

He requested feedback on the plan and recommended putting in sediment traps for the dam project.

After discussion, a motion was made by Trustee Huggins, seconded by Trustee Petrucci and **carried 6-0 to authorize Mike Kelter to begin the bidding process.**

Attorney Flowers advised that LALLOA needs to be notified of the project. After discussion, a motion was made by Trustee Huggins, seconded by Trustee Chandler and **carried 6-0 for the Secretary to send a letter to LALLOA notifying them of the project.**

(B) Lake Ryan Dam Improvements Project:

- There is plenty of dirt to reshape the face.
- A meeting will be set up with CCUA to discuss relocating of water main. An easement will be needed for the pipe.
- Have met with SJRWMD on site.
- Fire hydrants may not be able to be included if the project is considered not large enough, but they will be discussed.
- The goal is to present the project to the SJRWMD by the middle to third week of December, start the bidding in January and award the bid in March.
- Draining of the lake is not foreseen for either the dredging or dam improvement.

2. Other Business

(a) North Lake Dam

C & C Surveyor's is willing to extend the price of \$6.92 per linear foot on the North Dam to get a good topographic survey. For 1,600 feet the cost would be \$11,076. Mr. Kelter recommended that the Board amend the contract with C&C Surveyors to do the North Dam to include the boundary survey of the boat ramp. It is a complex project that will take three to four years to complete due to the many issues that will be encountered.

After discussion, a motion was made by Trustee Huggins, seconded by Trustee Walden and **carried 6-0 to authorize C & C Surveyor's to do a topographic survey of the North Dam to include a boundary survey of boat ramp at a price of \$6.92 linear foot.**

(b) Dam Owner's Workshop

Mike Kelter encouraged Board members to attend a Dam Owner's Workshop being held for all dam owners in Northeast Florida on November 18th at the Clay County Emergency Operation Center at 1:00. There is no charge to attend. Attorney Flowers advised that more than one trustee can attend without going through a sunshine noticing process as long as don't engage in any conversations about the District, the dams and any current or future activities related to it.

b. District Attorney Wayne Flowers

1. Discussion on Appeal

Attorney Flowers distributed and discussed a proposed Order that includes an Exhibit memorandum from Mike Kelter. The Order memorializes reasons for the action of the Board in regard to an appeal made by Chris Russell at its August meeting. He made note of two minor typos that will be corrected, if approved, before being signed by the Chairman. The corrections do not change the substance of the Order. After discussion, motion by Trustee Chandler, second by Trustee Petrucci and **carried 6-0 to accept with noted changes by counsel.**

He thanked those on the Board and in the audience for their military service.

8. **Trustee Reports:**

a. Chairman

(1) Chairman McMillan commented regarding the aquatic management presentation that we are waiting to hear about the budget, but we are definitely going to set up a long-term management plan.

Trustee Petrucci commented that he has CDs of the plan from the book given out at the meeting for anyone that wants one.

(2) Chairman McMillan advised that Freddie Langford will be coming this week to put Shad in the North and South lakes. He further advised that Mr. Langford offered to also bring and plant eel grass, set up a 25 foot fence to allow the eel grass to grow, and to remove some of the Carp by cast netting for an extra \$500. This will be done a trial basis this time. Removal of Carp by cast netting has been successful in other lakes. If successful here and the Board wants to enter into a contract with him, he will plant eel grass along the entire length of the dams and get the eel grass growing and remove the Carp by cast netting. Mr. Langford feels that about 50% of the Carp need to be removed. A place to dispose of the Carp that are caught will be needed. Trustee Huggins offered to take the Carp. If a contract is done, Mr. Langford will take care of disposing of the Carp.

After discussion, motion by Trustee Huggins, second by Trustee Walden and **carried 6-0 to pay Freddie Langford \$2,000 for Shad for this year.**

Motion by Trustee Huggins, second by Trustee Tyrie and **carried 6-0 to pay Freddie Langford \$500 to plant eel grass and remove Carp.**

(3) Chairman McMillan commented that he attended the last LALLOA meeting and was told that in order to alleviate having to stand in the water to open and shut the gate on the North Lake boat ramp, LALLOA will have to move the gate forward four feet to get it to fit around the light pole. However, if this is done, his truck will be in the middle of the road until the gate can be opened.

(4) Chairman McMillan inquired of Mike Kelter if the chain link fence that runs between his house and the vacant lot will be removed when the Lake Ryan dam project is done. If so, new fencing is needed. Mike Kelter responded that it will have to be moved.

b. Vice Chairman – No report

c. Trustees

(1) Tom Petrucci – Trustee Petrucci commented that he noticed when going around the lake with the people from FEMA, that the side of Lake LARC that is on our property looks bad. He requested considering getting an estimate from

Rain God to mow once or twice a year. Chairman McMillan expressed his opinion that we should not do anything to it and stated that he will stop by and talk to them.

9. New Business:

a. Comments from District Members – No Comments

b. Secretary Diane Walker requested authorization to advertise the 2015 meeting dates. Motion by Trustee Huggins, second by Trustee Petrucci and **carried 6-0 to authorize advertising of the 2015 meeting dates.**

10. Adjournment – There being no further business the meeting adjourned at 7:57. The next meeting will be December 1, 2014.

Diane Walker
Secretary



Mark McMillan, Chairman

LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

TREASURER'S REPORT

REPORT DATE: November 10, 2014

GENERAL CHECKING ACCOUNT

Balance as of October 1, 2014		\$	5,200.38
Prior Month Transfer from Savings			
Prior Month Checks (Previously Approved)	\$	(2,444.57)	
Prior Month Checks Not on Prior List			
Total Prior Month Checks Not on Prior List	\$	-	
Balance as of October 31, 2014		\$	2,755.81

Current Checks

3077	Diane Walker	\$	(125.45)
3078	C&C Land Surveyors Inc.	\$	(5,450.00)
3079	Legacy Civil Engineers	\$	(733.00)
3080	Lewis, Longman & Walker PA	\$	(1,000.00)
3081	Rain God Irrigation & Landscaping	\$	(750.00)
3082	Thomas Hallquest CPA, P.A.	\$	(150.00)
3083	Lewis, Longman & Walker PA	\$	(1,000.00)
	<u>Total Checks for Current Month</u>	\$	<u>(9,208.45)</u>

Current General Checking Account Balance **\$ (6,452.64)**

MONEY MARKET CHECKING ACCOUNT

Balance as of October 1, 2014		\$	416,610.72
Prior Month Deposits			
Prior Month Transfer			
Prior Month Interest		\$	63.69

Current Money Market Checking Account Balance **\$ 416,674.41**

Current Total Funds Balance **\$ 410,221.77**

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

Submitted by: _____



Balances - Deposit Accounts

Report created: 11/10/2014 01:51:31 PM (ET)
 Accounts: All accounts
 Date range: 11/10/2014
 Account sort: Account number

<i>As of Date</i>	<i>Account Number Description</i>	<i>Ledger balance</i>	<i>Accessible balance</i>	<i>Total credits</i>	<i>Total debits</i>	<i>One day float</i>	<i>Available balance</i>
Checking Accounts							
11/10/2014 01:51 PM (ET)	*3227 Checking		\$18,230.81				\$18,230.81
11/10/2014 01:51 PM (ET)	*7497 Checking		\$401,674.41				\$401,674.41