

**Lake Asbury Municipal Service Benefit District**  
**Board Meeting September 14, 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 6:45 p.m.

**2. Roll/Quorum**

The following trustees were present: Chairman Mark McMillan, Treasurer Tom Petrucci, Trustees Billy Tyrie, Lige Walden, Tom Chandler, and Butch Huggins. Trustees absent: Vice President Linda Parrish, Trustees Bob Schiefer, and Bill Futch, Staff present: Attorney Brenna Durden for District Attorney Wayne Flowers, District Engineer Mike Kelter and Secretary Stephanie Willenbrecht. Others in attendance are listed on the sign in sheet

**3. Administrative Announcement:**

Chairman McMillan gave the Administrative Announcements.

**4. Approval of Minutes:** August 3, 2015 Regular Board Meeting

Trustee Walden moved, seconded by Trustee Chandler and **carried 6-0 to approve the minutes of the August 3, 2015 regular meeting.**

**5. Treasurer's Report:** Treasurer's Report for September 14, 2015 (attached)

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

**6. Approval of Checks:** Checks for September 14, 2015

After discussion, Trustee Walden moved, seconded by Trustee Petrucci and **carried 6-0 to approve checks 3147-3152.**

**7. Staff Reports:**

**A. District Engineer Mike Kelter**

1. Mike Kelter reported receiving bid for the sediment traps project from Hayward Construction Group, LLC. (attached) After a lengthy discussion, the board approved to accept the bid. The project will begin as soon as contract signed. Mr. Kelter asked for approval of \$2,300. to secure the contract (10% of total bid). Trustee Petrucci moved to sign contract and begin project with \$2,300 amount to secure, second by Trustee Huggins and **carried 6-0 to accept bid and begin project.**

**B. Attorney Brenna Durden – No Report**

**8. Trustee Reports:**

**A. Chairman**

1. Met with County Commissioner Ronnie Robinson concerning getting help with upkeep of lakes and dams. Mr. Robinson stated he will not be seeking re-election after his final year. He stated that he was proud of the LAMSBD for taking the lead and providing improvements and upkeep of the lakes and dams with their own money. He also stated that after the county commission pays for roads, firehouses, etc they have no more money. He recommend our committee got to SJRWM for assistance. Chairman would like the LAMSBD not rely on other organizations for fund. Trustee Huggins reminded the committee that they still have the authority to raise the yearly lot dues from \$600. To \$1,000.

**B. Vice Chairman – No Report**

**C. Trustees – No Reports**

**9. New Business:**

**A.** Calendar meeting dates for 2016 to be submitted to board at October meeting by Stephanie Willenbrecht.

**B.** Comments for District Members

**a.** June Pettit added her comments to increase the lot duet to \$1,000.

10. **Adjournment** – There being no further business the meeting adjourned at 7:43pm.

Stephanie Willenbrecht  
District Secretary

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Mark McMillan, Chairman