

Lake Asbury Municipal Service Benefit District  
Board Meeting **September 12, 2016 Minutes**  
282 Branscomb Rd. (Lake Asbury Community Center)  
Green Cove Springs, FL 32043

**1. Call to order**

A. 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 6:40 p.m.

**2. Roll/Quorum**

A. The following trustees were present: Chairman Mark McMillan, Vice Chairman Linda Parrish, Treasurer Tom Petrucci and trustees Tyrie, Walden, Petrucci, Cottrell and Chandler – a quorum of seven, excluding the Chairman. Trustees absent: Trustees Huggins, and Bill Futch. Staff present: Mr. Jack McWilliams (sitting in for District Attorney Wayne Flowers), District Engineer Mike Kelter, and Secretary Melody Pickens. Staff absent: District Attorney Wayne Flowers and Accountant Tom Hallquest. Others in attendance are listed on the sign in sheet.

**3. Administrative Announcement:**

- A. Chairman McMillan gave the Administrative announcements.
- B. Trustee Brandon Cottrell was sworn in by Attorney McWilliams.

**4. Approval of Minutes**

A. A motion was made to approve the August 1, 2016 Regular Board Meeting minutes with a one word correction by Vice Chairman Parrish was seconded by Treasurer Petrucci. Carried 7-0.

**5. Treasurer's Report**

A. Vice Chairman Parrish moved to approve the Treasurer's Report, seconded by Trustee Walden. Carried 7-0.

**6. Approval of Checks**

A. After explanation of checks, Vice Chairman Parrish, seconded by Trustee Walden moved to approve checks 3221 – 3228. Carried 7-0.

**7. Staff Reports**

**A. Accountant Tom Hallquest**

- 1. Absent.

**B. Attorney Wayne Flowers**

- 1. Mr. Flowers was absent. He was represented by Mr. Jack McWilliams who swore in new member Brandon Cottrell.

**C. District Engineer Mike Kelter**

- 1. Mr. Kelter met with the new Clay County Public Works director, Dale Smith, to discuss cleaning smart boxes. He asked if a cleaning schedule could be set up. He also asked to meet with him monthly. Trustee Chandler asked how often the smart boxes should be cleaned.

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Trustee Chandler also asked about erosion that is occurring near the boxes and whether the filled boxes could be contributing to the problem. He wanted a letter send to the commissioners citing the problems for the record. Chairman McMillan reminded us that the erosion is occurring in an area over which the board has no control. Vice Chairman Parrish suggested getting board members together with Mr. Smith for a meet and greet.

2. Treasurer Petrucci will meet with Mr. Kelter within the next week to begin permitting to begin work on the Lake Ryan spillway project.

D. **Secretary**

1. Secretary Pickens urged board members to use their official e-mail address as recommended by Mr. Flowers.

8. **Trustee Reports**

A. **Chairman**

B. **Vice Chairman**

1. Vice Chairman Parrish complained that the spatterdock around her dock impedes her access to the lake and that she was told that its presence would lower her property value. She would like to have the board take action to remove it. Discussion ensued about the danger of using herbicides in the lake and setting a precedent whereby other owners would request the same service.

C. **Trustees**

1. Treasurer Petrucci received a quote from Mark at Raingod of \$2,500 to \$3,000 to clear out and dispose of emergent vegetation in an Arthur Moore finger.

9. **Adjournment:** There being no further business the Chairman adjourned the meeting at 7:50 p.m.

Melody Pickens  
District Secretary

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Mark McMillan, Chairman