

**Lake Asbury Municipal Service Benefit District
Board Meeting December 2, 2013 Minutes
282 Branscomb Road (Lake Asbury Community Center)
Green Cove Springs, Florida 32043**

William "Billy" Tyrie was sworn in by District Attorney Wayne Flowers. Trustee Tyrie was seated as a Trustee.

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 6:47p.m.

2. Roll/Quorum

The following trustees were present: Chairman Mark McMillan, Treasurer Tom Petrucci, Trustees Butch Huggins, Bill Futch, Lige Walden and Billy Tyrie. Absent trustees: Bob Schiefer, Linda Parrish and Tom Chandler. 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: November 4, 2013 minutes

Motion by Trustee Walden, seconded by Trustee Petrucci and **carried 6-0 to approve the October 7, 2013 minutes.**

5. Treasurer: Treasurer's Report for December 2, 2013

Trustee Petrucci reported that a check was also cut for the annual renewal of the post office box in the amount of \$60.00 which is not in the checks listed. Also checks 2991 and 2992 for two fish deliveries were paid but are not included in the checks listed. One more delivery will be made and payment will be made at that time. A motion was made by Trustee Huggins, seconded by Trustee Futch and **carried 6-0 to approve the Treasurer's Report and Checks for December 2, 2013.**

6. Approval of Checks: Checks for December 2, 2013

Approved is same motion with Treasurer's Report. See #5

7. **Staff Reports:**

a. **District Engineer Mike Kelter**

(1) Title Search - Mike Kelter distributed a scope of work for a title search that was sent to four title companies: Taylor, John Tolson, First American Title and Chicago Title. The lowest price received so far was \$1,000. Still waiting for a couple of prices. It was sent out with a copy of the map and a packet of deeds and other research done on properties such as dates of property transfer. It was interesting to note that none of the land on the North Dam was included in any of the plats for the Lake Asbury area. Also, Donnie Wright's lot is unplatted. Asking to confirm that we own the property that we think we own and whether or not there are easements on the Donny Wright parcel and the other parcel. All the easements needed are on Donnie Wright's property. Should have four bids by the next meeting.

Trustee Futch reported that he obtained a letter of permission from Donnie Wright to go onto his property.

(2) Pezometer Readings – Getting enough data to look at trends. Because of the amount rain last year, Lake Ryan and the North Dam are trending higher than last year at this time, but not outrageously high. At the South Dam, the level on the middle pezometer is about a foot lower than what it was during construction. He stated that he will bring a graph showing levels at the next meeting. The toe drains on the South Dam are putting out a lot more water than they did in the past because of improvements made on it. Toe drains respond to rain levels and are performing very well.

(3) Siphon System – Mr. Kelter reported that he has not worked any further on this until get the land issue taken care of. He will bring a report on the options to the next meeting.

b. **District Attorney Wayne Flowers** – No report

8. **Trustee Reports**

a. Chairman

(1) Millings – Chairman McMillan requested an update on the millings for Simmons Trail. Trustee Petrucci reported that the county has the millings and is ready to proceed; however now the machinery is not ready. In order to proceed as soon as possible, the District will need to pay an extra \$400 to get 1,000 feet of Simmons Trail (from Cokesbury to top of grade) paved with millings. The county does not have rip rap

available now. After further discussion, motion by Trustee Futch, seconded by Trustee Petrucci, and **carried 6-0 to pay an additional \$400 for the Simmons Trail milling project.** Trustee Tyrie inquired if there is any other place that rip rap can be purchased. Mike Kelter advised that the hauling cost of rip-rap gets prohibitive and that is why getting it from the 209 project was good because of its close location. It was the consensus to wait until the county has rip rap available and a dump truck that can deliver it. Further discussion was held. No action was taken.

(2) Lake Ryan – Chairman McMillan requested an update on Lake Ryan. Mike Kelter reported that it is on the County's list of projects, but a starting date is not known.

b. Vice Chairman – No report

c. Trustees

- *Bill Futch*

(1) Trustee Futch suggested that Trustee Tyrie be responsible for insurance since he has experience in the insurance business. Trustee Petrucci will put insurance information he has together and give to Trustee Tyrie. The board gave its consensus.

- *Tom Petrucci*

(1) Trustee Petrucci reported that the county is making changes to the letter regarding the Simmons Trail stabilization project. He will get it to Attorney Flowers with the changes. Once the paper is signed, the project should be done within two weeks.

(2) Trustee Petrucci reported that the bids from the auditing firms were reviewed by Tom Hallquest. Both bids are almost identical; however, the only difference is that the firm of Magers is local while the other is located in Palatka. A local firm will provide easier access to discuss matters with when needed. Trustee Petrucci recommended hiring the firm of Magers. After discussion, motion by Trustee Futch, seconded by Trustee Petrucci and **carried 6-0 to hire the firm of Magers as auditor for the District.**

- *Butch Huggins*

(1) Newsletter – Trustee Huggins requested that Trustee Futch put an article in the next newsletter explaining that the lakes are not being sprayed and that the lily

pads grow up in the spring when the weather turns warm and die back when the weather cools off. He commented that four or five residents have asked him why the lakes are being sprayed.

Trustee Futch stated that there will be no article in the December issue because the deadline of November 25th caught him unaware, but will put something in the following one.

- *Billy Tyrie*

(1) Trustee Tyrie reported that regarding the North Dam, he has been given permission to go on a property that was previously discussed to install pipe. Mike Kelter advised that this has been discussed with the contractor and the work will be done. They were to start this week but have not shown up. He will contact the contractor.

Mike Kelter advised that the contractor will be completing the other projects also.

9. New Business

a. Comments from District Members

- Len Nordgren, 762 Lake Asbury Drive, inquired if preliminary action can be obtained to get the Lake Ryan project done and if there will be money available to get the job done.

Chairman McMillan explained that the county will be out to look at it in January or February. Further discussion was held.

Chairman McMillan requested that when the lake is dropped, the kettle be checked as it has not been checked in 30 years. Trustee Huggins stated that it was checked when the carp were added, a diver had to go down and put a screen on. It is in good tact.

- Chairman McMillan explained to Mr. Wearne that the board approved to pay \$400 to the contractor to start putting millings down either this week or next week.

b. Discussion regarding cleaning out smart boxes

No action need at this time. This will be brought back in June 2014.

10. Adjournment

There being no further business, the meeting adjourned at 7:53 p.m.

Diane Walker
Secretary



Mark McMillan, Chairman

LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

TREASURER'S REPORT

REPORT DATE: December 2, 2013

GENERAL CHECKING ACCOUNT

Balance as of November 1, 2013		\$	11,849.66
Prior Month Transfer from Savings			
Prior Month Checks (Previously Approved)	\$	(2,325.14)	
Prior Month Checks Not on Prior List			
2991 Langford Aquatics, Inc.	\$	(2,000.00)	
2992 Langford Aquatics, Inc.	\$	(2,000.00)	
Total Prior Month Checks Not on Prior List	\$	<u>(4,000.00)</u>	
Balance as of November 30, 2013		\$	5,524.52

Current Checks

2993 Diane Walker	\$	(119.09)	
2994 Legacy Civil Engineers	\$	(733.00)	
2995 Lewis, Longman & Walker	\$	(1,000.00)	
2996 Sarman Enterprises, LLC	\$	(2,000.00)	
2997 Thomas Hallquest CPA, P.A.	\$	(200.00)	
2998 Florida UC Fund	\$	(4.52)	
2999 United States Treasury	\$	<u>(67.80)</u>	
<u>Total Checks for Current Month</u>	\$	<u>(4,124.41)</u>	

Current General Checking Account Balance **\$ 1,400.11**

MONEY MARKET CHECKING ACCOUNT

Balance as of November 1, 2013		\$	421,063.57
Prior Month Deposits	\$	72,915.80	
Prior Month Transfer			
Prior Month Interest	\$	<u>64.73</u>	

Current Money Market Checking Account Balance **\$ 494,044.10**

Current Total Funds Balance **\$ 495,444.21**

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

Submitted by: _____