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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 McMillan called the meeting to order at 6:52 p.m.

2. Roll/Quorum

A. The following trustees were present: Chairman Mark McMillan, Treasurer Tom Petrucci, and Trustees Huggins (by phone), Newton, Worley and Tyrie - a quorum of six. Trustees absent: Vice Chairman Linda Parrish and trustees, Cottrell, and Seat 2. Staff present: District Attorney Wayne Flowers, District Engineer Mike Kelter, and Secretary Melody Pickens.

3. Administrative Announcement:

A. Chairman McMillan gave the Administrative announcements.

4. Approval of Minutes

A. A motion was made to approve the July 24, 2017 board meeting minutes by Trustee Tyrie and seconded by Trustee Petrucci. Carried 6-0.

5. Treasurer's Report

A. Trustee Tyrie moved to approve the Treasurer's Report, seconded by Trustee Petrucci. Carried 6-0.

6. Approval of Checks

A. After explanation of checks, Trustee Tyrie made a motion to approve checks 3306-3311. Seconded by Trustee Petrucci. Carried 6-0. Treasurer Petrucci visited accountant Maryanne Majors to deliver paper work for the annual audit. No more tax money will be coming in until November.

7. Staff Reports

A. Accountant Tom Hallquest

1. Absent.

B. Attorney Wayne Flowers

1. 762 Lake Asbury Drive sediment trap repair. Mr. Flowers advised the board to publish a public notice about the work party at 762 Lake Asbury Drive in the Clay Today. He will provide the verbiage.

2. Phone-in members. We need to make sure the public can hear them. Perhaps attach a speaker to the phone.

C. District Engineer Mike Kelter

1. Hazelwood hole and retention pond. Mr. Kelter met with Dale Smith, Public works director, Clay County. Mr. Smith wanted to speak specifically about

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Hazelwood Hole asking for info that Mr. Kelter has provided. Mr. Smith also discussed putting a retention pond on Mr. Lowe's property across from Mr. Nordgren's (762 Lake Asbury Drive) to catch water on the way to Lake Ryan.

2. Lake Ryan sediment trap. Mr. Smith also discussed replacing the culvert at 762 Lake Asbury Drive. Mr. Smith had seen the damage and suggested that the county needed to put in a whole new structure with cast in place concrete and new box culverts. Mr. Kelter asked him if when doing those repairs, they could shore up the banks leading to the sediment traps. Mr. Smith said it probably wouldn't be possible. Mr. Kelter suggested a cost share between LAMSBD and the county. Mr. Smith thought that could be a possibility. He asked for details. The county will have to redo the headwall but will have to wait until the area dries out.

3. Other items Mr. Kelter discussed with Mr. Smith.

- a) Putting in a trash rack where water goes into South Lake Asbury.
- b) Erosion on the finger at 287 Arthur Moore Drive (the Log Cabin).
- c) The dip at 166 Wesley Road where dirt is filling in.
- d) All of the smart boxes
- e) Ditch paving at 458 Branscomb Road. It's been falling in for years.
- f) Mr. Kelter gave Mr. Smith maps and photos and flows.

4. Bids for Lake Ryan sediment trap and South Lake top cap repair. Mr. Kelter provided a list of five contractors who were asked to provide bids for the sediment trap and top cap repairs. Only Hayward Construction provided bids and he feels they are too high. He recommends we table the bidding for the Lake Ryan sediment trap now that we know the county will be involved in the project. Trustee Tyrie questioned why the bid to repair the top caps was so high and should we explore less expensive alternatives. He suggested that some board members could form a work party and do the top board repair themselves. Mr. Kelter said it could be done. The boards need to be lifted, cleaned, flipped over, and reattached with stainless steel screws. There are about 80 boards that need to be flipped. There are only 5 or 6 that need to be replaced. Trustee Tyrie suggested the board take on the top board project and hire out the more difficult riprap project. Treasurer Petrucci asked how long we should expect an installation to last. Mr. Kelter said that this installation should have lasted much longer, but the type of screw used by the contractor corroded, which is why the boards failed. Treasurer Petrucci suggested doing the repairs as needed. He also asked whether the supports for the boards were good enough. Mr. Kelter said they were. Mr. Kelter suggested doing the Lake Ryan project first, right away. Trustee Worley asked why only one contractor out of five responded to our request for quotes. He suggested widening the area of search for contractors. Mr. Kelter said any contractors we hire must have a license. He also tried to contact All American Marine Construction. Trustee Worley asked who usually answers bid requests. Mr. Kelter said that it would depend on the type of project. He said that Hayward usually always submits bids. Trustee Petrucci suggested expanding the bidding pool to St. Augustine and Jacksonville. Chairman

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McMillan asked whether the top cap repairs needed to be performed by a marine contractor. Trustee Huggins said that only a marine contractor could purchase marine grade wood.

5. 762 Lake Asbury Drive sediment trap Self Help Work Party. Mr. Kelter discussed how holes are forming and dirt is filling in rapidly. He noted that the design of the sediment trap was built to specs, but the banks have collapsed around it, allowing sand to bypass the trap. He doesn't think that putting more sheet pile in would be an effective solution. He believes we need to do something immediately to stop the erosion. He proposed we form a work party composed of him and board member volunteers. We need to buy riprap and filter fabric and try to plug the hole. The object is to avoid getting more dirt in there that will make future repairs more costly. Chairman McMillan questioned the effectiveness of this repair. Mr. Kelter said that nothing could really keep the bank from collapsing. He recommended doing this vice waiting for more quotes. Mr. Flowers advised us to post a public notice. Mr. Kelter said that we could get a pallet of riprap delivered for less than \$800. It was decided that members of the board would gather to do the work on the morning of Saturday, August 19, around 9a.m. Chairman McMillan made a motion to allow Mr. Kelter to purchase riprap, delivered not to exceed \$1,000. Treasurer Petrucci seconded. Approved 6-0.

D. **Secretary**

1. The Secretary asked Mr. Flowers for specifics for filing the public notice for the sediment trap job. She reminded board members to not engage in side conversations.

8. **Trustee Reports**

A. **Chairman**

1. Per Debbie Barrett, Lake Asbury Lake Lot Owners Association (LALLOA), people are complaining that the black gates on the South Lake dam are being left open. Mr. Kelter said they can be locked, but we need to give Rain God access.

2. Chairman McMillan received an email from two people who believe the LAMSBD would be made null and void as a result of the LALLOA lawsuit. He forwarded documents to Mr. Flowers asking him to look into it. Mr. Flowers said that the LAMSBD would not be affected by the LALLOA lawsuit in any way.

3. Scott McCallister has sent his paperwork to the county. They will put out a notice that we have appointed him and will add it to their next agenda.

B. **Vice Chairman**

1. Absent.

C. **Treasurer**

D. **Trustees**

1. Treasurer Petrucci discussed a gate on the South Lake dam, hidden by bushes. Mark said that when LALLOA wanted to put a gate in the fence of Lake Asbury near the boat ramp, the company they hired put the gate on the South Lake

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fence by mistake. Instead of having it removed, they put another gate where it was supposed to go.

2. Trustee Newton asked about discussions on social web sites about gates and whether we should put locks on gates that people could jump over or walk around. Chairman McMillan told him that he would have Mr. Kelter put combination locks on our gates. He will go to LALLOA meeting to ask them if they want to put locks on the other two gates.

3. Trustee Tyrie asked whether the shad supplier was still going to deliver. Chairman McMillan hasn't been able to reach Freddie Langford and can't find another supplier nearby. He would like to still get shad, however, shad in the lakes have been reproducing. It is too hot to add shad right now.

9. Unfinished Business

A. Lake Ryan spillway project update. Treasurer Petrucci made a motion to write a check for the permit to put the spillway on Lake Ryan- \$1,190.00 to St. Johns River Water Management District. Chairman McMillan seconded. Carried 6-0. Mr. Kelter will bring spillway permitted plans and bid documents to the next meeting for review. The bids will be widely advertised. Chairman McMillan asked whether companies who bid know how much we can spend. Mr. Flowers said contractors are able look up our budget info. Trustee Worley said that we should get more bids. Treasurer Petrucci said that historically, we looked to Clay County, but since we aren't getting many quotes, we should open it up.

B. Emergency action plan update. The plan was not discussed at this meeting.

10. New Business

11. Adjournment: Trustee Worley made a motion to adjourn the regular meeting at 8 p.m. Seconded by Trustee Tyrie. Carried 6-0.

Melody Pickens
District Secretary

Mark McMillan, Chairman