

MINUTES

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 6:40 p.m.

2. Roll/Quorum

A. The following trustees were present: Chairman McMillan, Treasurer Tom Petrucci, and Trustees Huggins, Newton, Worley, McCallister and Tyrie - a quorum of seven. Trustees absent: Vice Chairman Parrish and trustee Cottrell. Staff present: District Attorney Wayne Flowers and Secretary Melody Pickens. Staff absent: District Engineer Mike Kelter and Accountant Tom Hallquest. Mr. Kelter dropped off a document from his company citing contract provisions for termination, and then left before the meeting was called to order.

3. Administrative Announcement:

A. Chairman McMillan gave the Administrative announcements.

4. Approval of Minutes

A. A motion was made to approve the December 4, 2017 board meeting minutes by Treasurer Huggins and seconded by Trustee Tyrie. Carried 7-0.

5. Treasurer's Report

A. Trustee Huggins moved to approve the January 8, 2018 Treasurer's Report, seconded by Trustee McCallister. Carried 7-0. Treasurer Petrucci announced that all of the required annual audit data has been submitted to auditor Mary Ann Magers. The board will make a loan payment for \$132,000 in June. The next payment will be our last.

6. Approval of Checks

A. Trustee Huggins made a motion to approve checks 3344-3349. Seconded by Trustee McCallister. Carried 7-0.

7. Staff Reports

A. District Engineer Mike Kelter

1. Absent.

2. Treasurer Petrucci made a motion to terminate the contract with Mr. Kelter and Legacy Civil Engineers, Inc. for convenience. The motion was seconded by Trustee Huggins and carried 7-0. After board members discussed different options for obtaining a new engineer with Mr. Flowers, Trustee Huggins made a motion to table further discussion until the next meeting. The motion was seconded by Treasurer Petrucci and carried 7-0.

B. Attorney Wayne Flowers

1. Mr. Flowers directed the board to send Mr. Kelter a termination letter by email and by regular post. He will compose the letter.

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C. **Secretary Melody Pickens**

1. Secretary Pickens was given permission by Chairman McMillan to complete the Florida Department of Ethics board info update in his place.

D. **Accountant Tom Halquest**

1. Absent.

8. **Trustee Reports**

A. **Chairman**

B. **Vice Chairman**

1. Absent.

C. **Treasurer**

D. **Trustees**

1. Trustee Huggins reported that Mark from Raingod is working on filling in holes and clearing brush on the Lake Asbury dam.

9. **Unfinished Business**

A. Lake Ryan spillway project update. No project update was provided.

B. Emergency action plan update. Chairman McMillan said that the plan was to inform Mr. John Ward, Clay County Emergency Management if we intend to raise or lower the lakes.

C. Provide Hurricane Irma message stream. Treasurer Petrucci with work with Mr. Kelter to provide this and other information the board needs from Mr. Kelter.

D. Provide instructions for opening valves. This was not discussed.

10. **New Business**

A. Water quality. Resident Kay Manly asked about testing the water quality in the lake because a resident at her last meeting said he saw feces floating in the water. Chairman McMillan said that the resident who is concerned can go to the Health Department to get supplies for testing water and bring it back to be analyzed.

B. Election of Board Officers. Treasurer Petrucci made a motion to elect Mark McMillan Chairman. Seconded by Trustee Huggins. Carried 7-0. Trustee Huggins made a motion to elect Billy Tyrie Vice Chairman. Seconded by Chairman McMillan. Carried 7-0. Trustee Huggins made a motion to elect Tom Petrucci Treasurer. Seconded by Chairman McMillan. Carried 7-0

11. **Adjournment:** Trustee Huggins made a motion to adjourn the regular meeting at 7:42 p.m. Seconded by Chairman McMillan. Carried 7-0.

Melody Pickens
District Secretary

Mark McMillan, Chairman