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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 6:40 p.m.

2. Roll/Quorum

A. The following trustees were present: Chairman McMillan, Vice Chair Tyrie, and Trustees Huggins, McCallister, Newton, and - a quorum of five. Trustees absent: Treasurer Petrucci, Parrish, Cottrell, and Worley. Staff present: Attorney John Wallace, filling in for District Attorney Wayne Flowers, Accountant Tom Hallquest, 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 June 4, 2018 board meeting minutes by Vice Chair Tyrie and seconded by Trustee McCallister. Carried 5-0.

5. Treasurer's Report

A. Trustee Huggins moved to approve the June 4, 2018 Treasurer's Report, seconded by Vice Chair Tyrie. Carried 5-0. Checks will be issued after Treasurer Petrucci returns from his vacation to sign them.

6. Approval of Checks

A. Trustee Huggins made a motion to approve checks 3385-3388. Seconded by Trustee McCallister. Carried 5-0.

7. Staff Reports

A. **District Engineer**

B. **Attorney John Wallace**

1. Election. Qualifying for the 4 seats opening in November was from June 4 – June 8. Only person qualified, Carl Kocher leaving 3 seats with no one qualified to run for. Mr. Wallace informed the board that it must set up a special election to fill the three seats that will be open in November. They cannot be filled by appointment. Trustee Huggins made a motion to have Mr. Flowers begin the process of setting up a special election. Seconded by Chairman McMillan. Carried 5-0.

2. Recruiting candidates. Vice Chair Tyrie asked if it was a violation of Sunshine to actively recruit board members. Mr. Wallace said it was not. Trustee Huggins said that reminder emails were sent to the open seat board members that could not be read.

C. **Secretary Melody Pickens**

D. **Accountant Tom Halquest and Attorney John Wallace**

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1. Approval of Resolutions.

a) Resolution 18-01: A resolution stating the Board's intent to levy zero mills in ad valorem millage. Because the Board funds its operations through the assessment, it does not levy any of the ad valorem millage it is authorized to levy in the special act creating the District. **Chairman McMillan made a motion to approve Resolution 18-01. Seconded by Trustee Huggins. Carried 5-0.**

b) Resolution 18-02: Adopt the budget for FY 2018-2019. **Trustee Huggins made a motion to approve Resolution 18-02. Seconded by Chairman McMillan. Carried 5-0.**

c) Resolution 18-03: To establish a non-ad valorem assessment for fiscal year 2018-2019 and adopting a non-ad valorem assessment roll for fiscal year 2018-2019. This resolution adopts the assessment and the assessment roll. **Chairman McMillan made a motion to approve Resolution 18-03. Seconded by Trustee Huggins. Carried 5-0.**

d) **Trustee Huggins made a motion to let Mr. Hallquest send a copy of the budget to Mrs. Rust of the Clay County Board of Commissioners. Seconded by Chairman McMillan. Carried 5-0.**

e) Chairman McMillan asked if the Vice Chair could sign checks. Vice Chair Tyrie said he was unable to get with Treasurer Petrucci to meet at the bank to get that done. Chairman McMillan said he would sign now and get Treasurer Petrucci to sign when he returned from vacation.

(1) Secretary Pickens was tasked with writing a letter to Ameris on letterhead for Vice Chairman Tyrie to take to Ameris bank to allow him to be a signer

8. **Trustee Reports**

A. **Chairman.**

1. Grass cutting and debris removal. There was discussion about the last mow. Trustee Huggins didn't think it had been mowed twice. It was noted that brush hadn't been cleared. It should have been included in the \$5,000 Rain God was paid. **Trustee Huggins made a motion to authorize Mark Coutu from Rain God, up to \$2,500, to do another cut and heavy debris removal on the dams in July. Seconded by Trustee McCallister. Carried 5-0.** Secretary Pickens will send Mr. Coutu an email to that effect at his request.

2. All American Marine Construction invoice for repairs to Mr. Eichhorn's bulkhead. Chairman McMillan spoke to Mr. Eichhorn. His bulkhead has been completed. The riprap and pipe extension was not. Chairman McMillan talked to Ms. Rayfield about it. She said that any further repairs would have to be done by boat. She is booked up for quite some time. Chairman McMillan and Trustee Tyrie discussed solutions to Mr. Eichhorn's issues and the board agreed to get our new engineer to advise them.

3. Street repairs needed. Chairman McMillan discussed problems near the nature preserve entrance on Lake Asbury Drive. Part of a curb has sunken and fallen over, and guardrails are loose. Runoff is coming from the Nature preserve across the street and is

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seeping under the road to the northwest corner of Lake Ryan. He called Sean Thomas and Stephanie Kopelousos. Ms. Kopelousos said that County Engineer, Dale Smith, is aware of the problem. Trustee Huggins suggested that if repairs weren't made by next month we should have Mr. Flowers contact them. Trustee Huggins suggested having our lawyer send a letter to the county. Chairman McMillan will call the County Manager, Ms. Kopelousos and Commission Hendry and offer to show them all of the other problem areas again. He also discussed the potholes on the Lake Asbury Dam. Vice Chairman Tyrie noted that the dip on Wesley is getting worse.

4. South Lake spillway. Chairman McMillan noticed water going over the South Lake spillway after recent hard rains, about an inch and a half. There was a lot of garbage; he will go back and pick it up. He reported that the spillway working as designed.

B. **Vice Chairman**

C. **Treasurer**

1. Final Approval of Annual Budget. Approval and resolutions handled by Mr. Hallquest (See 7. D. 1. b) above).

D. **Trustees**

9. **Unfinished Business**

A. Lake Ryan spillway project update.

1. Engineer RFQ. The Chairman asked if the package for the engineer RFQ and the mowing RFP had gone out and if there had been any bids. The engineer RFQ was published in the Clay today on June 21 with a response deadline of 5pm on July 23. Mr. Wallace said he thought that Treasurer Petrucci had indicated by email that there had been no responses to the ad for bids for this RFQ or the Mowing RFP. **Trustee Huggins made a motion to resubmit the RFQ for engineer with a bid deadline of September 1 and put it on the website. Seconded by Chairman McMillan. Carried 5-0.**

B. Mowing contract.

1. Simplified Contract. Not discussed.

2. RFP Update. The mowing ad went out to the Clay Today published it on June 21 with a response deadline of 5pm, Friday, July 6. **Trustee Huggins made a motion to resubmit the mowing RFP and extend the response deadline to September 1 and to post it on the website. Seconded by Chairman McMillan. Carried 5-0.**

a) Secretary Pickens was tasked with updating the RFQ and RFP and getting them on the website. She was also tasked with updating and resubmitting the ads on Clay Today.

3. Cleanout boxes. Chairman McMillan talked to Sean Thomas who has a more detailed map of cleanout boxes than the one the board has. Chairman McMillan told him that he would meet him and go around on his golf cart to find each box. An agreement was made with the county after we gave up easements from the Henley Road project; that the county would clean out the boxes twice a year. Vice Chairman Tyrie asked whether the board had that in writing and advised bringing it to any meetings about the boxes.

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10. New Business

- A. Letter from Mr. Behnken. Mr. Behnken, 1133 Lake Asbury Drive, sent a letter to the LAMSBD requesting information in regard to his lawsuit against the Lake Asbury Lake Lot Owners Association. He also enclosed a copy of a letter he sent to congressman Travis Cummings. Chairman McMillan emailed Mr. Flowers and asked him to check it out.
- B. FASD and ADA Compliance. Secretary Pickens noted that FASD is requiring special districts to make their websites accessible. Chairman McMillan made a motion that the board ask Darla to look into making our website ADA compliant. Seconded by Vice Chairman Tyrie. Carried 5-0.
- C. Comments from District Members.
1. Carl Kocher, 256 Lake Asbury Drive. Mr. Kocher asked whether Freddie Langford (shad supplier) provided proof a certificate of insurance for auto liability, general liability and workman's comp – does he have workman's comp exemption. Chairman McMillan told him that he doesn't think he has workman's comp – it's just him and his wife. Treasurer Petrucci has that information.
 2. Mr. Kocher also asked whether the Vice Chairman could sign checks and said that the board should have three individuals who can sign. Vice Chair Tyrie hasn't been able to meet up with Treasurer Petrucci at the bank. Trustee Huggins made a motion to have Secretary Pickens draft a letter to Ameris authorizing them to add Vice Chair Tyrie as a signer on letterhead. Seconded by Vice Chairman Tyrie. Carried 5-0.
 3. Debbie Barrett, 254 Wesley Rd, Chairman Lake Asbury Lake Lot Owners Association (LALLOA). Ms. Barrett said that LALLOA is trying hard to enforce lake rules and talked about recent requests to the Marine Patrol and FWC to come to the lake when boaters were breaking rules. She also discussed continuing to cut back overgrowth around the South Lake boat ramp – on the lakeside. She talked about trespassers. Trustee Huggins advised her to call the sheriff's department and insist that they come out and write up a trespass warning. She said that they have been unwilling to do that and that the LALLOA board is writing a letter to Sheriff Daniels to make him aware of their situation.
 4. Mr. Nordgren, 762 Lake Asbury Drive, said that his bank is beginning to erode.

11. Adjournment: Trustee Huggins made a motion to adjourn. The meeting was adjourned by Chairman McMillan at 8:09 p.m. Carried 5-0.

Melody Pickens
District Secretary

Mark McMillan, Chairman