

**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 was absent. Vice Chairman Parrish called the meeting to order at 6:46 p.m.

**2. Roll/Quorum**

A. The following trustees were present: Vice Chairman Linda Parrish, Treasurer Tom Petrucci, and Trustees Huggins, Newton, and Tyrie; a quorum of five. Trustees absent: Chairman Mark McMillan, and trustees Cottrell, Seat 5 (vacant), and Futch. Staff present: District Attorney Wayne Flowers, District Engineer Mike Kelter, Accountant Tom Hallquest, and Secretary Melody Pickens.

**3. Administrative Announcement:**

A. Vice Chairman Parrish gave the Administrative announcements.

**4. Approval of Minutes**

A. A motion was made to approve the May 1, 2017 Regular Board Meeting minutes by Trustee Tyrie and seconded by Trustee Petrucci. Carried 5-0.

**5. Treasurer's Report**

A. Trustee Huggins moved to approve the Treasurer's Report, seconded by Trustee Petrucci. Carried 5-0.

**6. Approval of Checks**

A. After explanation of checks, Trustee Huggins made a motion to approve checks 3288- 3296. Seconded by Trustee Tyrie. Carried 5-0.

**7. Staff Reports**

**A. Accountant Tom Hallquest**

1. 2017 - 2018 Budget. Mr. Hallquest presented the tentative budget for discussion and approval.
2. Vegetation Control. Vice Chairman Parrish requested that a line item in the budget should be allocated in the budget for vegetation control. After some discussion, it was decided that vegetation control would fall under general maintenance.
3. Association of Special Districts. Trustee Petrucci noted that the board has \$600 allocated for this membership. We have not been billed for this; Mr. Flowers said the membership has probably lapsed. He also advised that the organization has been and could be helpful to the board.
4. Budget changes. Vice Chairman Parrish asked about making changes to the budget after it has been approved. Mr. Hallquest said that we can

**MINUTES**

make changes to the budget, but major changes should be voted on, adopted by the board, and resubmitted.

5. A motion to approve tentative budget with changes was made by Trustee Tyrie. Seconded by Trustee Petrucci. Carried 5-0.

**B. Attorney Wayne Flowers**

1. Mr. Flowers reported that changes are being made to the Public Records Act. The change was precipitated by abuse of the Public Records Law. The change allows judges to determine whether attorney fees for public records searches should be awarded on a case-by-case basis. It used to be required for every case.

**C. District Engineer Mike Kelter**

1. Lake Ryan sediment trap. Mr. Kelter has sent a request for quotes to six contractors to repair the south lake top caps and stabilize the Lake Ryan Sediment Trap slope. He had received no replies from the previous request.

2. Emergency Action Plan. Mr. Kelter presented an emergency action plan to the county safety manger, John Ward. He provided Mr. Ward with the maps previously provided to board members, which showed elevations. It is under review. Mr. Ward told him that he liked the plan we should contact them if we see something happening. Mr. Kelter wanted to remind us that this is a worst-case scenario where 27 inches of rain can be expected to collapse the South Lake dam, which would lead to the collapse of the Lake Asbury dam. Trustee Petrucci said that he had also discussed the plan with Mr. Ward and reported that Mr. Ward told him that he wanted to know more specifically what the board would do when the water rises. Trustee Petrucci said that the board should have it's own plan to determine when to call Clay County Emergency Management. Vice Chairman Parrish asked Mr. Kelter to talk to Mr. Ward tomorrow for clarification.

3. Oath of Office. The secretary was notified by Tallahassee that three board members had not sent in their notarized Oath of Office forms and that one had not sent in his \$10 dues. Final notices had been mailed from Tallahassee to each member. Secretary sent copies of notices and instructions with links to forms and information to each member via email.

4. New board member. Secretary was asked to write a letter requesting that the Clay County Board of Commissioners appoint Mark Worley, 537 Arthur Moore, to seat 5. Secretary asked for guidance or go-by.

**8. Trustee Reports**

**A. Chairman**

1. Absent

**B. Vice Chairman**

**C. Trustees**

1. Alligators. Trustee Petrucci had information about blocking the south dam spillway to prevent alligator intrusion in response to the request made by district resident Amy Phillips. He spoke to engineer Chou Fang, St Johns

**MINUTES**

River Water Management District. Mr. Fang told him that we must not obstruct the opening in any way, including fencing. Trustee Petrucci also spoke to Ms. Anderson, Curator of the St. Augustine Alligator Farm. She told him that the only way we could keep alligators out of the lakes is to fence everything and even that was no guarantee because alligators can climb fences. Mrs. Phillips did not attend tonight's meeting. Trustee Huggins gave the board a lecture about alligator behavior and homeowner's rights in regards to aggressive alligators.

**9. Unfinished Business**

1. Lake Ryan spillway project update. Mr. Kelter's current estimate of the cost to construct the Lake Ryan spillway is \$365,000. Mr. Kelter believes that the board will be able to begin the bidding process in August. Trustee Petrucci asked about the drains because he noticed that the estimated cost of 6 inch drain pipes seemed too high. The estimated cost and actual cost for drains were very different for the South Lake spillway project and he asked if it might be the same for the Lake Ryan spillway project. Trustee Petrucci reminded everyone present that the Lake Ryan spillway project would be paid for at actual cost. Payment for the South Lake spillway project was based on estimated costs.

**10. New Business**

A. Question from resident Michael Antalec, 309 Arthur Moore. His finger is quickly filling up with sediment. Trustee Petrucci will inspect it.

**11. Adjournment:** There being no further business Trustee Huggins made a motion to adjourn the meeting at 7:52 p.m. Seconded by Trustee Petrucci. Carried 5-0.

Melody Pickens  
District Secretary

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Mark McMillan, Chairman