

# 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, and Worley - a quorum of five. Trustees absent: Vice Chair Tyrie, and trustees Cottrell, Parrish and McCallister. Staff present: District Attorney John Wallace, sitting in for Wayne Flowers, and Secretary Melody Pickens. Staff absent Accountant Tom Hallquest. Mary Ann Magers, auditor, attended to present the results of our audit.

**3. Administrative Announcement:**

A. Chairman McMillan gave the Administrative announcements.

**4. Approval of Minutes**

A. A motion was made to approve the January 8, 2018 board meeting minutes by Treasurer Petrucci and seconded by Trustee McMillan. Carried 5-0.

**5. Treasurer's Report**

A. Trustee Worley moved to approve the February 5, 2018 Treasurer's Report, seconded by Treasurer Petrucci. Carried 5-0. Secretary Pickens notified the board that her paycheck was incorrect and that she would follow-up with Mr. Hallquest.

**6. Approval of Checks**

A. Treasurer Petrucci made a motion to approve checks 3357-3361. Seconded by Trustee Worley. Carried 5-0.

**7. Staff Reports**

**A. District Engineer**

1. Engineer Qualifications. Mr. Wallace said that he sent the Engineer Qualifications to Treasurer Petrucci. We can now send it out for bids. Mr. Wallace said that we could approve the qualifications at this meeting. Treasurer Petrucci will be the point of contact. Chairman McMillan made a motion to approve the qualifications presented. Seconded by Treasurer Petrucci. Carried 5-0. Chairman McMillan made a motion to make Treasurer Petrucci the point of contact for the hiring process. Seconded by Trustee Worley. Carried 5-0.

**B. Attorney John Wallace (for Wayne Flowers)**

**C. Secretary Melody Pickens**

1. Hurricane Irma message stream. Secretary Pickens discussed about the requirement, per Mr. Flowers, to get the message stream of board actions during Hurricane

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Irma documented. Discussed efforts to print the message stream forwarded from Trustee Huggins. Board members were asked to try to print their messages and provided info about how to do it. Some members have deleted their message. Kay Manly, property owner and Treasurer of the Lake Asbury Lake Lot Owners Association, 420 Wesley Road, suggested using a walkie-talkie app in future emergency scenarios. It would need to be able to record discussions.

D. **Accountant Tom Halquest**

1. Absent.

8. **Trustee Reports**

A. **Chairman**

1. Tour of problem areas. Chairman McMillan took Commissioner Hendry and county engineer Dale Smith by boat to look at problem areas such as the log cabin finger and Hazelwood Hole. They looked at Mr. Eichhorn's bulkhead, which has collapsed twice as a result of erosion caused by a county drainpipe. Mr. Smith suggested extending the pipe further into the lake using cradles to support it.
2. Shad. Chairman McMillan spoke to Freddie Langford about delivering shad. He has a tentative meeting set up for March 14.
3. Raingod. Chairman McMillan asked about the work Raingod had been asked to do. Raingod has been paid.
4. Clean-out boxes. Chairman McMillan asked for a list/map of clean-out boxes. The county is not cleaning them out. Chairman McMillan called the County Manager for assistance and was told that he was calling the wrong department. Treasurer Petrucci will look for the list. Trustee Huggins said he might have a map.
5. Caputo. Chairman McMillan said that county engineer Smith was interested in the problem at Ms. Caputo's property (478 Branscomb Road) and could see that it was clearly a county problem.

B. **Vice Chairman**

C. **Treasurer**

1. Audit Results. Ms. Magers praised the board for submitting a timely audit. The records were good and Treasurer Petrucci is doing a good job. She reported that there are no new changes to reporting requirements. Our audit will be forwarded to the Auditor General's office. Treasurer Petrucci noted that we are nearing the end of a five-year contract with Ms. Magers. Mr. Wallace informed the board that we might be able to renew the contract. If not, we will have to put out bids.
2. Safety Deposit Box. Treasurer Petrucci reported that Ameris Bank is going to release us from the ten years of rent we haven't paid on the safety deposit box we didn't know we had for the \$75 dollars they need to re-key the box.

D. **Trustees**

9. **Unfinished Business**

- A. Lake Ryan spillway project update. Progress is stalled until a new engineer is hired.

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- B. Provide Hurricane Irma message stream. Mr. Kelter has not provided. Secretary Pickens reminded the board that this info was on the list of items he was to provide to the board upon termination.
- C. Provide instructions for opening valves. Trustee Huggins will work on this with the new engineer.

**10. New Business**

- A. Inevitability of dredging. Property owner Carl Kocher, 256 Lake Asbury Drive, asked if ongoing dredging was not inevitable? Chairman McMillan said he agreed, especially if the county won't fix the problems on their end that contribute to siltation of the fingers. Trustee Huggins suggested piping Seminole Village to the lake. Treasurer Petrucci said that Ameris Bank would gladly loan us money because we were good customers. Trustee Huggins suggesting telling residents that we need to raise their annual assessment from \$600 to \$1,000 and asked the board if we were capped at \$1,000. Mr. Kocher thought that we weren't capped.
- B. Hole in Lake Asbury dam. Property owner Debra Barrett, Lake Asbury Lake Lot Owners Association Chairman, 254 Wesley Road, reported that she saw a new hole on the Lake Asbury dam that looked fairly deep. Trustee Huggins said he would investigate.
- C. Deep dip on Wesley Road. Property owner Kay Manly reported that the dip on Wesley Road is getting worse and causing driveways to collapse. Water from the pipe going into the finger is going around it, not through it. The dip is barely passable by car.
- D. Insurance status – presentation by Carl Kocher. Mr. Kocher advised the board to ensure that contractors it hires have liability insurance and workman's compensation. He said that a contractor's employee could be exempt if their job was clerical, but that it was not a good idea to allow exemptions. He said he had spoken to Freddie Langford at one time and asked him whether he was insured. Mr. Langford said that he did not have workman's compensation. Mr. Kocher asked to see insurance certificates for the last two years. Treasurer Petrucci will research.

**11. Adjournment:** Chairman McMillan made a motion to adjourn the regular meeting at 7:55 p.m. Seconded by Trustee Huggins. Carried 5-0.

Melody Pickens  
District Secretary

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Mark McMillan, Chairman