

**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. Vice Chairman Parrish called the meeting to order at 6:37 p.m.

**2. Roll/Quorum**

A. The following trustees were present: Vice Chairman Parrish, Treasurer Tom Petrucci, and Trustees Huggins, Newton, McCallister and Tyrie - a quorum of six. Trustees absent: Chairman McMillan and trustees Worley and Cottrell. Staff present: District Attorney Wayne Flowers, and Secretary Melody Pickens. Staff absent: District Engineer Mike Kelter and Accountant Tom Hallquest.

**3. Administrative Announcement:**

A. Vice Chairman Parrish gave the Administrative announcements.

**4. Approval of Minutes**

A. A motion was made to approve the October 2, 2017 board meeting minutes by Trustee Tyrie and seconded by Trustee Petrucci. Carried 6-0.

**5. Treasurer's Report**

A. Trustee Huggins moved to approve the October 2, 2017 Treasurer's Report, seconded by Trustee McCallister. Carried 6-0.

**6. Approval of Checks**

A. Trustee Huggins made a motion to approve checks 3330-3336. Seconded by Treasurer Petrucci. Carried 6-0.

**7. Staff Reports**

**A. District Engineer Mike Kelter**

1. Mr. Kelter was to provide a printout of hurricane message streams to the Secretary. Due to his absence, this was tabled to the next meeting.

2. Treasurer Petrucci noted that Mr. Kelter had filed a FEMA claim for damages caused by Hurricane Irma. He would like to ensure that it would be discussed at the next meeting when Mr. Kelter is present.

**B. Attorney Wayne Flowers**

1. Mr. Flowers informed the board that the Florida Legislature will be meeting early this year because it is an election year.

**C. Secretary Melody Pickens**

1. 2018 Meeting Dates. Provided 2018 meeting dates for board approval. *Trustee Huggins made a motion to approve the meeting dates for 2018. Seconded by Trustee Tyrie. Carried 6-0.*

**MINUTES**

2. Board Information handout. Secretary Pickens handed out a draft LAMSBD info sheet. She asked for input regarding past accomplishments. This sheet will be handed out at the community flea market and get together, November 18<sup>th</sup>. It will also be made available to anyone who attends LAMSBD monthly meetings. Vice Chairman Parrish asked for a motion to appoint Trustee Huggins and Petrucci and the Secretary to work together to flesh it out. Trustee Tyrie made the motion. The Secretary asked for input at the meeting. This motion was rescinded. *Trustee Tyrie made a motion to allow the Secretary to discuss with Mr. Kelter. Seconded by Treasurer Petrucci. Carried 6-0.*

3. Community Flea Market and More. Kay Manly, Treasurer of the Lake Asbury Lake Lot Owners Association asked who from the board would come to the flea market as a representative of the board. Vice Chair Parrish recommended contacting Chairman McMillan and Mr. Kelter.

D. **Accountant Tom Halquest**

1. Absent.

8. **Trustee Reports**

A. **Chairman**

1. 1. Absent.

B. **Vice Chairman**

C. **Treasurer**

1. Treasurer Petrucci reported that almost all of the FY 2017 audit paperwork has been submitted. Vice Chair Parrish asked Mr. Flowers for audit reporting and publishing requirements.

D. **Trustees**

9. **Unfinished Business**

A. Lake Ryan spillway project update. Due to the absence of the District engineer, this item was tabled until the next meeting.

B. Emergency action plan update. Due to the absence of the District engineer, this item was tabled until the next meeting.

10. **New Business**

A. Letter sent to Representative Travis Cummings, District 18. Tabled due to the absence of Chairman McMillan.

B. Instructions for opening valves.

1. Treasurer Petrucci would like to develop a protocol for opening valves. Vice Chair Parrish, and Trustees Huggins and Tyrie will discuss with Mr. Kelter.

C. Repair of depression on Lake Asbury dam.

**MINUTES**

1. Trustee Huggins and Mr. Kelter will get with Raingod to get filling material.
  - D. Erosion on Lake Asbury dam, Black Creek side.
    1. A county ditch overflowed, damaging driveways. County repaired the damaged driveways.
  - E. Comments from district members.
    1. Tim Phillips, 529 Fells Court, asked for a contact with the county to discuss an issue with a leaking pipe in the easement that is eroding his property. Trustee Huggins recommended he contact Public Works and ask them to come out.
- 11. Adjournment:** Trustee Huggins made a motion to adjourn the regular meeting at 7:15 p.m. Seconded by Trustee Tyrie. Carried 6-0.

Melody Pickens  
District Secretary

---

Mark McMillan, Chairman