

MINUTES

1. Call to order

A. The Trustees of the 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 6:47 p.m.

2. Roll/Quorum

A. The following trustees were present: Chairman McMillan, Treasurer Petrucci and Trustees McCallister, Huggins and Newton, - a quorum of five. Trustees absent: Vice Chair Tyrie, and trustees Parrish, Cottrell, and Worley. Staff present: Wayne Flowers 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 September 10, 2018 board meeting minutes by Trustee McCallister and seconded by Treasurer Petrucci. Carried 5-0.

5. Treasurer's Report

A. Trustee Huggins moved to approve the October 1, 2018 Treasurer's Report, seconded by Trustee McCallister. Carried 5-0.

6. Approval of Checks

A. Trustee Huggins made a motion to approve checks 3399-3403. Seconded by Treasurer Petrucci. Carried 5-0.

7. Staff Reports

A. **District Engineer**

1. District Engineer Contract.

a) Trustee Cottrell had volunteered to be POC for the engineer. Mr. Flowers had contacted him two weeks ago to make sure that aspects of his job didn't result in a conflict of interest. Mr. Cottrell has not replied and did not attend tonight's meeting.

b) Mr. Bueme has requested copies of Mr. Kelter's contract and other contracts for comparison. Mr. Bueme found one he likes and Mr. Flowers will send him a copy. The contracts don't include fees. Trustee Petrucci suggested paying on estimated costs and using a basic fee table. Trustee Huggins made a motion to ask Mr. Flowers to negotiate the contract to best benefit of the board using Trustee McCallister as the board's point of contact and a \$1,000.00/month salary for Mr. Bueme. Seconded by Chair McMillan. Carried 5-0.

B. **Attorney Wayne Flowers**

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1. Special Election. No news. Still scheduled for early next year. Mr. Flowers will call again.

C. **Secretary Melody Pickens**

1. Darla Mayo's proposal to make the website Chapter 189 and ADA compliant website. The secretary told the board that Ms. Mayo could complete the new site by the end of the year. She also spoke again about the changes that were coming.

2. 2019 Meeting Dates. Secretary Pickens handed out the proposed meeting dates for 2019. Trustee Huggins made a motion to approve the 2019 LAMSBD meeting dates. Seconded by Trustee Petrucci. Carried 5-0.

3. Letter to Sheriff Daniels. Secretary Pickens talked about the letter that the Lake Asbury Lake Lot Owners Association sent to Sheriff Daniels in regards to trespassers on the dams and boat ramps. She will send a copy of the letter to the board.

D. **Accountant Tom Halquest**

8. **Trustee Reports**

A. **Chairman.**

B. **Vice Chairman**

C. **Treasurer**

1. Treasurer Petrucci told the board that he is stepping back from all of his responsibilities including being the Treasurer. He gave the PO Box key and a key to the storage locker to the Secretary. The Secretary asked him for keys to the file cabinets inside the storage unit. He said he didn't have any. He went down a list of points of contacts board members will need to take over his responsibilities:

- a) POC for Engineer
- b) POC for Lawn Company (Trustee Huggins volunteered to do that)
- c) Kelly Brown - tax register rolls
- d) Roger Suggs - tax collector
- e) Thelton Goff - tax collector
- f) Magers and Associates - audits
- g) Insurance Company
- h) All contracts

He said that he brought bank codes and checking account. He also brought a map of the Lake Asbury dam showing property ownership.

2. Post Office. Trustee Petrucci said that someone needs to monitor the post office box for bills for Tom Hallquest. Trustee Huggins made a motion to add the Secretary and Chair McMillan as signers for certified mail. There was no second, but the Secretary will write the letter for the post office and deliver it.

D. **Trustees**

9. **Unfinished Business**

A. Lake Ryan spillway project update. On hold for new engineer.

B. Mowing contract. Mr. Flowers gave a copy of the draft contract for the mowing contract with Forrest Groundworks to the board review. Trustee Huggins made a motion to allow Mr.

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Flowers to email the contract, with the boards edits, to the contractor. Seconded by Chair McMillan. Carried 5-0.

- C. Cleanout boxes. Chair McMillan is still working with the county (Sean Thomas) to get them to honor the contract we have with them to clean out the boxes.
- D. Kettles. Trustee Petrucci took Barry Besch to look at the kettles. Trustee Huggins volunteered to be the point of contact for the kettle rehabilitation project.

10. New Business

- A. Document from Magers & Associates. Mr. Flowers gave the audit agreement letter from Magers and Associates to Chair McMillan to sign. He signed and gave it to the Secretary to mail.
- B. Attendance. Chair McMillan told the group about his frustration over board members poor attendance. Chair McMillan made a motion to send letters to Trustees Worley, Parrish, and Cottrell and ask them to resignation if they won't attend meetings regularly. Seconded by Trustee McCallister. Carried 5-0. Mr. Flowers will help Secretary Pickens draft the letter.
- C. Comments from District Members.
 - 1. Property Count. Kay Manly, 420 Wesley Road, asked the board to help her reconcile her count of property owners. She said that Tom Hallquest told her there were 448 lots, but she counted 447. Trustee Petrucci said he gets his info from the county. There may have been a lot that just recently split.
 - 2. Mowing the dams and lowering the lakes. Ms. Andrea LaBelle, 104 Wesley Road. Secretary Pickens read an email sent to the Lake Asbury Lake Lot Owners Association by Ms. Labelle. She complained about the dams not being mowed. She also wanted to have the lakes lowered to do bulkhead repairs. Chair McMillan said that the mowing contract will soon be in place and that the lakes are only lowered in emergency situations. He invited Ms. LaBelle to attend meetings and contact him. Secretary Pickens will respond to her email.

11. Adjournment: Trustee Huggins made a motion to adjourn at 8:16. Seconded by Trustee McCallister. Carried 5-0.

Melody Pickens
District Secretary

Mark McMillan, Chairman