

**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 Mark McMillan, Treasurer Tom Petrucci, and Trustees Huggins, Newton, McCallister and Tyrie - a quorum of six. Trustees absent: Vice Chairman Linda Parrish and trustees Worley and Cottrell. Staff present: District Attorney Wayne Flowers, District Engineer Mike Kelter, 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 August 7, 2017 board meeting minutes by Trustee Petrucci and seconded by Trustee Tyrie. Carried 6-0.  
B. A motion was made to approve the September 6, 2017 emergency board meeting minutes by Trustee Tyrie and seconded by Trustee Petrucci. Carried 6-0.

**5. Treasurer's Report**

A. Trustee Tyrie moved to approve the October 2 Treasurer's Report, seconded by Trustee Petrucci. Carried 6-0.  
B. Trustee Tyrie moved to approve the September 11 Treasurer's Report, seconded by Trustee Petrucci. Carried 6-0.

**6. Approval of Checks**

A. Check 3321 was issued for emergency removal of a tree in the Lake Ryan finger that threatened to fall onto the sediment trap and also destabilize the bank. Checks 3322-3328 were issued for normal business expenses. Trustee Tyrie made a motion to approve checks 3321-3328. Seconded by Treasurer Petrucci. Carried 6-0. Treasurer Petrucci asked for pre-approval of check 3329 to pay for the Lake Ryan permit. Trustee McCallister made a motion to approve check 3329 for the Lake Ryan permit to SJRWMD. Seconded by Trustee Petrucci. Carried 6-0.

**7. Staff Reports**

A. **Accountant Tom Hallquest**  
1. Absent.  
B. **Attorney Wayne Flowers**

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1. Mr. Flowers congratulated the board on the way they handled hurricane Irma.

C. **District Engineer Mike Kelter**

1. Irma documentation. Mr. Kelter presented a timeline of all valve opening and closings and how it affected the lakes prior to, during, and after the hurricane came through. 350 acre-feet of water was emptied from the lake prior to the storm.

2. Reimbursement for emergency work. Mr. Kelter asked board members who helped during the emergency to provide the hours they worked. Since it was an emergency, they can be reimbursed for their time. Included is also Mr. Kocher, who monitored water levels.

3. FEMA. Mr. Kelter applied for assistance from FEMA and the Natural Resources Conservation Service for damage caused by Hurricane Irma. He doesn't know which will cover us. FEMA will reimburse 87% of our repair costs. The Natural Resources Conservation Service will reimburse 75%.

4. Damage from Irma. Mr. Kelter presented a map and a very preliminary estimate of how much sediment was washed into the lakes by hurricane Irma. He estimated that about 10,000 cubic yards have washed in so far. Dredging costs about \$35 per cubic yard. He estimates that the dredging project to remove that sediment would cost about \$350,000.

5. Erosion of Lake Asbury dam. Mr. Kelter saw a ditch with water running out. He also saw that water came up to a piezometer. Mr. Kelter believes that the north dam may have eroded on the Black Creek side. He wants to get a boat on that side to check it out.

6. Future dredging project. Mr. Kelter thinks our two biggest dredging projects will be at the Log Cabin (South lake, at the end of Johns Street, green roof) and Hazelwood Hole.

7. Lake Ryan finger. Mr. Kelter noted that it was a good idea to remove the tree leaning into the finger at 752 Lake Asbury Drive. Had it fallen into the finger it could have damaged the sediment trap and recent repairs. We paid \$500 to have the tree cut down. The county will remove it. Mr. Kelter said that according to the Stafford Act, you can bring down storm-damaged trees, take them to the street, and the county will haul it off.

8. Padlocks. Mr. Kelter put a padlock on the east gate of the South Lake Asbury dam. Need a new piece of pipe to hold the gate in. He will do the same thing on the west gate.

D. **Secretary**

1. Board member listing. Secretary Pickens handed out updated board member information lists. Mr. Flowers stated that we should publish board member name, official address, and official email address on the website.

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### 8. **Trustee Reports**

#### A. **Chairman**

1. Depression on Lake Asbury. Chairman McMillan noted a depression on the north dam close to the east kettle and the end of the fence. It's a hazard that needs to be fixed. Mr. Kelter suggested pumping dirt out of the lake. Chairman McMillan said we could use dirt from the Lake Ryan dirt pile. Trustee Huggins will get with Mark from Raingod for advice on how to prep and repair.

2. Lake Ryan gate. Chairman McMillan noted that the gate on the Lake Ryan dam has three different locks and cable. The three locks belong to LAMSBD, LALLOA, and Clay Electric. One needs the key to Clay Electric to get the gate open. It was removed.

#### B. **Vice Chairman**

1. Absent.

#### C. **Treasurer**

#### D. **Trustees**

1. Instructions for opening valves. Trustee Tyrie noted that some valves are hard to open. Also, some valves require more turns than others. Trustee Petrucci suggested that the board develop instructions for opening kettle valves; such as how many turns it takes to get the desired rate of flow.

2. Group message limitations. Trustee Huggins discussed using messages to contact one another during the storm and how he could only send to a group with ten members or less. The messages provide a timeline of what was done, by whom, and when. Mr. Kelter will print out the message stream and give it to the Secretary.

### 9. **Unfinished Business**

A. Lake Ryan spillway project update. Treasurer Petrucci will write a check for the permit to put the spillway on Lake Ryan- \$1,190.00 to St. Johns River Water Management District.

B. Emergency action plan update. The plan was not discussed, but Mr. Kelter noted that he kept the county apprised about what we were doing throughout the storm event.

### 10. **New Business**

A. Letter sent to Representative Travis Cummings, District 18. Chairman McMillan asked to table this item until the next meeting.

B. LALLOA Chairman Debbie Barrett. Brought info sheet about LALLOA. Suggested that our board make something similar and bring copies to hand out at the November 18th Fall Festival and Flea Market. Chairman McMillan encouraged board members to attend to answer questions from residents about the board.

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Secretary offered to make a sheet and bring it to the next meeting for perusal and approval of the board.

- 11. Adjournment:** Trustee Huggins made a motion to adjourn the regular meeting at 7:55 p.m. Seconded by Trustee McCallister. Carried 6-0.

Melody Pickens  
District Secretary

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Mark McMillan, Chairman