

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 6:36 p.m.

2. Roll/Quorum

A. The following trustees were present: Chairman McMillan, Vice Chair Tyrie, Treasurer Petrucci and Trustees, Cottrell, Worley, McCallister, Huggins (arrived at 6:42) and Newton, - a quorum of six. Trustees absent: Parrish, Newton, and Huggins. Staff present: John Wallace (in for Wayne Flowers), and Secretary Melody Pickens. Vice Chair Tyrie left at 7:56 p.m.

3. Administrative Announcement:

A. Chairman McMillan gave the Administrative announcements.

4. Approval of Minutes

A. A motion was made to approve the August 6, 2018 board meeting minutes by Vice Chair Tyrie and seconded by Treasurer Petrucci. Carried 6-0.

5. Treasurer's Report

A. Trustee Worley moved to approve the September 10, 2018 Treasurer's Report, seconded by Trustee McCallister. Carried 6-0.

6. Approval of Checks

A. Vice Chair Tyrie made a motion to approve checks 3394-3398. Seconded by Treasurer Petrucci. Carried 6-0.

7. Staff Reports

A. **District Engineer**

B. **Attorney Wayne Flowers**

1. Special Election. Mr. Flowers was absent. Mr. John Wallace attended in his place. He said the status hasn't changed.

C. **Secretary Melody Pickens**

1. Darla Mayo's proposal to make the website Chapter 189 and ADA compliant website. The secretary presented Ms. Mayo's proposal and explained the advantages and the need to update our website. Chairman McMillan made a motion to pay \$1,964 to have our webmaster, Darla Mayo, update the website, with the stipulation that she will provide a completion date. Seconded by Treasurer Petrucci. Carried 5-0 (Trustee Tyrie had left the meeting). Treasurer Petrucci will call Ms. Mayo for a completion date.

2. Secretary Pickens showed board members photos of nutria sleeping on the dock of Richard Whitmire and Sheila Moore's dock, 113 Arthur Moore Drive.

D. **Accountant Tom Halquest**

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8. Trustee Reports

A. **Chairman.**

B. **Vice Chairman**

C. **Treasurer**

1. Kettles. Treasurer Petrucci suggested doing one or more small projects that don't require an engineer, such as refurbishing the kettles. Barry did it last time. Mr. Wallace said that we wouldn't have to bid the project if it is less than \$25,000.00. Chairman McMillan asked if Barry could also look at the old valve in Lake Ryan that is sticking. Treasurer Petrucci will get a bid to rehab the kettles and provide walk boards and present it at the next meeting.

2. Emergency Action Plan (EAP). Treasurer Petrucci talked to John Ward, and told him how we do it and asked him if he wanted something more formal. He told Treasurer Petrucci that he wanted a phone call from us if we intend to lower the lakes, when we finish lowering the lakes, and updates. He doesn't care if we have an EAP. Trustee Cottrell said that Clay County would contact the board when they implement their own EAP. He would like to see our board member e-mail addresses added to the list. That way we can have a two-way communication with the county. Treasurer Petrucci said that wasn't necessary and would not now develop and EAP as he had planned to do. Chairman McMillan said that John Ward just wants to know when we open the valves. He said that we could put a notice on our website that the board may or may not open the valves due to rainfall amounts. Secretary Pickens noted that we will be able to post alerts on the new website without Darla's help. He also said that Wayne Flowers said that the board doesn't have to have a special meeting to open valves in an emergency.

D. **Trustees**

9. Unfinished Business

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

1. Engineer RFQ 2018-A. Toco Engineering, LLC and Bueme Engineering, Inc. submitted RFQ responses. They were invited to talk to the board about their companies. Mr. Charles Sohm, P.E. spoke for Toco and Mr. Mike Bueme for Bueme Engineering, Inc. Both presented information about their companies to the board and answered their questions. The board discussed the advantages and disadvantages of each company. Mr. Wallace explained to the group that the board would rank one company as their top choice and the other as their second choice. After choosing, the board may negotiate a price for services with the first choice. If the board cannot come to an agreement on a price with their first choice, they can then move to their second choice to negotiate a price with them. He also told the board that the company has seven days after being awarded the contract to show proof that they have insurance the board requires. **Trustee Cottrell made a motion to rank Bueme Engineering, Inc. number one and Toco Engineering, LLC, number two. Seconded by Chairman McMillan. Carried 5-0 with Treasurer Petrucci abstaining. Chairman McMillan made a motion that Trustee Cottrell be the main point of contact**

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between the board and Mr. Flowers and Mr. Bueme. Seconded by Trustee Worley. Carried 6-0. Vice Chair Tyrie left the meeting at 7:56 p.m.

B. Mowing contract.

1. Simplified Contract. Not addressed.
2. Mowing RFP Update. Treasurer Petrucci submitted the two bids received. He gave them to Mr. Wallace. Mr. Bees Lawncare, Fleming Island (President is Thomas Echevarria). Mr. Bees Lawncare bid \$2,250 per mow (all three dams), 10 times a year. Forest Groundworks, (Owner is Charles), 1880 E.W. Parkway bid \$1,650 per mow. Each has one million dollar general liability insurance. **Chairman McMillan made a motion to accept the bid from Forest Groundworks, seconded by Treasurer Petrucci. Carried 5-0.** Treasurer Petrucci wants to be the point of contact for the company. Mr. Wallace said that the contract is for one year and doesn't have to be rebid. Treasurer Petrucci will let him know to ask before doing anything extra, like killing ants, before he does it. He will find out what the owner expects to be paid for extras.
3. 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.

10. New Business

A. Comments from District Members.

1. Nutria. Mr. Whitmire, 113 Arthur Moore, complained about nutria hanging out on his property and on his dock. They are attracted by the food the neighbor at 107 Arthur Moore is putting out for ducks and geese. Chairman McMillan said that nutria are a Lake Asbury Lake Lot Owners Association problem, unless they are seen burrowing into the dams.

11. Adjournment: **Chairman McMillan made a motion to adjourn. Seconded by Trustee Worley. Carried 5-0.**

Melody Pickens
District Secretary

Mark McMillan, Chairman