

**Lake Asbury Municipal Service Benefit District  
Board Meeting July 2, 2012 Minutes  
282 Branscomb Rd. (Lake Asbury Community Center)  
Green Cove Springs, FL 32043**

**1. Call to Order**

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 Linda Parrish called the meeting to order at 6:36 p.m.

**2. Roll/Quorum**

The following Trustees were present: Vice Chairman Linda Parrish, Trustees Janet Lankes, Lige Walden Butch Huggins and Carl Kocher. Staff present: District Attorney Wayne Flowers, District Engineer Mike Kelter and Secretary Diane Walker. Trustees absent: Mark McMillan and Tom Petrucci. Others in attendance are listed on the sign in sheet.

**3. Administrative Announcements:**

Vice Chairman Parrish dispensed with the reading of the Administrative Announcements due to the there being only three in the audience.

**4. Approval of Minutes: June 4, 2012 Regular Meeting; Motion & Approval**

Motion by Trustee Huggins, seconded by Trustee Walden and carried **5-0 to approve the minutes of the regular meeting of June 4, 2012**

**5. Treasurer: Treasurer Report for July 2, 2012; Motion & Approval**

Motion by Trustee Huggins, seconded by Trustee Kocher, and carried **5-0 to approve the June 4, 2012 Treasurer Report (attached).**

**6. Approval of Checks: Checks for July 2, 2012; Motion & Approval**

Motion by Trustee Huggins, seconded by Trustee Walden, and carried **5-0 to approve the 10 checks as listed.**

**7. Staff Reports:**

- a. District Engineer Mike Kelter distributed and reviewed Debby Report #5, a report regarding Cokesbury Road Simmons Trail. He inquired about the calls and comments received from residents on South Lake and North Lake. Trustee Kocher responded that he received a lot of emails from South Lake residents that the water is rising fast. Once his email went out explaining what the Lake

Committee was doing, they were very appreciative and calmed down. Further discussion was held regarding the storm and the spillway.

- b. District Attorney Wayne Flowers reported that the closing was held and the money is in the District's account at Ameris Bank in the amount of \$840,000. As project expenses start coming in, there is a process that is part of the loan agreement whereby the district engineer and board chair has to sign off and the bank will issue a check to be paid directly to the vendor. The next step is to put out the bid for the contractor.

8. **Trustee Reports:**

- a. Chairman- No Report

- b. Vice Chairman – No Report

- c. Trustees:

Butch Huggins – Trustee Huggins reported on the lakes valve openings and closings during Tropical Storm Debby. He concluded that everything went very well and the valves and kettles operated like they are supposed to.

Trustee Huggins reported that Chairman McMillan was contacted by the man that has the Shad with a good deal since a customer of his backed out. Trustee Huggins made a motion that was seconded by Trustee Lankes and **carried 5-0 to authorize Chairman McMillan to order Shad in an amount not to exceed \$2,000 and put them in the North Lake.**

Carl Kocher – Trustee Kocher reported that starting in 2009, he spoke to former County Manager Fritz Behring, County Attorney Mark Scruby and Dave Austin regarding maintenance of the smart boxes. He suggested that the District Board meet with county personnel regarding a regular maintenance schedule on the smart boxes. Trustee Huggins recommended that every six months, on the first meeting in December and the first meeting in June, an item be placed on the agenda to request the county to inspect all the smart boxes. Secretary Diane Walker agreed to place the items on the agenda as recommended. Trustee Huggins commended Shawn Thomas for coming out between 6:30 a.m. & 7:00 a.m. on the Monday of Tropical Storm Debby checking on things.

9. New Business

- a. Discussion on appointment of trustee to fulfill the remainder of Trustee Futch's term. Trustee Bill Futch has resigned his Seat effective June 6<sup>th</sup>. He will resume his seat after the November election. The Board will make a decision on whether Trustee Futch's seat needs to be filled temporarily. Motion & Approval

Trustee Kocher expressed his support of filling the seat. After discussion, a motion was made by Trustee Kocher and seconded by Trustee Lankes to request that the BCC fill Trustee Futch's Seat. The motion failed 2-3 with Trustees Huggins, Walden, and Parrish dissenting.

- b. Discussion on proposed FY 2012/13 Budget and Adoption of Tentative budget – Motion & Approval

Attorney Flowers explained that to be compliant with the law, adoption of the tentative proposed budget has to be posted to the website two days before formally adopting the budget. The budget can be changed up to final adoption. Trustee Kocher advised that the drop dead date for submission of the final budget has been extended from August 1st to August 7<sup>th</sup> to allow the District time to finalize the budget at their August 6<sup>th</sup> meeting. The budget must to be delivered to the county on August 7<sup>th</sup>. District Engineer Mike Kelter stated that he and Trustee Petrucci propose putting project #1, South Lake Asbury Spillway for \$760,000, and project #2, South Lake drawdown device rehab for 50,000, into the 2012/2013 tentative budget for capital improvements. After discussion, motion by Trustee Huggins, seconded by Trustee Lankes and **carried 5-0 to approve the District tentative proposed budget for FY 2012/13.**

Trustee Kocher reported that Budget Director Kathy Zebraski and the County Manager agreed to extend the deadline this one time, but that it has to be on time in the future. Trustee Huggins requested that discussion on the budget be placed on the agenda in May 2013. Secretary Diane Walker agreed to place discussion on the budget in the May 2013 agenda.

After brief discussion, a motion was made by Trustee Huggins, seconded by Trustee Lankes and **carried 5-0 to hire the District Attorney's firm to certify the assessment in an amount not to exceed \$2,000.**

- c. Approval to hold Special Called Meeting for the purpose of adopting final budget. Motion & Approval

Due to the extension granted by the County, a special called meeting will not be needed. No action was taken.

- d. Approval to advertise for Special Called Meeting. Motion & Approval

Due to the extension granted by the county, adverting of a special called meeting will not be needed No action was taken.


10. **District Members**

Sue Caputo stated that she has a concrete box on her ditch at the lake. She was told when it was originally installed that it would be cleaned out periodically; however it is not accessible for cleaning. Trustee Huggins explained how access would be acquired.

11. **Adjournment**

There being no further business, the meeting adjourned at 7:58p.m. The next meeting will be August 6, 2012.

Diane Walker  
Secretary



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Linda Parrish, Vice Chairman

# LAKE ASBURY MUNICIPAL SERVICES BENEFIT DISTRICT

## TREASURER'S REPORT

REPORT DATE: July 2, 2012

### GENERAL CHECKING ACCOUNT

Balance as of June 1, 2012		\$	2,773.29
Prior Month Transfer from Savings	\$	50,000.00	
Prior Month Checks (Previously Approved)	\$	(14,094.31)	
Prior Month UNKNOWN Deposits	\$	5,442.75	
Prior Month Checks Not on Prior List			
2854 Thomas Petrucci	\$	(107.88)	
Trans UNKNOWN	\$	(50.00)	
Total Prior Month Checks Not on Prior List	\$	(157.88)	
Balance as of June 30, 2012		\$	43,963.85

### Current Checks

2855 Diane Walker	\$	(218.19)	
2856 Florida UC Fund	\$	(8.78)	
2857 United States Treasury	\$	(43.26)	
2858 Darla Mayo	\$	(62.50)	
2859 Legacy Civil Engineers, Inc.	\$	(9,544.50)	
2860 Rain God Irrigation & Landscaping	\$	(750.00)	
2861 Thomas Hallquest CPA, P.A.	\$	(75.00)	
2862 Lewis, Longman & Walker	\$	(1,000.00)	
2863 Rain God Irrigation & Landscaping	\$	(725.00)	
<b>Total Checks for Current Month</b>	\$	<b>(12,427.23)</b>	

**Current General Checking Account Balance** \$ 31,536.62

### MONEY MARKET CHECKING ACCOUNT

Balance as of June 1, 2012		\$	303,301.93
Prior Month Deposits	\$	6,711.48	
Prior Month Transfer to operating A/C	\$	(50,000.00)	
Prior Month Interest	\$	81.75	

**Current Money Market Checking Account Balance** \$ 260,095.16

**Current Total Funds Balance** \$ 291,631.78

**Motion to accept Treasurer's Report and approve the Current Month's Checks**

**Submitted by:** \_\_\_\_\_