

**WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING
MINUTES
November 16, 2022**

Town Hall Conference Room 201 – 6510 Shallowford Road

I. Call to Order

- a. Chair Jeffrey Rawls opened the meeting at 6:32 PM. In attendance were Chad Conger, Denise Criss, Philip May, Jeffrey Rawls, Glenn Yarnell, and Town Manager James Ayers. Martin Beale was absent.
- b. Mr. Rawls welcomed James Ayers to Lewisville as the new town manager. Mr. Ayers shared a little about his professional career and thanked the board for the warm welcome.

II. Agenda Approval – Denise Criss moved to approve the agenda with the addition of Woodview development under New Business, add lake names to old business, and delete item 4a. The motion was seconded by Glenn Yarnell and motion passed unanimously.

III. Minutes Approval

- a. Philip May moved to approve the August 31, 2021 minutes. The motion was seconded by Denise Criss and motion passed unanimously.
- b. Glenn Yarnell moved to approve the March 15, 2022 minutes. The motion was seconded by Chad Conger and motion passed unanimously.
- c. Denise Criss moved to approve the July 19, 2022 minutes. The motion was seconded by Philip May and motion passed unanimously.

IV. Old Business

- a. Emergency Action Plan (EAP) update – This has been submitted to the state. Mr. Ayers will follow up with the engineer to determine the status. Until then, Mr. Ayers will provide the board with the draft plan.
- b. Lakes study proposal – Mr. May shared that over the years water quality of the lakes has been discussed. Mr. May shared the following for consideration:

Willow Run MSD

11/16/22

Draft - Lake Monitoring Strategy

Goals

- Assess aging/eutrophication of lakes
- Identify changes over long term
- Manageable process with limited effort (able to transfer to volunteers in future)

2023 – Initial setup & measurements

Finalize plan – October meeting

2024+ – Begin annual plan

Report data – October meeting

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Process

- Establish parameters – **depth, clarity**, temperature, dissolved oxygen, pH
- Establish locations (2023 only)
 - o Elevation controls
 - o Monitoring points
- Depth – Annual
 - o One event per year (not every year after baseline)
 - o 4 measurements/location (average)
 - o GPS locations for accuracy
- Secchi disk depth (water clarity) – seasonal
 - o 1-2 measurement locations/lake
 - o 2 or 3 per season from May to September
- Data Reporting – Charts & Figures

Equipment:

- Sounding weight
- Secchi disk
- Meter (future) - TBD

Schedule (D= Depth, C=Clarity)

Year	May	July	September
2023	D C	C	C
2024	D C	C	C
2025	C	C	C
2026	D C	C	C
2027	C	C	C
2028	D C	C	C
2029	C	C	C
2030	D C	C	C

Mr. May noted the board would need to determine what equipment, if any, they wish to purchase in the future. For now, Mr. May has equipment (except meters) that can be used and, possibly, donated to the Town. Since the siphon system was installed, the waters are not as clear as they once were. Board consensus was to begin with the depth and clarity in 2023. The most difficult aspect will be determining the depth in consistent locations. Desmond is the one expected to have the most change and Marblehead’s depth has changed since the dam failure. The study will, hopefully, foreshadow future projects. Mr. Ayers shared he had no objection to a voluntary monitoring program. Prior to beginning the project in May 2023, communication to the area will be given to help deter questions.

- c. Lake names – Mr. May showed the board where the lake names are reflected incorrectly on the USGS map. He stated any individual can request a correction. Board consensus was for Mr. May to request correction of the lake names.

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V. New Business

- a. Woodview Development – Mr. Rawls shared a map showing Desmond in relation to the new subdivision, Woodview Development. Recent paving in the development should help with some of the mud issues that have been experienced in the past. There are two common elements listed on the map and these areas will remain undeveloped due to topo. Mr. Rawls would like to investigate what can be done in the common area that can mitigate long-term effects on Desmond. A lot of discussion was held about the sediment that has gone into Desmond over the years highlighting this has been a concern for many years. Mr. Ayers said he would look into what can be done. *(Map is incorporated as an attachment to the minutes.)*
- b. 2023 Council retreat items – Board members were encouraged to think of potential items that may need to be given to Council and share those at the board’s January meeting.

VI. For the Good of the Order

- a. Mr. Yarnell noted he would like to see walk-a-rounds of the dams done more frequently than 3-4 years. He noted a lot of issues were found with the last walk including erosion, drainage beyond the dam, and signage. The board will schedule this after the first of the year.
- b. 2023 Meeting Schedule – January 17, March 21, May 16, August 15, October 17
- c. Next schedule meeting is January 17, 2023.
- d. Mr. Ayers shared the audited 2021-2022 financial report, which was a clean audit, and the current financial report through October 31, 2022.

- VII. Adjournment** – Philip May moved to adjourn at 7:43 PM. Motion was seconded by Denise Criss and motion passed unanimously.

ATTEST:

Jeffrey Rawls, Chair

Dora K. Moore, Town Clerk