

**WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING  
MINUTES  
AUGUST 20, 2024**

Town Hall Conference Room 201 – 6510 Shallowford Road

**I. Call to Order**

- a. Chair Philip May opened the meeting at 6:00 PM. In attendance were Martin Beale, Philip May, Jeffrey Rawls, Kirk Rieger, Glenn Yarnell, Town Manager Stacy Tolbert, and Public Works Director Jon Hanna. Chad Conger and Denise Criss were absent.

**II. Agenda Approval** – Jeffrey Rawls moved to approve the agenda as amended to include a topic on neighborhood communication. The motion was seconded by Martin Beale and motion passed unanimously.

**III. Minutes Approval**

- a. March 19, 2024 – Glenn Yarnell moved to approve the March 19, 2024 minutes. The motion was seconded by Jeffrey Rawls and motion passed unanimously.
- b. May 21, 2024 – Martin Beale moved to approve the May 21, 2024 minutes. The motion was seconded by Jeffrey Rawls and motion passed unanimously.

**IV. Financials** – Both the prior year and current year financials were reviewed.

**V. Old Business**

- a. Lake Marblehead Dam selection and schedule – Two requests for qualification were received for Lake Marblehead Dam. Grimes Engineering was the most qualified and was awarded the project mid-July. Engineering will take three months and permitting will take an additional three months. It is anticipated the bid process for repairs will be early 2025. Mr. Grimes will provide a report at the October 15 meeting or earlier if project is ahead of schedule.
- b. Lake Desmond – North Carolina Land and Water Trust Fund (NCLWTF) says Lake Desmond rehabilitation would rank low on its rating system. In terms of lake access, Town staff has met with the developer of the adjoining property about an easement and they seem supportive as does Town Council. Construction of the adjoining property needs to be completed before rehabilitation can begin on Lake Desmond.
- c. Identification of residents and permit holders – The board discussed ways to identify residents and permit holders utilizing the lakes. It was decided to continue observing use to determine if there is an issue.
- d. Neighborhood communication – The Town will develop an annual MSD summary with the first priority being an update on the Lake Marblehead process and schedule.

**VI. Staff Report**

- a. Mr. Hanna updated the board on the routine dam maintenance.

**VII. For the Good of the Order**

- a. Next meeting – **October 15, 2024**

**VIII. Adjournment.**

ATTEST:

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Philip May, Chair

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Dora K. Moore, Town Clerk