

**WILLOW RUN MUNICIPAL SERVICE DISTRICT BOARD MEETING  
MINUTES  
AUGUST 31, 2021**

Town Hall Council Chambers – 6510 Shallowford Road

**I. Call to Order**

- a. Chair Jeffrey Rawls opened the meeting at 6:30 PM. In attendance were Martin Beale, Denise Criss, Phillip May, David Mazza, Jeffrey Rawls, Glenn Yarnell and Town Manager Hank Perkins.

**II. Guests – Ken Baker**

- III. Agenda Approval** – Denise Criss moved to approve the agenda. The motion was seconded by Glenn Yarnell and motion passed unanimously.

- IV. Minutes Approval** – David Mazza moved to approve the amended July 20, 2021 to note Martin Beale was in attendance, add (Inaudible) at the end of item IVB2, and change ‘DENR’ to ‘DEQ’ in item VIIC1. The motion was seconded by Philip May and motion passed unanimously.

**V. Old Business**

- a. Emergency Action Plan (EAP) proposal – Manager Perkins shared he has three EAP statement qualifications – Kimley Horn, Grimes Engineering, and McGill. Their schedule of fees were comparable. In reviewing these, Manager Perkins has selected Grimes Engineering due to being local, their references, and the ability to conduct the study for several years. The proposal also includes an offer to include an EAP for Marblehead Dam for \$3,900 while doing the Falmouth Dam EAP. Cost for the Falmouth Dam EAP alone is \$16,800. Manager Perkins noted only \$12,270 was allocated in the budget. After extensive discussion, David Mazza moved to approve the \$16,800 Grimes Engineering proposal for Falmouth Dam only. Denise Criss seconded the motion and motion passed unanimously. David Mazza moved to request a \$5,000 budget amendment by Council to supplement the EAP cost. Glenn Yarnell seconded the motion and motion passed unanimously. The contract and budget amendment will be considered by Council at their Thursday meeting.

**VI. Reports – None**

**VII. New Business – None**

**VIII. For the Good of the Order**

- a. No public comments received.  
b. Charter comments – The Board had no proposed changes to the charter.  
c. Manager Perkins noted that the Council may consider having all boards and committees meet virtually. A decision is to be made this Thursday.  
d. Next schedule meeting is October 19, 2021.

- IX. Adjournment** – Glenn Yarnell moved to adjourn at 7:27 PM. Philip May seconded the motion and the motion passed unanimously.

ATTEST:

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Jeffrey Rawls, Chair

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Dora K. Moore, Town Clerk