

The MISSION of the Willow Creek Community Services District is to deliver efficient, environmentally sound, economical, and compliant services to the residents of Willow Creek. We are committed to providing reliable, high quality water, street lighting, wastewater services and well maintained parks and recreation facilities.



BOARD OF DIRECTORS –REGULAR MEETING
Thursday September 28th, 2023
6:00 p.m.
135 Willow Rd., Willow Creek – District Office
MINUTES

Pg. 1 of 3

Public may join in person or by ZOOM
Use ZOOM Meeting ID: 414 162 5718 (<https://zoom.us/j/4141625718>)
or DIAL IN: 1-669-900-6833 (press *9 to raise your hand to speak and *6 to mute/unmute)

1. CALL TO ORDER – ROLL CALL & DETERMINATION OF A QUORUM

Board chair, Riley Morrison called meeting to order at 6:01 p.m. All directors present; J. Gower, S. Hughes, E. Duggan and C. Snow. Staff; General Manager, Susan O’Gorman and Lynn White. Two in attendance by Zoom and eight others in person.

2. ADOPT AGENDA

Copy of Agenda for this meeting September 28, 2023: For review and approval.
MSC (Duggan/Gower) move to approve the agenda. Motion carried.

3. ADOPT MINUTES

Of the August 24, 2023 regular meeting. Minutes in Board folder for review and approval.
MSC (Hughes/Duggan) move to approve the minutes. E. Duggan would like to see board positions and Mission & Vision statements on agenda in October or November. Motion carried.

4. REPORTS & COMMUNICATIONS

All non Willow Creek Community Services District reports should not exceed 3 minutes.
No action is required on these items, but the Board may discuss any particular item as required.

- 4.1. Sheriff Report
Lt. Josh McCall reported.
- 4.2. CHP Report
No report
- 4.3. W.C. Fire District
Bob Kennedy Reported for the Fire District
- 4.4. RREDC Report
Riley Morrison Reported for RREDC.
- 4.5. WC Chamber of Commerce
Shannon Hughes reported for the Chamber.
- 4.6. W.C. Fire Safe Council
Patti Pedigo reported for the Fire Safe Council.

5. CONSENT ITEMS FOR BOARD APPROVAL

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it be acted upon separately.

- 5.1. Financial Statements for August 2023; and payables for September 2023.
- 5.2. Manager’s Report

MSC(Hughes/Snow) move to approve the consent items. Motion carried.

6. **STAFF REPORTS**

6.1. **Parks & Recreation Report** (O’Gorman)

Manager O’Gorman checked with John Ford at the county regarding permits for the new play structure and the volt toilet. We do need permits. Manager is working on that. We will be letting the leaves from the downtown trees pile up and pick up more at one time, it makes it cost effective. We still do not have a maintenance agreement with Caltrans. Manager O’Gorman has contacted them, but she has not heard back. The bookstore is a total loss. Manager O’Gorman is in contact with SDRMA regarding insurance. The fire inspector was here on Monday and told us that it was not arson.

6.2. **Water Department Report** (O’Gorman)

We had a busy month with leaks. Lots of leaks. Bigfoot subdivision, The Terrace, Hodgson Hill, Seely McIntosh, Dogwood Lane. Some were normal leaks; some were caused by the wastewater project. Parts used on those leaks will be paid by wastewater. The powers that be do not think the surface water intake is not an emergency. We are hoping for a small repair in hopes that it lasts for years to come.

6.3. **Wastewater Report** (O’Gorman & Stevens, GHD)

The Terrace is complete, Country Club is almost done, and they are now headed to Mayfair and Maytan. We are now using the line of credit with RCAC. We will now have interest payments on the amount borrowed.

7. **Board Member Report**

Judy Gower reported that there have been motorized bikes on the bike track. They are ruining the surface of the track. There is to be no motorcycles or E-bikes. Ed Duggan reported there is a good fall run of Steelhead.

8. **UNFINISHED BUSINESS**

8.1. Staff to ask board for direction of skate park location within the bounds of Veteran’s Park, part of the design process of the Park Rural Recreation & Tourism Grant.

Manager O’Gorman listened to the pros and cons of each area where the skate park can go. No decision was made. This will be discussed at the next Recreation meeting.

9. **NEW BUSINESS**

9.1. Board to discuss options for filling vacant board member position, given Judy Gower has chosen to resign/retire from the Board. Per Government code, the position shall either be appointed after public notification, or a special election held.

Manager O’Gorman to fly the vacant position tomorrow until Oct. 19th. Flyers will be at the District office, Ace Hardware, the Post Office and Coast Central Credit Union. Letters received will be in the Oct. board packets. The board will appoint someone from the submitted letters. This term is a partial term and up Nov. 2024. Person chosen will need to go to the Humboldt Elections Office to complete paperwork. Manager O’Gorman was given direction from the board to proceed.

9.2. Board to discuss request by P.J. Shannon to rent the Kimtu Campground for a few weeks next summer, to have a youth summer camp.

P.J. Shannon will submit his business plan to Susan. She will email out to the board. He would like to use the campground from July 7th to Aug 3rd. This is our prime time for campers. We have many that come every year.

10. **ITEMS FROM THE FLOOR**

No items from the floor.

11. **CLOSED SESSION**

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney client privilege.

none

12. **ADJOURNMENT**

MSC (Gower/Snow) move to adjourn the meeting. Meeting adjourned at 7:58. Everyone one thanked Judy for her years of service to the community not only for the District, but all the non-profits she has been involved with over the many years. Thank you, Judy, you will be missed! Thanks Patti, the cheesecake was great.