

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 July 27th, 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, R. Morrison called meeting to order at 6:30 p.m. Directors present; C. Snow, E. Duggan, and S. Hughes, with J. Gower absent. Staff; General Manager, Susan O’Gorman and Lynn White. One in attendance and one by zoom.

2. ADOPT AGENDA

Copy of Agenda for this meeting July 27, 2023: For review and approval. MSC (Hughes/Duggan) move to approve the agenda. Motion carried.

3. ADOPT MINUTES

Of the June 22, 2023 regular meeting. Minutes in Board folder for review and approval. MSC (Duggan/Snow) move to approve the minutes. 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 – No report
- 4.2. CHP Report – No report
- 4.3. W.C. Fire District
Manager O’Gorman read report from Sam Brown.
- 4.4. RREDC Report
Riley Morrison reported for the RREDC
- 4.5. WC Chamber of Commerce
Shannon Hughes reported for the Chamber of Commerce.
- 4.6. W.C. Fire Safe Council
Patti Pedigo

5. CONSENT ITEMS FOR BOARD APPROVAL

Consent Calendar items are expected to be routine and non-controversial, too 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 June 2023; and payables for July 2023.
- 5.2. Manager’s Report
MSC (Duggan/Hughes) move to approve the consent items. Motion carried.

6. **STAFF REPORTS**

- 6.1. **Parks & Recreation Report** (O'Gorman)
The Melton Design Group attended Bigfoot Days and was well received. Next Recreation meeting will be Aug. 2nd at 6 p.m. Staff has been hauling some of the dirt from the Stockel field to Creekside Park to level out area's. The more that can be mowed and not weed wacked the better. The Bathroom has been ordered for Creekside. The USFS RAC committee might be fixing the road to Kimtu Beach. We will know more about that later.
- 6.2. **Water Department Report** (O'Gorman)
General Manager, S. O'Gorman met with a computer programmer to help with the treatment plant controls. She is going to have them do a risk analysis, the computer system is from 2007. When this is complete it will be brought to the board. Our intake for pumps 5 & 6 has rusted thru. We have a temporary repair in place. Manager has hired Trinity Valley Consulting to see what can be done. Josh contacted people to make the permitting easier. This is an emergency. See 9.2.
- 6.3. **Wastewater Report** (O'Gorman & Stevens, GHD)Board Member Report
The wastewater project is going full steam ahead. They have been working on the roads between 299 and The Terrace. Roth Rd, Willow Way and now on to Walnut. Staff is having Mercer Fraser stockpile the dirt they are digging up at the Stockle property/wastewater treatment site. District will use this dirt elsewhere.

7. **Board Members' comments, announcements, reports**

E. Duggan is going to call powers that be regarding the fee charged to close the road for Bigfoot days.

8. **UNFINISHED BUSINESS**

- 8.1. Staff recommends addition of new Chapter 6 Wastewater Department, to the Board Policy (ordinance 47)
Board vote required.
MSC (Snow/Hughes) move to approve Ordinance No 47, Chapter 6 for wastewater.
Motion carried.

9. **NEW BUSINESS**

- 9.1. Board to discuss signage in Willow Creek. This is the beginning of a discussion which will in the end involve other agencies such as Caltrans, County Road and the Chamber of Commerce.
Manager will be working with the board as signage is brought up and the C.S.D. can hopefully help facilitate with Caltrans on encroachment permits.
- 9.2. Board to vote on Resolution 2023-04, Declaration of Emergency due to damage to surface water intake pipe.
Board vote required.
MSC (Duggan/Hughes) move to approve Resolution 2023-04, Declaration of Emergency to surface water intake pipe. Motion carried.

10. **ITEMS FROM THE FLOOR**

Anyone wishing to address the Board on any items not found on the agenda may do so at this time. A written Request for public comment should have been submitted to the Secretary to the Board prior to the Call to Order.

E. Dugan wanted to go back to 8.1. He would like a discussion regarding the wastewater Vision Statement.

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 (Hughes/Snow) move to adjourn the meeting. Meeting adjourned at 7:10 p.m.