

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 November 16<sup>th</sup>, 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; E. Duggan, S. Hughes, C. Snow. Staff; General Manager S. O'Gorman and L. White. Five in attendance and one by zoom.

**2. ADOPT AGENDA**

Copy of Agenda for this meeting November 16, 2023: For review and approval.  
MSC (Hughes/Duggan) move to approve the agenda. Motion passed.

**3. ADOPT MINUTES**

Of the October 26, 2023 regular meeting. Minutes in Board folder for review and approval.  
MSC (Duggan/Snow) move to approve the minutes. Motion passed.

**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
- 4.2. CHP Report - No
- 4.3. W.C. Fire District – No
- 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, 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 October 2023; and payables for November 2023.
- 5.2. Manager's Report  
MSC (Hughes/Snow) move to approve the consent items. Motion passed.

**6. STAFF REPORTS**

- 6.1. Parks & Recreation Report (O'Gorman)  
Nineteen people attended the recreation meeting held on the 1<sup>st</sup>. Manager O'Gorman is still in contact with Caltrans regarding the maintenance contract. Manager O'Gorman had Watkins Tree Service work at the Campground. They took down some hazard trees.
- 6.2. Water Department Report (O'Gorman)  
The lead and copper testing is complete and all levels are good. We have purchased a new pump for the Bigfoot pump station. Fiber Optic crews are close to done in our area.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)  
Mercer Fraser will be testing lines and doing asphalt. We are waiting on their next schedule. We did not receive a pay request from them this month.

**7. Board Member Report**

Rily Morrison reported that KMUD, might be expanding to our area.  
Ed Duggan reminded us that board elections are next month for new chair and vice chair.

**8. UNFINISHED BUSINESS**

- 8.1. Board to vote on appointment to fill vacant board member position.  
MSC (Hughes/Snow) move to appoint Jamie Stanfield to fill the vacant board position.  
Ayes: Hughes, Morrison and Snow. Abstained: Duggan
- 8.2. Staff to update Board on current status of design of Veteran's Park Rural Recreation & Tourism Grant by Melton Design Group.  
Staff should receive a draft version to approve in the next month or so. Next Rec meeting is Dec. 6<sup>th</sup>. At 6:00 p.m.
- 8.3. 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.  
PJ Shannon did not attend. The board has many questions. They might possibly hold a special meeting.

**9. NEW BUSINESS**

None

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.

None

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 (Duggan/Hughes) move to adjourn the meeting. Meeting adjourned at 6:57 p.m.