

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 December 21, 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 6:04 p.m. Directors present; E. Duggan, S. Hughes, J. Stanfield with C. Snow absent. Staff; General Manager Susan O'Gorman and Lynn White. Two in attendance and 1 by zoom.

- 1.1. Swear in new Director Jaime Stanfield
New director Stanfield sworn in.

2. ADOPT AGENDA

Copy of Agenda for this meeting December 21, 2023: For review and approval.
MSC (Hughes/Duggan) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the November 16, 2023 regular meeting. Minutes in Board folder for review and approval.
MSC (Hughes/Duggan) 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.

Bob Kennedy will report later in the evening.

- 4.1. Sheriff Report
No report
- 4.2. CHP Report
Manager O'Gorman read a statement from Officer Gulick.
- 4.3. W.C. Fire District
Bob Kennedy reported for the Fire District @ 6:45 p.m.
- 4.4. RREDC Report
No Report
- 4.5. WC Chamber of Commerce
Shannon Hughes reported for the Chamber of Commerce.
- 4.6. W.C. Fire Safe Council
No Report

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 November 2023; and payables for December 2023.
- 5.2. Manager's Report
MSC (Duggan/Stamfield) to approve the consent items. Motion passed.

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
Recreation meeting was Dec. 13. Manager O'Gorman is still working with SDRMA regarding the Bookstore. We no longer have any wood left to give away.
- 6.2. Water Department Report (O'Gorman)
Manager O'Gorman received more emails with questions regarding Prop 1 grant for another storage tank on Brannan Mtn. This would be a great asset for the district.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)
This last rainstorm a big pothole opened up, it has been fixed. Mercer Fraser will not be working over the Christmas. We have not received another payout request from them this month.

7. Board Member Report

Shannon Hughes reported that Muddy is out of jail. Everyone beware.
Rily Morrison would like to have a special meeting in January on strategic planning.
Manager O'Gorman reported that the board is also due for Brown Act Ethics training.

8. UNFINISHED BUSINESS

- 8.1. Staff to update Board on current status of design of Veteran's Park Rural Recreation & Tourism Grant by Melton Design Group.
MSC(Hughes/Stamfield) move to proceed forward with the final design. Motion passed.
- 8.2. 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.
This topic will be tabled. P.J. did not show up.

9. NEW BUSINESS

- 9.1. Board to appoint Director to be on banking account at two banking institutions.
Board vote required.
MSC (Duggan/Stamfield) move to appoint Shannon Hughes as a new signer on accounts at both Umpqua Bank and Coast Central Credit Union. Motion passed.
- 9.2. Board to discuss Chamber of Commerce former Information Booth. Staff recommends a letter of understanding between WCCSD and the Chamber for future use of the building.
The Chamber will be discussing the information booth at their next meeting. The District and the Chamber will work on a MOU.

NEW BUSINESS cont.

- 9.3. Staff to update board on discussions with Caltrans regarding Landscaping and Maintenance agreement of downtown trees and grass areas. Manager O'Gorman has been in contact with Caltrans. They want us to carry 6 million in insurance. There has been no agreements since the Downtown beautician project was complete. Staff wants to put it back in their lap. We can not afford to have higher insurance. MSC (Morrison/Hughes) move to support staff's recommendation. Motion passed.
- 9.4. Board to pick new officers for Board Chair, Vice Chair and representative for RREDC. MSC (Hughes/Stamfield) move to nominate Riley Morrison as President. Three yes, Duggan Abstained. MSC (Hughes/Morrison) move to nominate C. Snow as Vice President. Three yes, Duggan Abstained. MSC (Duggan/Hughes) move to appoint R. Morrison as our representative to RREDC, Motion passed.

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 (Duggan/Stamfield) move to adjourn meeting. Meeting adjourned at 7:37 p.m.