

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 January 25, 2024
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 6:00 p.m. All Directors present; J. Stanfield, S. Hughes, E. Duggan and C. Snow. Staff; General Manager, Susan O'Gorman and Lynn White. Others in attendance; Patti Pedigo and Sam Smith, 1 by zoom.

2. ADOPT AGENDA

Copy of Agenda for this meeting January 25, 2024: For review and approval. MSC (Duggan/Hughes) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the December 21, 2023 regular meeting and January 17, 2024 special 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.

- 4.1. Sheriff Report
No report.
- 4.2. CHP Report
No report.
- 4.3. W.C. Fire District
Sam Smith 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, 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 December 2023; and payables for January 2024.
- 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)
There was no Recreation committee meeting this month. There will be one in Feb. Manager O'Gorman talked to the county regarding Kimtu Rd. regarding lowering the speed limit. We can not lower it the speed limit, there are state rules, the area does not meet state vehicle code requirements. Speed humps is an option, the district would have to pay to put those in.
- 6.2. Water Department Report (O'Gorman)
Treatment plant pumped 10.8 million gallons last month. Last year we pumped 11.7 million gallons. Brannan mountain tank project is coming along. The grant would be 2 million for the tank project. We have a leak on 299 just past Panther Rd. We are going to need help with this leak. We will need to hire for flaggers etc. This is not a huge leak, but is going to cost us money to fix it. We did not have any problems with the rain event on the 12th & 13th. The creek was really high and staff switched to ground wells.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)
Mercer Fraser did some asphalt work on the roads. Individual hook ups should be by the end of the year. Staff will by getting the temporary easements to landlords soon

7. Board Members' comments, announcements, reports

No report.

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.
Melton Design Group is getting together the projected costs for projects before we go out to an RFQ. Rec meeting Feb. 7th. Manager O'Gorman sent for her first reimbursement request on the Rec & Tourism Grant.

9. NEW BUSINESS

- 9.1. Staff recommends update to Board Policy, Chapter 3, Tenured Employee Benefits, 3.06 Paid Holidays: changing Lincoln's and Washington's Birthdays to Presidents Day and a floating holiday. Board vote required.
MSC (Hughes/Stamfield) moved to approve the addition to Chapter 3 regarding the Change to Lincoln's and Washington's Birthdays to Presidents Day and a float holiday. Motion Passed.
- 9.2. Staff recommends update to Board Policy, Chapter 3, Tenured Employee Benefits, adding section 3.13 Jury and Witness Duty. Board vote required.
MSC (Snow/Hughes) moved to approve addition to Board Policy Chapter 3 Jury & Witness Duty. 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 (Stanfield/Duggan) move to adjourn the meeting. Meeting adjourned at 6:44 p.m.