

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 February 29, 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, Riley Morrison called meeting to order at 6:04 p.m. Directors present; C. Snow, S. Hughes. Absent, E. Duggan and J. Stanfield. Staff; General Manager, Susan O’Gorman and L. White. Others in attendance; 3 in person and 3 by zoom.

2. ADOPT AGENDA

Copy of Agenda for this meeting February 29, 2024: For review and approval.
MSC (Snow/Hughes) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the January 25, 2024 regular meeting. Minutes in Board folder for review and approval.
MSC (Hughes/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
LT. J. McCall reported for the sheriff dept.
- 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
S. Hughes reported for the Chamber of Commerce.
- 4.6. W.C. Fire Safe Council
Patti Pedigo and Sophie Sadie 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 January 2024; and payables for February 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)
Staff hopes to have a Recreation meeting on Mar. 6th. Manger O'Gorman is still waiting on the maintenance agreement with Caltrans. The pit toilet is ready to ship. Caltrans said they will work on the sidewalks, weather permitting. The request to install the play structure and pit toilet to bid went out this week.
- 6.2. **Water Department Report** (O'Gorman) Treatment plant pumped 10.6 million gallons for the month of Jan. We had many leaks this month, Moccasin Dr., Seeley McIntosh, Bigfoot Ave., Walnut Way and Mayfair. Over the Presidents holiday someone hit the fire hydrant at China Creek Cottages, this set off the low-level tank alarm in the middle of the night. Crew got the water off and got the hydrant was replaced the next week.
- 6.3. **Wastewater Report** (O'Gorman & Stevens, GHD)
Mercer Fraser has not been working on the wastewater project due to weather conditions.

7. **Board Member Report**

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.
Update is they have shown a Bigfoot design that is neat, the misting tree and an addition to the play structure currently there.

9. **NEW BUSINESS**

- 9.1. Board to consider nominating a Board member to the Local Agency Formation Commission (LAFCo). Board vote required.
MSC (Hughes/Morrison) move to put Caroline Snow on the ballet to run for a position at LAFCo. Motion passed.
- 9.2. Board to discuss property tax bills received from Humboldt County for property assessments from the Willow Creek Fire Protection District. These bills have never been received in the past.
The District received a property assessment bill for every parcel from the Fire Protection District. Manager O'Gorman found out the Arcata Fire Protection District does not charge the McKinleyville CSD for their properties. Public lands have never been charged before. The Fire Protection District is working on a new assessment. The current on is 34 years old. After much discussion, Bob Kennedy said to pay the bills to the county and the Fire Protection District will refund the district back.
- 9.3. Staff recommends the District hire Brunelle & Clark Consulting LLC to complete hazardous materials testing (lead and asbestos) on the burnt bookstore building. Board vote required.
MSC (Hughes/Snow) move to approve Brunelle & Clark Consulting LLC to test for hazardous materials. Motion passed.

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.

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 (Hughes/Snow) moved to adjourn the meeting. Meeting adjourned at 7:09 a.m.