

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 March 28, 2024**  
**6:00 p.m.**  
**135 Willow Rd., Willow Creek – District Office**  
**MINUTES**

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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; S. Hughes, C. Snow, J. Stanfield and E. Duggan. Staff; General Manager Susan O’Gorman and L. White. In attendance P. Pedigo and one by Zoom.

**2. ADOPT AGENDA**

Copy of Agenda for this meeting March 28, 2024: For review and approval.  
MSC (Stanfield/Hughes) move to approve the agenda. Motion passed.

**3. ADOPT MINUTES**

Of the February 29, 2024 regular meeting. Minutes in Board folder for review and approval.  
MSC (Duggan/Stanfield) 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  
No report.
- 4.4. RREDC Report  
Riley Morrison report no meeting due to lack of quorum.
- 4.5. WC Chamber of Commerce  
Shannon Huges reported for the Chamber of Commerce.
- 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 February 2024; and payables for March 2024.
- 5.2. Manager’s Report  
MSC (Duggan/Snow) move to approve the consent items. Motion passed.

**6. STAFF REPORTS**

**6.1. Parks & Recreation Report (O'Gorman)**

The recreation committee meeting went well. Staff has been mowing and weed whacking. Staff has put in 2 ditches to run water off of Kimtu Rd. This will hopefully help with the potholes. Friday, Manager O'Gorman will meet with the lead and asbestos people to test the Six Rivers (burnt) building. Then we can put the demolition out to bid.

**6.2. Water Department Report (O'Gorman)**

Staff did not have too many leak this month. Staff will remove the old pipe from one of the intakes and put in a gate this spring. This will be a temporary solution for the damaged intake.

**6.3. Wastewater Report (O'Gorman & Stevens, GHD)**

Mercer-Fraser has started back up. The inground tanks arrived. They are a little behind schedule. The grant expires in April 2025. We have been getting good turn around on money from the state.

**7. Board Member Report**

Shannon Hughes remind Manager O'Gorman about a letter the Chamber needed for a grant.

**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.**

Manager O'Gorman gave a quick update. MDG is working on a schedule of work. The design plan is on our website.

**9. NEW BUSINESS**

**9.1. Staff to update Board on single bid received by Roger Brown Inc. on the Creekside Project. Staff recommends \$62k be allocated from the recreation savings, which is 19k higher than approved last year. Staff also recommends accepting the bid from Roger Brown with a change, removing the ADA facility work to be completed in house by District staff.  
Board vote required.**

MSC (Duggan/Hughes) moved to accept R. Brown's Bid for Creekside, but to also negotiate the ADA in hopes for some monetary leeway on the project. 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/Stamfield) to adjourn the meeting. Meeting over at 6:56 p.m.  
Motion passed.**