

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.



**2BOARD OF DIRECTORS –REGULAR MEETING**  
**Thursday April 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, Riley Morrison called meeting to order at 6:03. All directors present; E. Duggan, J. Stanfield, S. Hughes, C. Snow. Staff; General Manager, Susan O’Gorman and L. White. Others in attendance Patty Pedigo and Karen Madsen. By Zoom Brett Jones and Dan Tangney.

**2. ADOPT AGENDA**

Copy of Agenda for this meeting April 25, 2024: For review and approval.  
MSC (Duggan/Snow) move to approve the agenda, with correction on 9.1 Audit, change date to 2022-2023. Also move audit to right after 3 adopt minutes. Motion passed.

**3. ADOPT MINUTES**

Of the March 28, 2024 regular meeting. Minutes in Board folder for review and approval.  
MSC (Snow/Stanfield) move to approve the minutes. Motion passed.

- **9.1 AUDIT, Brett Jones** reported out on the audit ending June 2023. The audit received an unmodified review with no findings. The audit went smoothly. Manager O’Gorman is easy to work with and is timely.  
MSC (Hughes/Stanfield) moved to accept the audit. 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 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 March 2024; and payables for April 2024.
- 5.2. Manager's Report  
MSC (Hughes/Stamfield) move to approve the consent items. Motion Passed.

**6. STAFF REPORTS**

- 6.1. Parks & Recreation Report (O'Gorman)  
There was no recreation meeting this month. R. Brown Construction lowered the bid amount for Creekside to \$116,000 including the ADA. Manager O'Gorman heard back from the tests done at the old bookstore. There is minimal lead and asbestos. Manager O'Gorman will contact John Ford and get a demolition permit before we proceed. Riley Morrison reported there is a bench in one of the dugouts that needs repair.
- 6.2. Water Department Report (O'Gorman)  
The water intake permit is moving forward. The gate is going to cost around \$17,000.00 the project we hope to be around \$50,000. We had a water leak in the Bigfoot Subdivision on Monday.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)  
Mercer Fraser is working on the leach field and putting in pipe up and over the hill. Next they will be putting in the pump station near the post office. This should only take a couple of days. When Mercer Fraser starts to work down town they plan on working in the evenings.

**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.  
Manager O'Gorman has been working with MDG, on how they want to put out the bids for design or design and construction. MDG, is also working on Construction drawings. Londa Rowley gave Susan a binder of the history of the park.

**9. NEW BUSINESS**

- 9.1. JJA CPA, Inc. to present the WCCSD's Financial Statements (Audit) for 2022-2023.  
Board to vote to accept the Audit.  
See under Item 3.
- 9.2. Board to vote on ballot for Local Agency Formation Commission (LAFCo) Board members. Board vote required.  
MSC (Duggan/ ) moved to appoint David Couch. Motion failed due to lack of second.  
MSC (Hughes/Snow) moved to appoint Heidi Benzonelli. Ayes: R. Morrison, S. Hughes, C. Snow, and J. Stanfield. Noes: E. Duggan

**10. ITEMS FROM THE FLOOR**

Karen Madsen wants to thank Opie for coming with listening device and finding her leak and Susan and Jordan for coming on their own time and fixing the leak. They went above and beyond. Susan replied that Gary had been fixing her and her family's cars for many, many years.

**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/Snow) move to adjourn the meeting. Motion passed. Meeting adjourned at 6:55 p.m.