

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 May 23, 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

Vice Chair, C. Snow called meeting to order at 6:00 p.m. Directors present; E. Duggan, J. Stanfield, S. Hughes with Riley Morrison absent. Staff: General Manager, Susan O’Gorman. Others in attendance Patti Pedigo, Karen Madsen, and Sam Smith. Others by Zoom.

2. ADOPT AGENDA

Copy of Agenda for this meeting May 23, 2024: For review and approval. MSC (Duggan/Stanfield) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the April 25, 2024 regular meeting. Minutes in Board folder for review and approval. MSC (Duggan/Hughes) 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
No report
- 4.5. WC Chamber of Commerce
Shannon Hughes 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 April 2024; and payables for May 2024.
- 5.2. Manager’s Report

MSC (Hughes/Stanfield) move to approve the consent items. Motion passed.

6. STAFF REPORTS

6.1. Parks & Recreation Report (O’Gorman)

We did not have a Rec meeting this month. The Creekside Park project is moving along, the pit toilet is going up. The ADA pathway and slab will be poured on Monday. All sprinklers are on.

6.2. Water Department Report (O’Gorman)

We still continue to have air in our water aka milky water. We are waiting for the repair screen for our intake. As soon as we get that we will get installed and the bubbles should go away. We did have a few leaks this month, one in the Bigfoot Subdivision we had to turn water off for a bit.

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

Mercer Fraser is almost done at the corner of Country Club and the Terrace. They have started behind the office for the pump station.

7. Board Member Report

Board Members’ comments, announcements, reports

Shannon announced the Barrel Tri-Tip BBQ for Father’s Day at the Museum.

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.

General Manager, Susan O’Gorman continues to have weekly meetings with Melton Design Group. They are working on the Sculpture. Everything is coming along.

8.2. Staff recommends Manager request quotes from 2-3 firms for the removal of asbestos at the burnt bookstore building. Total cost is estimated at \$15,000.
Board vote required.

MSC (Hughes/Duggan) move to approve up to \$15,000 for removal of asbestos at the burnt bookstore building. Motion passed.

9. NEW BUSINESS

9.1. Willow Creek Fire Protection District and the Willow Creek Volunteer Fire Department to open a discussion with the WCCSD about the possibility of the fire district utilizing the property with the burnt bookstore as a location for a possible new fire hall.

The Fire Department sits on .16th of an acre. The building is in dire need of repairs, they have to dry the fire hoses in the street. Our property is .83 of an acre and a perfect location. This property would provide much needed space. We receive money from the Dental building each month and is a big line item on our budget for our Recreation department. There are options, 99-year lease, sell the property, build a shell and let the fire department do what they want. Cash out of the building and then do a lease and let the Fire department build. The board gave Susan direction to do research. This will be a topic of discussion for months to come.

9.2. Staff to present draft Budget for fiscal year 2024-2025. Board to approve letter directing Humboldt County Auditor’s Office to allow property tax funds withdrawal per budget. Board vote required.

Manger O’Gorman talked about expenses of the District. This will be tabled until June for a board vote.

New Business cont.

- 9.3. Staff recommends approval of Resolution 2024-01, appointing the General Manager to sign grant agreements, *professional* engineering agreements, and contractor agreements relating to the recently awarded Brannan Mountain Water Storage Tank grant, in the amount of 2.1 million dollars.
Board vote required.

MSC (Hughes/Duggan) move to approve Resolution 2024-01, appointing the General Manager to sign grant agreements, professional engineering agreements and contractor agreements relating to the recently awarded Brannon Mountain Water Storage Tank grant in the amount of 2.1 million dollars.
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 (Duggan/Stamfield) move to adjourn the meeting. Meeting adjourned at 7:04 p.m. Motion passed.