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.

WCCSD
WILLOW CREEK COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS –REGULAR MEETING
Thursday June 27, 2024
6:00 p.m.
135 Willow Rd., Willow Creek – District Office
MINUTES

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; E. Duggan, C. Snow, S. Hughes, J. Stanfield. Staff; General Manager, S. O'Gorman, and L. White. Others in attendance; Karen Madsen and Patti Pedigo. One by Zoom.

2. ADOPT AGENDA

Copy of Agenda for this meeting June 27, 2024: For review and approval.
MSC (Duggan/Stanfield) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the May 23, 2024 regular meeting. Minutes in Board folder for review and approval.
MSC (Snow/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
  Lt. McCall reported for the sheriff dept.
- 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 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 May 2024; and payables for June 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)

There was no recreation meeting this month. Creekside is coming along nicely. The pit toilet is almost done. We do have to bring in soil and base for the ADA path. The playground structure is here. The 2014 Ford has an ignition issue and is on the coast hopefully being repaired. Wahlund Construction will be doing the asbestos removal. Then proceed to the next step removal of book store.

6.2 Water Department Report (O'Gorman)

The Treatment plant pumped 19.4 million gallons for the month of May. The Permit process is going slow for the water intake. The temporary screen is in. Staff fixed a few leaks this month, Bigfoot and The Terrace. Manager O'Gorman spend most of last weekend at the treatment plant, with chlorine alarms. She ran the plant on-hand. Manager O'Gorman will be calling the computer people that did the risk analysis for us.

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

The downtown work is going smoothly. The issue will be the 10 times crossing to the other side of the highway. We asked RCAC to increase our loan to 3 million. We are coming up on the State's fiscal year end. They will not be making any payments on grants etc. until August of 2024. We will have some big payment requests coming. Dream Quest is planning on a December completion of their building. We will have to have the plant and all lines in before starting up. They will probably be the first ones on the system.

7. Board Member Report

Board Members' comments, announcements, reports
Ed Duggan wants to work on speed hump and the speed limit at Veterans Park.

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.

The design is moving forward and MDG will have the plans here on the 11th. The Recreation Committee will have a skateboard designer and will be announced at the July board meeting.

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

Manager O'Gorman met with Tyler Holmes regarding the bookstore. They went over many scenarios. The foundation will need to be removed. ADA will not work with a 3 ft foundation. The Fire Dept had a call out and was not able to attend. This will continue on our agenda.

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

MSC (Snow/Hughes) move to approve Humboldt County Auditor's office to allow property tax funds withdrawal per budget. Motion passed.
MSC (Hughes/Duggan) move to approve the Budget for the fiscal year 2024-2025. Motion passed.

9. NEW BUSINESS

9.1. Staff recommends Board authorize two credit cards for Susan O'Gorman and Lynn White from Coast Central and canceling cards from Umpqua bank.
Board vote required.

MSC (Hughes/Duggan) move to approve new credit cards for General Manager, Susan O'Gorman and Lynn White through Coast Central Union. Motion passed.

9.2. Staff recommends that the District re-asses the process of hanging the banner over Highway 299. Safety precautions need to be made to continue banner hanging. Staff also recommends the District charge entities to hang the banner as it takes staff time.

The district puts up many banners through the year. The process needs to be looked at from a safety standpoint. We need a different way of putting them up and taking them down. We are going to see if we can get Wright Tree Service to help with the Bigfoot banner. Manager O'Gorman has some ideas of possibly putting a ladder like what is on the water storage tanks on the pole. Something that has a crow's nest at the top and cage around the ladder for security. Staff also thinks the District should charge for the labor for putting them up and down. This topic will be continued as we get more ideas of what will work.

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/Hughes) move to adjourn the meeting. Meeting adjourned at 7:16 p.m.