

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 September 26, 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 p.m. All directors present; S. Hughes, C. Snow, J. Stanfield, and E. Duggan arrived at 6:06 p.m. Staff present; General Manager Susan O’Gorman and Lynn White. Others in attendance; Patti Pedigo, Karen Madsen, Greg Painter. By Zoom Lt. Josh McCall and Tim Dower.

2. ADOPT AGENDA

Copy of Agenda for this meeting September 26, 2024: For review and approval.
MSC (Snow/Stanfield) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the August 22, 2024 regular meeting. Minutes in Board folder for review and approval.
MSC (Hughes/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
Lt. Josh McCall reported for the Sheriff Department.
- 4.2.** CHP Report
No report.
- 4.3.** W.C. Fire District
Sam Smith reported for Fire District.
- 4.4.** RREDC Report
No Report
- 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 August 2024; and payables for September 2024.

5.2. Manager's Report

Manager O'Gorman pulled 5.2 and reported that Lynn is retiring, and we will be hiring a replacement. MSC(Hughes/Stamfield) moved to approve the consent items. Motion passed.

6. STAFF REPORTS

6.1. Parks & Recreation Report (O'Gorman)

Creekside Park is complete. We have a pile of chips to add to the play area. Staff hopes to purchase a couple picnic tables and monkey bars. The soccer field is back green again.

6.2. Water Department Report (O'Gorman)

Staff will be repairing the leak near Panther x 299 leak in Oct. We will have R. Brown Construction handling traffic control. Staff will also be moving the fire hydrant from inside the old mill site to outside of the gates. The previous owner had broken the hydrant, as it leaked a little all the time. The new owners have purchased a new hydrant and Bob Dickson has paid to move it outside of the gated entry.

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

Mercer Fraser is off 299 and working at the treatment plant. They hope to have the Treatment Plant done by the end of Oct. Next will be connecting homes up to the new system.

7. Board Member Report

Shannon Hughes wanted to remind everyone don't forget Movie Night 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.

The last meeting committee met with Primary Concrete on the skate park. Melton and Primary Concrete will be good working together.

8.2. Staff to update Board on Bookstore and 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 said she is working with our insurance company to get include the foundation. Leaving the foundation would make ADA requirements very difficult. When the lot is cleared all but the dentist office. We would like to offer the lot to the Fire District on a 100-year lease with a nominal fee per year. They could build a building that suits their needs.

9. NEW BUSINESS

- 9.1.** Staff recommends change to Recreation Committee meeting time to second Thursday of the month at 6 pm. Board to also discuss which board members should attend these committee meetings.
Manager O'Gorman would like to move the Recreation meetings to the 2nd Thursday of the month. That works fine for the board.

10. ITEMS FROM THE FLOOR

Nothing from the board.

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/Duggan) move to adjourn meeting. Motion passed. Meeting adjourned at 7:20 p.m.