

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 July 25, 2024
6:00 p.m.
135 Willow Rd., Willow Creek – District Office
MINUTES

Pg. 1 of 2

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 p.m. Directors present; S. Hughes, C. Snow, J. Stanfield, and E. Duggan. Staff; General Manager, Susan O'Gorman, and Lynn White. Others in attendance; Patti Pedigo, Olivia Lopes and Sam Smith, one by Zoom.

2. ADOPT AGENDA

Copy of Agenda for this meeting July 25, 2024: For review and approval.
MSC (Duggan/Snow) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the June 27, 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 – No report
- 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
Olivia Lopes 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 June 2024; and payables for July 2024.
- 5.2. Manager's Report
MCS (Hughes/Snow) moved to approve the consent items. Motion Passed.

6. STAFF REPORTS

6.1. Parks & Recreation Report (O'Gorman)

We have a full fire camp at Veterans Park. There will be a recreation meeting on Aug. 7th at 6 p.m. Creekside Park is coming along nicely. The rec truck is back up and running. Wahlund Construction should be start the asbestos removal soon. Staff would like to say thank you to Mitch Burchard and Wright Tree Service for putting up the Bigfoot banner.

6.2. Water Department Report (O'Gorman)

Staff fixed a small leak in Bigfoot Subdivision. Mercer Fraser hit a 4" water line that was not on any plans, pre 1964. The water ran into Ray's Market front and side doors. Manager O'Gorman contacted our insurance company will be handling this. We have a broken hydrant on 96 by the USFS. Fire Chief Sam Smith has been notified.

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

Work continues downtown Willow Creek. The road has some rough spots, they are working on that. We should be receiving some large requests from Mercer Fraser and hope to receive grant funds from the state soon.

7. Board Member Report

Ed Duggan was embarrassed with the very poor attendance at the USFS briefing held at the WC Bible church last night. Ed Duggan also was disappointed that he did not receive the board packet until Monday. By law we are required to have packets to the board 72 hours prior to meeting or Monday at 6 p.m. Due to circumstances out of Manager O'Gorman's control, packets were not complete until Monday. Staff does try to have them out by Friday.

Upcoming Board Member Election. Three seats of the WCCSD Board of Directors will be voted on during the November 5th, 2024 elections. The filing period is July 15th thru August 9th. Interested persons should contact the Humboldt County Office of Elections for additional information.

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.

There are plans at the office. There will be a recreation meeting on Aug. 6th. Need to talk about parking area.

9. NEW BUSINESS

**9.1. Staff recommends the District hire Primary Concrete for the design and construction of the Skate Park at Veteran's Park, under the Proposition 68 Rural Recreation and Tourism grant, with a total budget of \$450,000.
Board vote required.**

MSC (Hughes/Duggan) move to approve Primary Concrete for the design and construction of the Skate Park at Veteran's Park under the Proposition 68 Rural Recreation and Tourism grant, with a total budget of \$450,000. Motion passed.

10. ITEMS FROM THE FLOOR

No items from the floor

11. CLOSED SESSION

None

12. ADJOURNMENT

MSC (Hughes/Stamfield) move to adjourn meeting at 6:36 p.m. Motion passed.