

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 October 24, 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, R. Morrison called meeting to order at 6:00 p.m. Directors present; E. Duggan, J. Stanfield, S. Hughes. Absent was C. Snow. Staff; General Manager Susan O'Gorman and L. White. 2 by Zoom, and three in attendance.

2. **ADOPT AGENDA**

Copy of Agenda for this meeting October 24, 2024: For review and approval. MSC (Duggan/Stanfield) move to approve the agenda. Motion passed.

3. **ADOPT MINUTES**

Of the September 26, 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  
No report
- 4.2. CHP Report  
Susan O'Gorman reported for the CHP.
- 4.3. W.C. Fire District  
Bob Kennedy 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 September 2024; and payables for October 2024.  
MSC (Hughes/Duggan) move to approve 5.1. Motion passed.
- 5.2. Manager's Report  
Manager O'Gorman wanted to report that we had 8 applicants and Caitlin Madsen was chosen for our new office Manager. She will be starting Mid November.

6. **STAFF REPORTS**

- 6.1. Parks & Recreation Report (O'Gorman)  
Creekside Park is done and looks great. Mike Belchek is going to be working on signage for the disc golf course. Leaves will be piling up downtown. We will be picking them up once a week or so to make it cost efficient. Kimtu Campground will be closing on Monday.
- 6.2. Water Department Report (O'Gorman)  
The leak on 299 x Panther has been fixed. We used R. Brown Construction to help with traffic control, backhoe and vac machine. Staff ended up working on both sides of the highway and pulled a new water line through the existing sleeve. There was a leak on Hwy 96 on a Saturday and the water was off for a short time while Manger O'Gorman and Steve Brawn fixed the leak. The meeting regarding the water intake did not go very well. We will continue to do what we do.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)  
Mercer Fraser is close to having the plant done. The Electrical and Communications are holding up the project. We did have a 33 day turn around from the state on grant funds.

7. **Board Member Report**

Shannon Hughes reported the movie night at the museum was a success. They will be going it again on November 16<sup>th</sup>. Dinner at 5, movie at 6 p.m. November 9<sup>th</sup> is the museum's membership dinner. Ed reminded Shannon to announce the Holiday Bazar for the museum. It will start on November 23 & 23, 29<sup>th</sup>, 30<sup>th</sup> and 1<sup>st</sup> of Dec. ending on December 7<sup>th</sup> & 8<sup>th</sup>.

8. **UNFINISHED BUSINESS**

- 8.1. Staff to update the Board on current status of design of Veteran's Park Rural Recreation & Tourism Grant by Melton Design Group.  
Riley Morrison reported that the Skate Park meeting went well. They even got to see a 3D mockup of a design. The final design will be coming soon. The next recreation meeting will be on the 14<sup>th</sup> of November. The Skate Park meeting will be on the 22<sup>nd</sup> of November. The group hopes the skate park is done by August 2025.

**UNFINISHED BUSINESS, cont.**

- 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 is still working with SDRMA to get approval to remove the foundation of the burnt building. We are also asking for a cash out or pay out for the loss. We hope to get or work on a MOU with the Fire District regarding this property.

**9. NEW BUSINESS**

- 9.1. 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. We might look into a cage on the pole with a crow's nest at the top. If we do this we will look at charging a fee to put the banner up. District might see if another organization wants to take it over.

**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 (Hughes/Stamfield) move to adjourn the meeting. Meeting adjourned at 7:01 p.m. Motion passed.