

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 March 27, 2025
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

Members of the audience are invited to make comments regarding any subject appropriate to Willow Creek Community Services District. Whenever possible, comments should be made on items appearing under a specific agenda item. We are interested in public comments now or at the time the issue is discussed, although we may not discuss or take action on such items during this meeting.

Board Chair R. Morrison called the meeting to order at 06:02pm. Directors present; C. Snow, S. Hughes, J. Stanfield, E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 2 by zoom and 4 in person.

2. ADOPT AGENDA

Copy of Agenda for this meeting March 27, 2025: For review and approval.
MSC (Hughes/Stanfield) move to approve the agenda. Motion passed

3. ADOPT MINUTES

Of the February 27, 2025 regular meeting. Minutes in Board folder for review and approval.
MSC (Duggan/Snow) 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
Lieutenant McCall reported. Total number of calls for Feb 2025 was 201 which was down from Jan which was 247 total, nothing else major to report.
- 4.2.** CHP Report
none
- 4.3.** W.C. Fire District
none
- 4.4.** RREDC Report
Riley Morrison reported. Attended the meeting on 03/24/2025, went over the Audit which was passed and started discussing Budget for 2026.
- 4.5.** WC Chamber of Commerce
Shannon Hughes reported. They are looking for volunteers for Big Foot Daze. They have the next planning meeting on April 23rd. Would like the vendor registration Big Foot Daze on the water bill. The 1st Saturday downtown mixer starts in May.
- 4.6.** W.C. Fire Safe Council
Patti Pedigo reported. States the corned beef fundraiser went well.

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 February 2025; and payables for March 2025.
- 5.2. Manager's Report
MSC (Stanfield/Hughes) move to approve. Motion passed.

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
We have hired a new employee, Jared Borders. He is starting part time, working 4 days a week, for a 6 month probation period. We also have a job offer to another person who will start in mid-April as a replacement for the recreation temp. We had a rec meeting on March 13th. Only two board members attended, Caroline and Ed, as Riley was unable to attend. We have been working on the parks, cutting grass, weed whacking etc. Opie has been working on the showers at the campground. The men's bathroom had three shower heads but all in the same single long stall. He is separating it into two separate stalls with a wall between them, as the middle shower never got used.
- 6.2. Water Department Report (O'Gorman)
In the month of Feb we pumped 10.8 million gallons of water, averaging 387,000 gallons per day. Last year we pumped 9.6 million gallons. Typically, we read water meters the last 3 working days of the month. In good weather and no other distractions, we can get it done in 2 days but 3 days gives us some cushion. Given we are training Jared to read meters this month and next will probably take closer to 4 days. Trinity Valley Consulting Engineers is continuing the design of the Brannon Mountain water tank. No plans have been received yet but hope to see them soon.
- 6.3. Wastewater Report (O'Gorman)
They are still waiting on a part for the lift station near the post office, which will be necessary prior to turning that on and connecting customers. We will hopefully have more to report at the next board meeting. I took the W2 test on March 24th and missed the passing grade by 1 point, will be retaking test soon.

7. Board Member Report

Board Members' comments, announcements, reports

Ed Duggan reported that he believes there to be either a conflict of interest or self-interest with Board Chair R. Morrison and the new skate park. E. Duggan recommends for Board Chair to step down, will put this on next meeting Agenda as it cannot be discussed otherwise.

E. Duggan also asked if S. O'Gorman distributed the draft letter that he gave to her and R. Morrison regarding signage at local water sources, it was sent to the appropriate places.

8. UNFINISHED BUSINESS

- 8.1.** Staff to update Board on status of design of Veteran's Park Rural Recreation & Tourism Grant by Melton Design Group and Primary Concrete.

Susan O'Gorman reported. Updated plans from Primary Concrete have been received. We are still waiting on plans from Melton, cannot start building yet. We are focusing on getting the skatepark plans turned into the county ASAP so hopefully Rich can start building next month. Grand Opening of the skatepark cannot happen until the rest of the park is ready to be built or actively being built due to ADA compliances. Need erosion control on Skatepark plans prior to submitting to the County.

9. NEW BUSINESS

- 9.1.** Board review bids for the Demolition of the Bookstore Building Project. Staff recommend awarding bid to Coleman Construction for \$39,000, as they are the lowest responsive and responsible bidder.
Board vote required.

MSC (Duggan/Stamfield) move to approve awarding the contract to Coleman Construction and to let Susan O'Gorman General Manager sign the contract.

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.

Supervisor Steve Madrone appeared via Zoom to thank the Board and Staff for all the hard work they have done for the community.

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.

- 11.1.** Manager Evaluation
Entered closed session at 06:55pm and discussed manager evaluation. Left closed session at 07:03pm.

12. ADJOURNMENT

A request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting General Manager Susan O'Gorman at least 24 hours prior to the commencement of the meeting.

MSC (Hughes/Snow) make a motion to adjourn at 07:04pm. Motion passed

The next regular Board of Directors meeting is scheduled for Thursday April 24, 2025