

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 April 24, 2025
6:00 p.m.
135 Willow Rd., Willow Creek – District Office
MINTUES

Pg. 1 of 4

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. Excused E. Duggan. Staff; General Manager Susan O’Gorman C. Peterson. 2 by zoom and 1 in person.

2. ADOPT AGENDA

Copy of Agenda for this meeting April 24, 2025. For review and approval.

MSC (Stanfield/Snow) move to approve the agenda and to move item 9.1 after 5.2. Motion passed

3. ADOPT MINUTES

Of the March 27, 2025 regular meeting. Minutes in Board folder for review and approval.

MSC (Hughes/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

none

4.2. CHP Report

none

4.3. W.C. Fire District

Chief Sam Smith reported that they are currently looking at another property with a building on it to potentially house the new fire hall but would like to keep the bookstore property as a possibility.

4.4. RREDC Report

Riley Morrison reported that the next meeting is 04/28/2025, nothing else to report.

4.5. WC Chamber of Commerce

Shannon Hughes reported that the first Chamber downtown Mixer is on Mat 3rd from 4-7pm and all the down town businesses are participating. There was a board of supervisors meeting on 04/22/2025 and their funding has been extended for another year.

4.6. WC Fire Safe Council

Riley Morrison read the report sent via email by WC Fire Safe Council. In the last month the WCFSC has continued removing Scotch Broom at Kimtu with volunteers along with USFS employees who are pulling it on the USFS property. Volunteers

have also been removing Scotch Broom elsewhere in the community. On April 13th 9 WCFSC volunteers chipped three properties producing over 14 yards of chips. WCFSC attended the seed and plant exchange informing people about Firewise landscaping and defensible space. Continuing work on the Greater Willow Creek Wildfire Resilience Project has been happening and phase 1 of the shaded fuel break will begin this Spring on Kimtu Ridge. There are multiple grants that have been submitted and pending approval. Adopt a Highway is Sat April 26th. There is a free Firewise event on May 9th at Studio 299, will have speaker Yana Valachovic and food and beverages for purchase.

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 March 2025; and payables for April 2025.
- 5.2. Manager's Report
Susan O'Gorman reported we have a new rech technician hire Darren Lehman.
Opie is out of the office on training for this week and will return 04/28/2025.
- 9.1 Brett Jones from JJACPA reported on the Audit for 23-24 and they gave an unmodified opinion which is the highest level that can be given.
MSC (Snow/Hughes) move to accept the Audit for 23-24. Motion passed

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
No rec meeting this month. SDRMA is going to increase the cost for demolition from 15k to the 39k after receiving the bids. The guys will be installing water sprinkler timers , starting with the baseball and soccer field. The campground is open for the season early due to the good weather. Lt McCall has been looking into parking enforcement for Kimtu and unsure if the county will be able to assist anymore, will discuss further as an agenda item on next months meeting.
- 6.2. Water Department Report (O'Gorman)
In the month of March we pumped 10.8 million gallons of water, averaging 387,000 gallons per day. Last year we pumped 9.6 million gallons. We have been selling and installing smart meters to a few of the customers which have already found leaks quickly. It will be included in this year's newsletter but if they are wanting a smart meter they can pay the coast of the smart meter reduced by the cost of a new normal meter which comes out to approx. \$333.00.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)
They are finally constructing on private property. They installed the lines on Roger Browns property at the post office and at Rays. The system is still not quite running but it should be very soon after May 12th. They are scheduled to have the panel manufacturer here on that day to finalize programming at the pump station and then the system should be able to be up and running.

7. **Board Member Report**

Board Members' comments, announcements, reports

none

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 and Primary Concrete.

Susan O'Gorman reported. Has application in at County and it is moving through quickly and the ADA upgrades will happen in phase 2. Will have meeting with melton hopefully next week.

9. **NEW BUSINESS**

- 9.1. JJA CPA, Inc. to present the WCCSD's Financial Statements (Audit) for 2023-2024. Board to vote to accept the Audit.

Moved item to just after 5.2

- 9.2. Board to review plans by Trinity Valley Consulting Engineers on Brannan Mountain Water Storage Tank Project. Staff recommends the project is put out to bid next week, with bids due May 19th.

Susan O'Gorman reported. We are planning on having bids go out May 6th and be due by May 27th which is subject to change.

- 9.3. Staff recommends approval of Resolution 2022-05, approving application with the RCAC for a construction interim financing loan for the Brannan Mountain Water Storage Tank project.
Board vote required.

Susan O'Gorman reported. Discussed an interim financing loan to pay contractors and keep the project going while we wait for the reimbursement from the state to come through. Staff recommends using the same organization, the RCAC, for the interim financing loan and recommends approving the resolution 2025-01.

MSC (Hughes/Stamfield) move to approve resolution 2025-01. Motion passed

- 9.4. Staff recommends switching water billing program to Current Software. The fee for this software is \$6,500 per year (compared to \$4,500 offered by gWorks) and there is a one time implementation fee of \$6,000.
Board vote required.

MSC (Stamfield.Snow) to approve switching water billing program to Current Software. Motion passed

- 9.5. The Yurok Tribe has requested that Naloxone stations are installed at our parks. They have offered to pay for and maintain the stations.
Board vote required.

Will table this topic until more information is obtained.

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.

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

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.

The next regular Board of Directors meeting is scheduled for Thursday May 22, 2025