

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 May 29, 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 06:05pm. Directors present; S. Hughes, J. Stanfield. Excused E. Duggan and C. Snow. Staff; General Manager Susan O’Gorman, C. Peterson. 1 by zoom and 1 in person.

**2. ADOPT AGENDA**

Copy of Agenda for this meeting May 29, 2025. For review and approval.  
MSC (Hughes/Stanfield) move to approve the agenda. Motion passed

**3. ADOPT MINUTES**

Of the April 24, 2025 regular meeting. Minutes in Board folder for review and approval.  
MSC (Stanfield/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  
none
- 4.2. CHP Report  
none
- 4.3. W.C. Fire District  
none
- 4.4. RREDC Report  
none
- 4.5. WC Chamber of Commerce  
Shannon Hughes reported that the next Summer mixer is scheduled for June 7<sup>th</sup> from 4-7 pm. There will be live music and food. Reminder that BigFoot Daze is coming up on July 12<sup>th</sup>.
- 4.6. WC Fire Safe Council  
Riley Morrison read the report sent via email by WC Fire Safe Council. The past month the WCFSC has secured funding through a PGE grant to do roadside fuel reduction up to 15 acres along Brannon Mtn Rd within 500 ft of PGE infrastructure. This work will be done over the summer and completed by Oct 15<sup>th</sup>. The shaded fuel break project for the community wildfire defense grant will be starting this upcoming Tuesday in the corner of Veterans Park above the bike course. WCFSC volunteers finished chipping huge piles in Trinity Acres and on South Fork Rd.

Scotch Broom pulls are continuing. There will be a second annual Firewise Softball Tournament on June 21<sup>st</sup> at Veterans park and we will have a beer booth. WCFSC is always looking for more volunteers.

**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 April 2025; and payables for May 2025.
- 5.2. Manager's Report  
MSC (Hughes/Stamfield) motion passed

**6. STAFF REPORTS**

- 6.1. Parks & Recreation Report (O'Gorman)  
No recreation meeting this month. Bookstore is slowly getting closer to demolition. Forest Service will be renting Creekside Park for the month of June to have two separate events. They will be camping there and then heading into the mountains for training. They will also have a training day on the 20<sup>th</sup>. They will not be there the weekend of the disc golf tournament June 14-15<sup>th</sup>. We are going to put better signage up at Kimtu regarding parking fees and Darren and Jared will do some ticket taking during the heavy river days like Ken did in the past. There is a "Danger" sign down at Kimtu. My current plan is to take down the sign when the river level in Hoopa is below 3000 cfs and the temp is above 15 degrees Celsius the entire day. The flow in Trinity at Kimtu will be less than that but that is the closest gauge.
- 6.2. Water Department Report (O'Gorman)  
In the month of April we pumped 11.6 million gallons of water, averaging 475,000 gallons per day. Last year we pumped 13.8 million gallons. Annual filter inspection was completed, and filters continue to look good. Our surface water intake looks like it will be good to go for the year. We have had to extend the bid date for the Brannon Mtn tank until June 6<sup>th</sup>. We must have the state approve the bid documents, a step we weren't aware of. If the schedule goes as planned now, we will hopefully have a special board meeting on June 12<sup>th</sup> to approve the contractor.
- 6.3. Wastewater Report (O'Gorman)  
We are pumping wastewater currently. They will now start connecting each of the businesses and residences downtown. This will probably take most of the summer. The alarm system is not up and running. They have had issues with the programming.

**7. Board Member Report**

Board Members' comments, announcements, reports

Shannon Hughes reported that the Museum will be having their annual Fathers Day BBQ on June 15<sup>th</sup> at Commons Park and gave a shout out to Patti Pedigo for heading up the event.

**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 that we are very close to getting the permit and after that the skatepark will be full steam ahead.

Riley Morrison reported that the crew will be arriving in the first part of June to begin construction on the skate park. Riley to white line the zone.

**9. NEW BUSINESS**

- 9.1. Staff to present draft Budget for fiscal year 2025-2026.

Board to look over Budget presented and will vote on it at the June 26<sup>th</sup> meeting.

- 9.2. Board to discuss meeting time of regular board meetings and consider a change to earlier meetings, such as 5 pm or 5:15 pm. Board to vote on Resolution 2025-02

MSC ( Hughes/Stanfield) move to approve resolution 2025-02 with new meeting time of 05:30pm. Motion passed.

**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.

none

**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.

MSC (Hughes/Stanfield) make a motion to adjourn at 06:31pm. Motion passed

**The next regular Board of Directors meeting is scheduled for Thursday June 26, 2025**