

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 June 26, 2025**  
**5:30 p.m.**  
**135 Willow Rd., Willow Creek – District Office**  
**Minutes**

**Note New  
Meeting  
Time!**

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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.

Vice Chair C. Snow called the meeting to order at 05:33pm. Directors present; S.Hughes and E. Duggan. Excused R. Morrison and J. Stanfield. Staff; General Manager Susan O' Gorman, C. Peterson. 2 by zoom and 1 in person

**2. ADOPT AGENDA**

Copy of Agenda for this meeting June 26, 2025. For review and approval.  
MSC (Duggan/Hughes) move to approve the agenda. Motion passed

**3. ADOPT MINUTES**

Of the May 29<sup>th</sup>, 2025 regular meeting and June 12<sup>th</sup>, 2025 special meeting. Minutes in Board folder for review and approval.  
MSC (Hughes/Duggan) move to approve the minutes from May 29<sup>th</sup> and June 12<sup>th</sup>. 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  
Susan O'Gorman has a new contact for CHP in our area and will send invite to next meeting
- 4.3. W.C. Fire District  
none
- 4.4. RREDC Report  
Caroline Snow reported. Meeting was held on 06/23/2025. Learned about the golden muscle concerns and prevention at Ruth Lake.
- 4.5. WC Chamber of Commerce  
Shannon Hughes reported. Reminder Bigfoot Daze is on July 12<sup>th</sup>. County gave the encroachment permit on 06/23 for the event.
- 4.6. WC Fire Safe Council  
Caroline Snow read an email from WCFSC representative. They have begun implementation of phase 1 of the shaded fuel break in two of three project areas. A request for proposals has been released to a pool of contractors to implement roadside fuels reduction work along Brannon Mountain Road under a PG&E grant. Efforts are being made to organize and remove items from WCCSD storage yard.

4.7. USFS Report

Mark Deperro reported. Air curtain burner to be purchased soon and will hopefully be here by end of Summer. The goal is to have it housed at the air strip and be available 3-4 days a week free of charge. Roadside fuel treatment is also going to occur.

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 May 2025; and payables for June 2025.
- 5.2. Manager's Report  
MSC (Hughes/Duggan) Motion passed.

6. **STAFF REPORTS**

- 6.1. Parks & Recreation Report (O'Gorman)  
No rec committee meeting this month. The bookstore demo contractor is still waiting for the building permit. They will not be able to do the job in July but will be able to do it in August. The beach payments are going well with people paying at the tube. Darren is also taking tickets on occasion for a few hours at a time. The skate park is currently under construction. Disc golf tournament went well. The USFS had two events at Creekside which we received 500.00 for. Will discuss rec fees at a future meeting.
- 6.2. Water Department Report (O'Gorman)  
In the month of May we pumped 23.9 million gallons of water, averaging 772,000 gallons per day. Last year we pumped 19.4 million gallons. We have been having significant issues at the water treatment plant. One of the computer elements has stopped working and we have had to run things on hand for a few weeks. We have the part ordered and should be here soon. At the special board meeting the board approved the contract with R. Brown to construct the Brannon Mountain Water Storage Tank project. We will be contracting for the 650k tank even though there is a possibility we will go slightly over budget but it is much better for the District to have the bigger tank and we can pull money out of savings. We will be doing the Consumer Confidence Report electronically this year. People may still request a paper version to be sent to them. The online bill pay is back up and running with our new billing program.
- 6.3. Wastewater Report (O'Gorman)  
Approx 1/3 of the connections have been made in the wastewater system. Treatment plant is making more odor than I am comfortable with and have requested that the engineer and contractor determine preventative measures that can be taken. We have not been paid by the USDA in quite a while. Many calls and emails have been sent but they haven't responded. The GHD engineer had luck with one person answering and it sounds like the grant is still secure, but he didn't get a timeline on payment.

7. **Board Member Report**

Board Members' comments, announcements, reports

E. Duggan reported. Talked to USFS about access to roads for fishing and rafting guides. RAC is no longer having meetings. In order to have work done on the way to Sandy Bar beach access they would have to contact all property owners that the road goes through.

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. First bill from skatepark has been paid and we should be receiving more money soon. Melton has been making progress slowly. We received bill but have not seen any plans, once we see plans we will pay the bill.

9. **NEW BUSINESS**

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

MSC (Hughes/Duggan) move to approve the budget for fiscal year 2025-2026 as amended. 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/Duggan) make a motion to adjourn at 06:24pm. Motion passed

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