

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 July 24, 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.

Board Chair R. Morrison called the meeting to order at 05:30pm. Directors present; C. Snow, S. Hughes, J. Stanfield and E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 2 by zoom and 5 in person.

**2. ADOPT AGENDA**

Copy of Agenda for this meeting July 24, 2025. For review and approval. MSC (Duggan/Hughes) move to approve the agenda. Motion passed.

**3. ADOPT MINUTES**

Of the June 26, 2025 regular meeting. Minutes in Board folder for review and approval. MSC(Stanfield/Snow) move to approve the minutes from June 26<sup>th</sup> 2025. 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  
Riley Morrison reported meeting was canceled this month.
- 4.5. WC Chamber of Commerce  
Shannon Hughes reported that BigFoot Daze was a success and has had positive feedback from the community. The next downtown mixer will be August 2<sup>nd</sup> from 4-7pm.
- 4.6. WC Fire Safe Council  
Riley Morrison read an email from a WCFSC representative. The first unit of the shaded fuel break project on Seely Mac and Patterson has been completed and the Kimtu Ridge is well underway. The PGE grant along Brannon Mtn Rd will be starting in August. Sno-cones were a success at BigFoot Daze.

**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 June 2025; and payables for July 2025.
- 5.2. Manager's Report  
MSC(Hughes/Snow) move to approve the consent items. Motion passed.

**6. STAFF REPORTS**

- 6.1. Parks & Recreation Report (O'Gorman)  
The contractor has gotten the building permit for the bookstore demo and should be starting in August. We have gotten two new signs for Kimtu Beach with the parking cost on them. Darren has been collecting money on the weekend and it seems like people are paying the beach fees on their own during the week. The skatepark is under construction and is about half way done. We have been in talks with USFS about possibly having a small fire camp down at Creekside Park if they need it. We have a couple different options for down their depending on the size of the camp. In the event that a type 1 is needed (tat is real big teams that come with cooks and showers) then the camp would have to move to Veterans Park as it would not fit and we would not have both parks closed at the same time.
- 6.2. Water Department Report (O'Gorman)  
In the month of June we pumped 29 million gallons of water. Last year we pumped 28.6 million gallons. The part that was ordered for the Treatment Plant computer fixed the issue. The signal line to panther tank went down again and we were running on hand until Frontier came and fixed it. We are still struggling with the state to get the Brannon Mtn tank bids approved. Worst case scenario is we would have to re-bid the project.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)  
Approx 2/3 of the connections have been made in the wastewater system. After all of the connections are made the contractor will be repairing the poor asphalt on the county roads. We have been having more contact with the USDA. Payment should be coming this week. We had some issues with the Country Club pump station this weekend. I was up late Friday night and worked most of Saturday, Mercer Fraser came quickly when we needed them and helped with the issue.

**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.  
  
S. O'Gorman reported. Skatepark is more than 1/2 way done. We received an updated drawing from Melton, not as far as should be but it is more progress. We need finished ADA, snack bar and any electrical upgrades. Volunteers have been cleaning up the tennis court.

9. **NEW BUSINESS**

- 9.1. Board member Duggan requests that the Board discuss ethics and perceived conflict of interests amongst the board appointments and actions as it pertains to the Recreation Department.

Ed Duggan reports to have had multiple community members approach him with concerns of conflict of interest with Riley Morrison and the skate park construction.

The board discussed and clarified that given R. Morrison does not have any financial interest in the skate park, there is no conflict of interest and no further action is needed. Board member Snow thanked R. Morrison for being an advocate for the skate park.

It was recommended that if people continue to approach E. Duggan with concerns direct them to either the General Manager and/or attend a board meeting.

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/Snow) move to adjourn at 06:11pm. Motion passed.

**The next regular Board of Directors meeting is scheduled for Thursday August 28, 2025**