

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 August 28, 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 05:32pm. Directors present; C. Snow, S. Hughes, J. Stanfield, E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 2 by zoom and 2 in person.

2. ADOPT AGENDA

Copy of Agenda for this meeting August 28, 2025. For review and approval.
MSC (Hughes/Snow) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the July 24, 2025 regular meeting. Minutes in Board folder for review and approval.
MSC (Duggan/Stanfield) move to approve the minutes from July 24th 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
Lieutenant McCall reported calls for the month of July. 244 calls for the area and 18 reports. There were no major assault crimes.
- 4.2. CHP Report
none
- 4.3. W.C. Fire District
none
- 4.4. RREDC Report
- 4.5. Riley Morrison reported. Meeting was Mon August 25th. The director of North Coast Small Business was there and they will be starting up Startup Humboldt, similar to the show Shark Tank, and will be giving 200k to a small business start up. RREDC bylaws and joint powers agreement have been updated and will be brought back to our board at a later date for review. Joe Davis with the Hoopa tribe is working on getting a Hoopa rep to attend the meetings.
- 4.6. WC Chamber of Commerce
Shannon Hughes reported. Last downtown mixer was successful and the next one is on Sept 6th and there will be a jam session in front of the old Pool Hall. Sept 20th Studio 299 will be having a dinner. The accounting Seminar went well and the Chamber has more seminars planned for next year. The lighted parade and tree lighting will be December 6th and will allow non-profit vendors only to sell goods.

- 4.7. WC Fire Safe Council
none
- 4.8. USFS
Susan O’Gorman read an email sent by Nolan Colegrove USFS.
The Lower Trinity Ranger District office is open with limited capacity and currently has one administrative person at the front desk. Fire staff is at full capacity and has additional resources to respond should the need arise. Recreation staff is doing a great job keeping the campground operable and maintained including all of the Orleans and Ukonom Ranger district campgrounds. We expect East Fork Campground to be open by end of the week. We are understaffed within our engineering department, very limited capacity with water treatment tech’s and waste water treatment techs. We have had to turn the water off at certain campgrounds due to this staffing shortage. Repairs on Route 6 are in the implementation stages now. The Knob Fire restoration is underway. Hill Fire salvage logging was completed earlier this year. We are in the process of developing the environmental compliance to do restoration work on the 2022 Lightening Complex. Under a PL 93-638 agreement with the Hoopa Valley Tribe we will be treating a few thousand acres of fuels treatments within the Trinity WCS landscape. The Trinity Summit Timber Sale project is in the final NEPA stages. Would like to continue the conversation about use of the park in case of a large fire. The main question is whether or not we can enter into a land use agreement.

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 July 2025; and payables for August 2025.
- 5.2. Manager’s Report
MSC (Duggan/Snow) move to approve the consent items. Motion passed

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O’Gorman)
The bookstore has been demolished. Reminder that Kimtu Campground is not a party location. The last weekend there was a loud group not respecting the rules of the camp. The construction of the majority of the skatepark is complete. The path still needs to be constructed during phase B. USFS has been using the lower field at Creekside Park. If we do it again a few more stipulations on where they can park and drive will be added.
- 6.2. Water Department Report (O’Gorman)
In the month of July we pumped 34.5 million gallons of water. Last year we pumped 36.7 million gallons. The Panther line was fixed by Frontier but now we have issues on the Bigfoot tank line. We are waiting for Frontier to come out and fix the signal line. On the Brannon Mtn Tank we have made it through the FBA process. Have reached out to make sure Browns are able to do it still as it has been delayed. Will need to upgrade pump #6 at the Treatment Plant as it is leaking. Big leak in the subdivision was found and fixed and we also found 2 unknown valves up there in the process.
- 6.3. Wastewater Report (O’Gorman)
All of the connections for wastewater have been made. The contractor still needs to get into some backyards to finish pumping out and demolishing the septic tanks. They will soon be stripping on 299. We have gotten money from the USDA so things are looking good with the federal grant. We had issues again at the pump station. The engineers have requested a change order to switch out the check valves to more expensive stronger ones.

7. Board Member Report

Board Members' comments, announcements, reports

E. Duggan reported that volunteers cleaned up the tennis court and painted pickleball lines.

S. Hughes reported that the museum will be having the Hammer In Sept 11-15th.

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.

Board was shown updated plans for BigFoot Statue and playground. Wood chips will be placed in the playground area for fall safety.

9. NEW BUSINESS

- 9.1. Staff recommends updates to Board Policy, Chapter 5, Parks & Recreation, and Ordinance 46 regarding park rules as they pertain to the new Skate Park.
(Board Vote Required)

MSC (Hughes/Stanfield) Policy Chapter 5 remove 2 from K section 207. 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) move to adjourn at 06:35pm. Motion passed

The next regular Board of Directors meeting is scheduled for Thursday September 25, 2025