

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 September 25, 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; S.Hughes, J.Stanfield, E.Duggan. Staff; General Manager S. O’Gorman, C.Peterson. 1 by zoom and 3 in person. Excused: C. Snow

2. ADOPT AGENDA

Copy of Agenda for this meeting September 25, 2025. For review and approval.
MSC (Stanfield/Hughes) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the August 28, 2025 regular meeting. Minutes in Board folder for review and approval.
MSC (Duggan/Stanfield) move to approve the minutes from August 28, 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
none
- 4.5. WC Chamber of Commerce
Shannon Hughes reported. Last downtown mixer of the year was a success. The lighted tractor parade will be 12/06/25. Reminder that board meetings are the last Wed of the month at Humboldt Land Company.
- 4.6. WC Fire Safe Council
none

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 August 2025; and payables for September 2025.
- 5.2. Manager's Report
MSC (Hughes/Stanfield) move to approve the consent items. Motion passed

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
The Forest Service has moved out of Creekside park. We will be getting around 13k for the use of the park. The plan will be to make an agenda item on the topic during the winter months to determine if we want to offer the location again in the future. The area looked good and no extra maintenance was needed after they left. We will look into more signage for disc golf with the funds from the camp. The leaves will be falling soon and as a reminder that for efficiency's sake, we will let them pile up a bit before we start collecting them.
- 6.2. Water Department Report (O'Gorman)
In the month of August we pumped 35.9 million gallons of water. Last year we pumped 32.1 million gallons. The frontier signal line to the Bigfoot tank is finally fixed. Someone went up behind the gate near the tank and was cutting wood and left a tree partially cut and unsafe, USFS informed of the tree. Brannon Mtn tank is happening. We have cleared the FBA process and have gotten the go ahead. Roger Brown was able to keep the big number the same even though a few months has gone by. The plan at the moment is for the Browns to get started this fall but then stop for a long winter break and start again in the spring.
- 6.3. Wastewater Report (O'Gorman)
The project is very close to being complete. They are working through the punch list now, with small things needing to be done and/or repaired. Approx a dozen or so septic tanks left to be emptied. The pump station issues seemed to have gotten better at this time. They will still be making some changes, but they are waiting for the parts to be delivered. We may need to order equipment to help with getting wastewater samples. We are starting to bill for wastewater with the next billing cycle.

7. Board Member Report

Board Members' comments, announcements, reports

E. Duggan wished he was aware of opening of skate park. Manager O'Gorman noted this was not a district 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. We applied for the final permit to the County. Is going to call environmental health to discuss any questions that need answered. Will go out to bid approx. 01/2026.

9. NEW BUSINESS

- 9.1. Board to discuss possible creation of Recreation Coordinator / Camp Counselor position

Susan O'Gorman reported that SDRMA said the Rec Coordinator/Camp Counselor would have to be a hired employee. Insurance won't go up but we are increasing our exposure and risk of possible claims. If we file claims, then our insurance would go up. They will want more of a conversation with specifics if we decide to proceed

with this position. Would also like to invite a representative from Dream Quest to a future meeting to discuss.

Shannon Hughes reported. Would hope the camp would generate enough revenue to pay for it and potentially even more.

Riley Morrison reported that Headwater have grants coming up that we could potentially look into. Would like to keep this topic on the agenda for continued discussion.

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.

Audience member thanked the board for getting the skate park done. Also made mention that there has been graffiti in the bathrooms at Kimtu and is becoming an issue and would like it taken care of.

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/Stamfield) to adjourn meeting at 06:21pm. Motion passed.

The next regular Board of Directors meeting is scheduled for Thursday October 23, 2025