

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 October 23, 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 05:33pm. Directors present; S. Hughes, E.Duggan. Staff; General Manager Susan O'Gorman, C. Peterson. 2 by zoom and 2 in person. Excused; C. Snow and J. Stanfield

2. ADOPT AGENDA

Copy of Agenda for this meeting October 23, 2025. For review and approval.
MSC (Hughes/Duggan) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the September 25, 2025 regular meeting. Minutes in Board folder for review and approval.
MSC (Duggan/Hughes) move to approve the minutes from Sept 25, 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
Lt. McCall reported. There were 246 calls for service in the Willow Creek area. 13 reports were taken. No major violent crimes, DV or burglary. 76 patrol checks and 14 Pedestrian checks. Nothing concerning or disturbing in the area. There are assigned deputies late AM-late evening. There are extra bodies for the swing shift that will come from McKinleyville office if needed.
- 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 states no report but just a reminder that the Lighted Parade is coming up and there is currently a scarecrow contest at the local businesses.
- 4.6. WC Fire Safe Council
Olivia Lopes reported via email read by R.Morrison. 15.5 acres of roadside fules reduction was completed on Brannan Mtn Road under a PGE grant. This work was complemented work that was done under the Community Wildfire Defense Grant in 2024. Fuels reduction work was also completed under the CWDG behind the post

office towards Hwy 96 as well as a property of neighborhood concern along Patterson Rd past Peach Tree Lane. Biswell Forestry of Cazadero was awarded the bid for 101.5 acres of work in two project areas-one behind PGE/ Trinity Valley Elem and another at the north end of Patterson off of Horse Linto. Other CWDG project work includes an Address Program and Blue Dot Program. If you or someone you know is interested in receiving a reflective address sign installed on a metal post outside of their residence, please reach out to Jen at jen@wcfiresafe.org. If you have a swimming pool, water storage, pond, or other kind of water source and would be willing to let firefighters utilize the water in an emergency, please reach out to Jen for more information. Additionally, we will hopefully be obtaining a CalTrans encroachment permit soon to be able to move forward with project work on and adjacent to Creekside Park.

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

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
Kimtu beach is closed for the season and the campground will be soon. Both did very well this year financially. More than was budgeted which is great. The leaves are falling downtown and the guys are starting to deal with them, we do let them pile up a bit before we start collecting them for efficiency's sake. We are still waiting on fire camp money. After the rain we have had Creekside still looked good and you could not tell that the fire camp had even been there.
- 6.2. Water Department Report (O'Gorman)
In the month of September we pumped 24.3 gallons of water. Last year we pumped 27 million gallons. Brannon Mtn tank construction has started. They will probably only end up getting the site cleared and rough graded and then will shut down for the winter months. We have received the 1st request for payment from R. Brown and we have forwarded that onto the state. Opie has completed the annual testing of each of the backflows in our system. We only had a few repairs to make this year. A hazard assessment survey of each of the meters on the system is in process. The state laws have changed and there are more stringent reasons for needing backflow preventers. There will be a few letters going out to a handful of commercial customers, requesting that they add backflow devices at their meters. These will be places like motels, gas stations and RV parks. Additionally an updated cross connection control plan for the District is in process. We already have one in our board policy but the new law requires a new plan. This will be ready for review and approval at an upcoming board meeting soon.
- 6.3. Wastewater Report (O'Gorman & Stevens, GHD)
The project is slated to be completed by Thanksgiving. They are working through the "punch list" now, with small things needing to be done and/or repaired. We billed for wastewater for the first time with this last billing cycle.

7. Board Member Report

Board Members' comments, announcements, reports

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. Building dept has given us comments on ADA path. We also cannot have gray water system. Suggestion is to have shell of a snack shack under permit such as only bottled waters/sodas and chips. We should be getting an update soon from Melton on park design. Suggestions to keep bike park design and upgrade separate from park so a company that specializes in bike parks can build the bike park and will go out to bid.

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

Will table the topic until the entire board is present to discuss.

8.3. 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/Duggan) move to update board policy, Chapter 5, Parks and Rec, and Ordinance 46 regarding park rules. Motion passed

9. NEW BUSINESS

9.1. Staff recommends reduced yearly budget for Wastewater Department and reduced monthly charges to commercial customers. Board vote required.

After brief discussion it was agreed to be tabled until remainder of board is present.

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) to adjourn meeting at 06:25pm. Motion passed.