

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 November 20, 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, J. Stanfield, E. Duggan. Staff; General Manager Susan O'Gorman, C. Peterson. 0 by zoom and 3 in person. Excused; S. Hughes.

**2. ADOPT AGENDA**

Copy of Agenda for this meeting November 20, 2025. For review and approval.  
MSC (Duggan/Stanfield) move to approve the agenda. Motion passed.

**3. ADOPT MINUTES**

Of the October 23, 2025 regular meeting. Minutes in Board folder for review and approval.  
MSC (Stanfield/Snow) move to approve the minutes from Oct 23 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

Bob Kennedy reported. Fire district was looking into buying a property with a home on it and it was in escrow but after inspections they withdrew from escrow. They will be focusing on their Oak Lane property and hoping to start construction sometime in 2026. They are looking at a parcel tax increase for the Nov 2026 ballot. 20-25% of the calls the VFD have gone on this year have been out of district calls. The bookstore property had been discussed but is not a good option due to the size of the property and the cost of that would be needed for construction. Currently the VFD has 13 volunteers and is always looking for more volunteers with meetings every Tuesday at 6pm at the fire hall.

4.4. RREDC Report

Riley Morrison reported that there was an exec loan meeting but the regular meeting was canceled this month and the next one is not until Jan 2026.

4.5. WC Chamber of Commerce

Riley Morrison and Caroline Snow reported. Tree lighting/lighted parade is coming up. There are 4 tractors already signed up for the parade, a bike group will also be

in the parade. There will be a party at Commons park with a big movie screen. There will be 6 non profit booths selling food and warm beverages as well as the museum selling beer and other beverages. The museum will be open late so people can shop at the craft fair. VFW will also be having their flag crew in the parade.

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 October 2025; and payables for November 2025.  
5.2. Manager's Report  
S. O'Gorman made mention of the money in our savings at Columbia Bank being strictly the funds from the bookstore and O'Gorman will be on vacation from 11/21-11/30.

**6. STAFF REPORTS**

6.1. Parks & Recreation Report (O'Gorman)  
The guys have been getting the leaves picked up. We have had a few issues with the drain in front of the old pool hall building. The drain had old leaves built up in it but we now have it clear. I have reached out to Cal Trans again though to restart the conversation about completing some upgrade in that area. Creekside park will soon be getting some work done by the grant through Fire Safe Council this Spring.

6.2. Water Department Report (O'Gorman)  
In the month of October we pumped 15.5 million gallons of water. Last year we pumped 21.4 million gallons. Brannon Mountain tank has started. The Browns have cleared the tank site but pretty much wrapped it up until the weather gets better before they do more work.

6.3. Wastewater Report (O'Gorman)  
Mercer Fraser is moving through the various punch list items. They finally got the striping on Hwy 299 completed. I took the wastewater exam and passed. I am going to call and negotiate with the state on how our facility should be classified (W1 or W2) and if I can run it or if we need to have someone else hired on to over see it. Orenco should be out and will help with some various issues that need to be taken care of. Lids need to be realigned for A Max unit. The pump counters were installed this week.

**7. Board Member Report**

Board Members' comments, announcements, reports

R. Morrison announced that previous board member/Chair Bruce Nelson passed away. Bruce was on the board from 2008-2020 and was Chair for a lot of that time.

E. Duggan stated he would like the board packets to be done on Fridays again instead of Mondays.

**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. We have been working on the topic of the bike park. Our plan at the moment is to go out to an RFP similar to the skate park. The budget will be 100k from the Rural Rec and Tourism grant. We will ask the firms to propose on what they can do to make the bike park better with that budget. The budget includes design and construction. The schedule will be: Release RFP the first week of December; Proposals due back Jan 9<sup>th</sup>; Suggest firm to board at Board meeting on Jan 22<sup>nd</sup>; Bike park construction to start as soon as weather permits. Bike park to hopefully be done prior to Vets Park construction. We are going to move where the snack bar was potentially going to be to over by the bathrooms and it would be able to be hooked up to septic and the volunteers who will run the snack bar will be able to see the baseball game from it. We are needing to upgrade the irrigation for the park.

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

R. Morrison asked the board to think about a possible job description, compensations, and when activities would be available. Would like to have more answers prior to Jan 2026 meeting.

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

MSC(Duggan/Snow) move to approve reduced yearly budget for Wastewater Dept and reduced monthly charges to commercial customers. Motion passed.

**9. NEW BUSINESS**

none

**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.

One comment was made from the public asking if there was a plan for parking area at back side of skate park as grass is growing there currently. S. O'Gorman stated there is no plan as of yet.

**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(Stanfield/Snow) move to adjourn the meeting at 06:46pm. Motion passed.

**The next regular Board of Directors meeting is scheduled for Thursday December 18<sup>th</sup>, 2025 (3<sup>rd</sup> Thursday!)**