

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 January 29, 2026
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 5:30pm. Directors present; C. Snow, J. Stanfield, S. Hughes, E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 3 by zoom and 2 in person.

2. ADOPT AGENDA

Copy of Agenda for this meeting January 29, 2026. For review and approval.
E. Duggan requested agenda item 9.1 be moved to right after consent items.
MSC(Snow/Stanfield) move to approve the agenda with the above change. Motion passed.

3. ADOPT MINUTES

Of the December 18, 2025 regular meeting. Minutes in Board folder for review and approval.
MSC(Snow/Duggan) move to approve the minutes from Dec 18, 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 186 calls for service in the month of December, down 20 from November. There is going to be a change in administration roles. McCall will be in charge of OES and Lt. Kyle Holt will be in charge of Patrol. For any questions about any ongoing investigations contact the Sheriff’s Dept. Continue reporting any issues with dogs to animal control.
- 4.2. CHP Report
none
- 4.3. W.C. Fire District
none
- 4.4. RREDC Report
Riley Morrison reported. The last meeting was on Mon Jan 26th. Joint powers agreement is being updated and will be brought to the board when finalized. Harbor District did a presentation at the meeting. Audit was completed and passed.
- 4.5. WC Chamber of Commerce
Shannon Hughes reported. There was a meeting Jan 28th and they now have 7 board members with 6 alternates. BigFoot Daze has now changed to last Saturday of June and will collaborate with Dub in the Creek that is happening at Tish Tang campground. Downtown mixers will start in May and will be first Saturday of the

- month through Sept. In June there will be a WC jam, brew fest with local musicians. Membership has gone up 3-4x. New site will be explorewillowcreek.com. March 9th or 16th will be a work force development presentation held at the CSD chambers.
- 4.6. WC Fire Safe Council
Riley Morrison read an email sent by Olivia Lopes. The WCFSC continues to play a supportive role in the Greater Willow Creek Wildfire Resilience Project. Earlier this month phase 2 of the shaded fuel break project began on the hillside behind Trinity Valley Elementary and other critical infrastructure along Hwy 96 including a WCCSD water storage tank on Brannan Mtn Rd. Burn piles are being constructed to be burned at a later date, and proper notification will occur prior to burning, with special care being taken due to the project proximity to the school and other sensitive receptors. Please reach out to the WCFSC with any questions or concerns. We appreciate the community's support while we work to complete this important project.

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 December 2025; and payables for January 2026.
5.2. Manager's Report
MSC (Hughes/Snow) move to approve the consent items. Motion passed
- 9.1 MSC (Duggan/Stanfield) made a motion to appoint C. Snow as the new Board Chair. Motion passed.
- MSC (Hughes/Morrison) made a motion to appoint J. Stanfield as the new Board Vice-Chair. Motion passed.
- MSC (Hughes/Stanfield) made a motion to appoint R. Morrison for the Rec committee. Motion passed.
- MSC (Hughes/Morrison) made a motion to appoint J. Stanfield as Rec committee stand in. Motion passed
- MSC (Duggan/Hughes) made a motion for R. Morrison to continue being the RREDC representative. Motion passed.

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
Have been in contact with the Sheriff's Dept in regard to assisting with removing campers from Common's Park. It sounds like rules in regard to kicking folks out of public properties have changed and the CSD property needs to be listed in county code. I will be working with the local CSDA group to see if other Special Districts in the county want to work on this issue together. We continue to see events happening at our parks that are not paid for. As board members, please help spread the word.
- A representative for VFW was in the audience and brought up a concern about parking on VFW property that is occurring by people at the skate park.
- 6.2. Water Department Report (O'Gorman)
In the month of December our meter said we pumped 15.3 million gallons of water. We have figured out though, that our magnetic water meter is causing us issues. It was reading higher than it should. We did some maintenance on it and now it is reading low. We will continue working with it. It may be a signal issue so simply replacing the meter might not solve our issue. We have been having some

difficulties with the pumps that inject chlorine into the water at the treatment plant. We've gotten it working again but decided to order another pump to make sure we don't have such a hard time in the future. The pump with shipping is 3700.00.

6.3. Wastewater Report (O'Gorman)

We are still waiting on some final electrical changes to happen. In the meantime, we have learned that two of the monitoring wells were not installed deep enough and the drillers will have to come back out again and install deeper ones. The operations continue to be running smoothly. We had another training at the beginning of the month in which we figured out that the typical maintenance for the facility is easy. We will be scheduling ourselves to complete it twice a year, in Jan and July.

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.

Susan O'Gorman reported, had a call with Melton last week and after the changes with sprinklers and snack bar plans should be coming soon that can be taken to the county to finalize the permit.

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

Board discussed general description/pay for rec coordinator. Will discuss further at special meeting to be held in Feb 2026.

9. NEW BUSINESS

- 9.1. See below consent items

- 9.2. Staff recommends Resolution 2026-01 adopting the Humboldt County Hazard Mitigation Plan 2025 Update. Board vote required.

MSC(Morrison/Hughes) make a motion to adopt the Humboldt County Hazard Mitigation Plan 2025 Update. Motion passed.

- 9.3. Chamber of Commerce to discuss with Board their plan to demolish the old tourist information booth.

Board in unanimous agreement for Chamber to proceed.

- 9.4. Staff recommends the District hire the Redding Trail Alliance for the design and construction of the Bike Park renovations at Veteran's Park, under the Proposition 68 Rural Recreation and Tourism grant, with a total budget of \$100,000. Board vote required.

MSC(Hughes/Stanfield) make a motion to award Redding Trail Alliance the design and construction of the Bike Park renovations at Veteran's Park. 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 7:12pm. Motion passed

The next regular Board of Directors meeting is scheduled for Thursday February 26th, 2026