

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 December 18, 2025
5:30 p.m.
135 Willow Rd., Willow Creek – District Office
MINUTES

Note New Meeting Time!

Pg. 1 of 3

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, S. Hughes, E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 3 by zoom and 1 in person.

2. ADOPT AGENDA

Copy of Agenda for this meeting December 18, 2025. For review and approval. MSC (Hughes/Duggan) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the November 20, 2025 regular meeting. Minutes in Board folder for review and approval. MSC (Duggan/Stanfield) move to approve the minutes from Nov 20, 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. Tractor parade and Tree lighting went well. Refresh Quest episode came out and is available on Youtube. 50 % off Chamber membership right now. Jan 28th 2026 at WCCSD will be a Broadband meeting.
- 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 November 2025; and payables for December 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)
Whitsons will be coming to help at the campground this week. The bathroom needs some updates to the electrical system. We are aware of issues with people camping at Commons Park. We have taken the picnic tables out and moved them to Creekside Park. We will be talking to Roger Brown about removing the old stone bench area behind Gonzalez Restaurant. We have spoken to Lt McCall and his Deputies will be checking the bathrooms when they do patrol checks at Commons. The guys have been cleaning around the skatepark. Will be doing more clean up around Vets and Creekside this winter.
- 6.2. Water Department Report (O'Gorman)
In the month of November we pumped 10.8 million gallons of water. Last year we pumped 9.6 million gallons. Pump 6 needs to have some repairs done. The shaft has worn out so much that we can no longer seal it. We need to have a firm that installs pumps to come out and pull the motor and replace the shaft. We need to investigate why the mag meter entering and leaving the treatment plant have big discrepancies. We had one leak next to the Patriot the guys fixed in one morning.
- 6.3. Wastewater Report (O'Gorman)
The majority of the project is complete with the exception of some electrical changes that we still need to happen. The WW operations has been going pretty well. There is little to do on a standard day which is nice. We are still having issues with the check valve at the pump station vault but we are working with the engineers to resolve it. The smell issues is still being worked on but has gotten slightly better. We still need Generac to come hook up the generator at the office and then it will be good to go. We did a one time empty of the restaurants grease traps and they will be responsible to future clean outs.

7. Board Member Report

Board Members' comments, announcements, reports

E. Duggan reported he would like board packets to be completed on Fridays.

R. Morrison would like a capital improvement meeting with the Board to happen in 2026.

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. The plan at the moment for the bike park is to go out to an RFP similar to the skatepark. 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.

E. Duggan suggested we include a stipulation into the contract that if deadlines are not met then there will be a penalty.

1 comment was made by the public (Ronnie Colby) over zoom that if any maintenance is needed on the bike park to let them know and they would be willing to volunteer time.

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

R. Morrison reported he would like the board to work on a description and concept of position so it can be discussed at the Jan and/or Feb board meeting.

S. Hughes reported that she would like the board and staff to think about things for potential future camps such as head count, schedule, fee rates, number of people hired, amount of volunteers to kid ratio needed, and what target is for first year.

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.

Camp Kimtu Host M.P Pedigo would like the camp fees for 2026 to be decided on, the sooner the better so she is able to quote the price more accurately for reservations that are already being made.

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/Snow) made motion to adjourn meeting at 06:11pm. Motion passed

The next regular Board of Directors meeting is scheduled for Thursday January 22nd