

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 February 26th, 2026
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 C. Snow called the meeting to order at 05:30pm. Directors present; R. Morrison, S. Hughes, J. Stanfield, E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 1 by zoom and 2 in person.

2. ADOPT AGENDA

Copy of Agenda for this meeting February 26, 2026. For review and approval.
MSC (Hughes/Morrison) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the January 29, 2026 regular meeting and February 11th, 2026 special meeting. Minutes in Board folder for review and approval.
E. Duggan made a correction to meeting minutes from Jan 29th, clarifying C. Snows new position as Board Chair.
MSC (Duggan/Morrison) move to approve the minutes from Jan 29th with the correction noted above. Motion passed.
MSC(Morrison/Duggan) move to approve the minutes from Feb 11th. 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 that there will be an economic development meeting March 16th at 5:30pm at the CSD chamber room. All are welcome and it is a free event.
- 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 January 2026; and payables for February 2026.
R. Morrison pulled the last payment made to Mercer Fraser and had a question if it was the last payment needing to be made. S. O’Gorman clarified that we have another payment due.
- 5.2. Manager’s Report
None
MSC(Duggan/Hughes) made a motion to approve the consent items. Motion passed.

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O’Gorman)
There was a meeting with the Undersheriff Braud and Lt Holt. The meeting went well and it does sound like there is a clarification needed from county council and possibly change/addition to the county code to include CSD parks in the county ordinances. Our legal council will be assisting as well as CSDA representative. The wind knocked down two trees at Creekside Park. One disc golf basket was damaged; it will be replaced soon. We will be making some changes/upgrades to the irrigation system at Veteran’s park prior to the general contractor doing the larger park upgrades.
- 6.2. Water Department Report (O’Gorman)
In the month of January we pumped 12.3 million gallons of water, averaging 400,000 gallons per day. Last year we pumped 12.0 million gallons. We have been working at the Bigfoot pump house. A new pump to replace the old on was purchased a few years ago (to have as back up). We are now getting around to installing it. We had to purchase two new valves and installed them earlier in the month. We also have to purchase a new special check valve. If the newer pump breaks we wouldn’t have a backup. The new Kohler generator at the Hodgson/Panther pump house is having issues. Opie has done a thorough check and we are pretty sure that it is not an incoming propane issue. Given the generator is still under warranty, we will be having a service technician come out to look at it. In the meantime, Opie has figured out a way to get it started if needed.
- 6.3. Wastewater Report (O’Gorman)
Most of the electrical upgrades happened this week. I believe the issue with one of the pumps at the country club pump stations was an electrical issue which hopefully was resolved when the electrician came out this week.

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 that the 95% plan set was received on 02/25/26. Redding Alliance would like to meet at the bike park either March 9th or 10th. Redding Alliance time frame for construction is April and May. We are hoping to go out to bid for remainder of park construction by end of March and prior to next board meeting. They hope to start construction by July.

- 8.2. Board to discuss creation of Recreation Coordinator and Summer Recreation Program.

The board hopes to fly the position prior to next board meeting.

MSC(Dugan/Morrison) made a motion to keep this item on future agendas. Motion passed.

- 8.3. Staff recommends update to Recreation Fee Schedule
Board vote required.

MSC(Hughes/Stanfield) made a motion to approve the updated fee schedule.
Motion passed

9. **NEW BUSINESS**

- 9.1. 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.

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) make a motion to adjourn at 06:12pm. Motion passed.

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