

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 March 26th, 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 C. Snow called the meeting to order at 05:32 pm. Directors present; R.Morrison, S.Hughes, J.Stanfield ,E.Duggan. Staff; General Manager Susan O’Gorman, C.Peterson. 2 by zoom and 1 public.

2. ADOPT AGENDA

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

3. ADOPT MINUTES

Of the February 26, 2026 regular meeting. Minutes in Board folder for review and approval.
MSC (Hughes/Stanfield) move to adopt the minutes from 02/26/2026. 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 Holt reported. No monthly stats as the person in charge of getting those together is out of office. There was a meeting with Steve Madrone and the county council regarding the Compassionate Assistance Ordinance which is moving in the right direction.
- 4.2. CHP Report
none
- 4.3. W.C. Fire District
none
- 4.4. RREDC Report
Riley Morrison reported that the next meeting is Monday 03/30/2026. Nothing else to report.
- 4.5. WC Chamber of Commerce
Shannon Hughes reported that the SBDC seminar that was held at the CSD was attended by approx. 20 people and was a success. The next SBDC seminar will be in June. There are multiple seminars planned for the remainder of the year. June 6th there will be a Willow Creek Memorial Jam at commons park and will start at approx. 2pm. There will be downtown mixers in the future that may be hosted by individual businesses. BigFoot Daze is set for June 27th down town.
- 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 February 2026; and payables for March 2026.
- 5.2. Manager's Report
MSC (Morrison/Hughes) made a motion to approve the consent items. Motion passed.

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
As Lt Holt said there was a meeting with Madrone and things seem to be moving in the right direction to having CSD's included in the county ordinance. I have been in talks with our legal and council through the CSDA regarding this topic. The entire utility field is now on automatic sprinklers. We will soon be doing the same to the playground. These upgrades will be a big time saver on our team.
- 6.2. Water Department Report (O'Gorman)
In the month of January we pumped 10.9 million gallons of water, averaging 393,000 gallons per day. Last year we pumped 10.8 million gallons. We had a leak between Rays and the fire hall this week. We had to hand dig it but it is done and fixed. The service tech came today and looked at the generator and the issue is under warranty. I have a letter that will clarify why the District needs to have details in regards to the use of our water and fire hydrants and I have given it to Chief Smith at WCVFD and the WCFPD.
- 6.3. Wastewater Report (O'Gorman)
Most of the electrical upgrades have been done. We are still waiting on the frontier line at the treatment plant to be connected. The two monitoring wells that need to be re-installed will be completed this week. We helped pull the damaged pump at the country club lift station. It turned out that a wire got loose and fell into the pump and got chewed up. Our crew helped secure it this time, and it will not happen again. It was nice to learn that we can pull the pumps with our equipment and our tractor. Treatment plant will be titled a W2 plant. Next process will be getting and/or trying to get a W2 license.

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 there was a bike park meeting last week. Was attended by members of the public and 3 nonprofits. Redding Trail Alliance, Nathan K, came to the meeting. After looking at the plans further for the pickle ball court there are issues in size and will need to further discuss if we are able to accommodate basketball, pickle ball and tennis court.

Riley Morrison reported that the bike park should be completed between now and end of May.
- 8.2. Board to discuss creation of Recreation Coordinator and Summer Recreation Program.

Susan O’Gorman reported the job posting will be made tomorrow 03/27/26.

9. NEW BUSINESS

- 9.1. Board to consider nominating a Board member to the Local Agency Formation Commission (LAFCo).

Caroline Snow is interested in joining LAFCO. Board Directors Hughes, Stanfield and Morrison are in support. Caroline to check if able to attend the meetings by zoom.

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 06:13pm. Motion passed.

The next regular Board of Directors meeting is scheduled for Thursday April 23rd, 2026