

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 April 23<sup>rd</sup>, 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 05:35pm. 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 April 23, 2026. For review and approval.  
MSC (Hughes/Stanford) move to approve the agenda. Motion passed

**3. ADOPT MINUTES**

Of the March 26, 2026 regular meeting. Minutes in Board folder for review and approval.  
MSC (Duggan/Stanford) move to adopt the minutes from 03/26/26. 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  
Andrea Sherrod reported. In the last month there was an increase in agency assist. The deputies have been doing more pedestrian stops to get out there in public. There has not really been an increase in crime in the area.
- 4.2. CHP Report  
none
- 4.3. W.C. Fire District  
none
- 4.4. RREDC Report  
Riley Morrison reported. There was a meeting last month with COAD. They provide relief for different disaster situations. There are different levels of damage that engage FEMA.
- 4.5. WC Chamber of Commerce  
Shannon Hughes reported. There is Tourism marketing strategy going on with the county. The Chamber will attend the Board of Supervisors meeting on Tuesday April 28<sup>th</sup>.
- 4.6. WC Fire Safe Council  
WCFSC report email received by Olivia Lopes read by Caroline Snow. Fuels reduction work continues on two 50 acre units under the Greater Willow Creek Wildfire Resilience Project-one behind Trinity Valley Elem and another up Horse

Linto. Pile burning has been occurring on both units, and the crew burning has an engine and hose lays. They are utilizing water from hydrants, and the grant will be paying the CSD for the water usage. There was a scotch broom removal event on Patterson Road last Saturday, and a chipper day on Sunday. Additionally, a North Coast Resource Partnership grant was awarded last week, giving the ability to have paid positions within the council. It is an exciting time to get involved. Please consider attending the membership potluck and board meeting on the first Thursday in May.

**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 March 2026; and payables for April 2026.  
E. Duggan asked for clarification on what the payments were to Eureka Fire. Susan O’Gorman clarified it was for the fire extinguisher maintenance.
- 5.2. Manager’s Report  
MSC (Hughes/Morrison) move to approve the consent items. Motion passed

**6. STAFF REPORTS**

- 6.1. Parks & Recreation Report (O’Gorman)  
We have been having less problems at Common’s Park but we still have some. There is a lady up there now with a lot of her belongings. We are trying to work with her and ask her to move on but we have warned her we will throw away her stuff if it is left unattended. We have almost finished the playground sprinklers and will now be completing the installation of a new water meter near the skate park. This will provide water for sprinklers around the skate park as well as the east side of the playground. I have a meeting with a lady from NOA next week. She likes our red banner hanging about no swimming at Kimtu. We have also purchased and received ADA picnic tables.
- 6.2. Water Department Report (O’Gorman)  
In the month of March we pumped 13.7 million gallons of water, averaging 442,000 gallons per day. Last year we pumped 10.5 million gallons. It was a much warmer March than last year. The service tech came out and determined that our issue with the generator at Hodgson is under warranty. They have ordered the repair parts and will be coming back soon to complete the repair. We will be having pump 6 repaired at the Treatment Plant. The shaft is worn down and will not seal properly. We are working on the Bigfoot pump house. We will be having a new back up pump installed next week.
- 6.3. Wastewater Report (O’Gorman & Stevens, GHD)  
Most of the electrical upgrades have been done. The frontier line has been installed but the auto dialer is not yet connected. A missing part is on order and expected any day. The monitoring wells have been re-installed. We are getting close to wrapping the project up. We had a pump issue at the office pump station. We learned how to pull that pump Thankfully; it is much smaller than the other pump station and can be done by hand. We have been labeled as a W2. I have sent in the application for W2 test and waiting to hear back. Will push to go down to a W1 in possibly five years.

**7. Board Member Report**

Board Members’ comments, announcements, reports

Ed Duggan reported. He is working with Seniors, Senior Resource Board and Steve Madrone trying to get Senior lunch program up and running in the area again.

**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 if we decrease the length of the tennis court to 72' and increased the Basketball court to 94' then we would be able to have both of them. The board agreed with those measurements. We will also be having 4 pickleball nets. We will hopefully go out to bid in May and will be able to vote for the winner of the bid at June meeting. There will be an approx. 3 month window to complete.

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

Susan O'Gorman reported that we had two applications turned in and we will be setting up interviews with the applicants.

**9. NEW BUSINESS**

- 9.1. Staff recommends the contracted amount for the Bike Park renovations by Redding Trails Alliance be increased from \$100,000 to \$130,000 due to matching donation from Redwood Coast Mountain Biking Association (RCMBA) in the amount of \$15,000. Board vote required.

MSC(Hughes/Morrison) move to approve the increase of the contracted amount for Bike Park renovations to \$130,000. Motion passed.

- 9.2. Board to consider Resolution 2026-02, Authorizing the Approval of Redwood Region Economic Development Commission's (RREDC) Revised Joint Powers Agreement (JPA). Board vote required.

MSC (Hughes/Duggan) move to approve the revised resolution. 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/Morrison) move to adjourn the meeting at 06:24pm. Motion passed

**The next regular Board of Directors meeting is scheduled for Thursday May 28<sup>th</sup>, 2026**