

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 May 28th, 2026
5:00 p.m.
135 Willow Rd., Willow Creek – District Office
MINUTES

NOTE:
Temporary Meeting Time

Pg. 1 of 4

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 05:03pm. 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 May 28, 2026. For review and approval.
MSC (Huges/Morrison) move to approve the agenda. Motion passed.

3. ADOPT MINUTES

Of the April 23, 2026 regular meeting. Minutes in Board folder for review and approval.
MSC (Stanfield/Hughes) move to adopt the minutes from 04/23/26. 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
none
- 4.2. CHP Report
none
- 4.3. W.C. Fire District
none
- 4.4. RREDC Report
Riley Morrison reported there was no meeting this month.
- 4.5. WC Chamber of Commerce
Shannon Hughes reported. BigFoot Daze is moving back to Veterans Park. Looking for volunteers for day before set up and day of. Any volunteers will have access to guaranteed parking at the event. There will also be a parking attendant at the ADA parking area. Willow Creek Jamboree will be happening Sat the 6th starting at 2pm. June 10th the SBDC will be having a seminar in the CSD boardroom at 5:30. We are in talks with Grounded AI to do a potential seminar in the future.
- 4.6. WC Fire Safe Council
none

5. YEARLY BUSINESS

- 5.1. JJA CPA, Inc. to present the WCCSD's Financial Statements (Audit) for 2024-2025. Board to vote to accept the Audit.

Brett Jones reported on the Audit. It was given an unmodified opinion which is the highest you can get. The audit was separated into Wastewater, Water and Rec which is required by state and just a better way to do it. There were no internal control findings. No findings at all to report.

MSC (Morrison/Hughes) make a motion to accept the audit. Motion passed.

6. 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.

- 6.1. Financial Statements for April 2026; and payables for May 2026.
- 6.2. Manager's Report
MSC (Hughes/Stamfield) move to approve the consent items. Motion passed.

7. STAFF REPORTS

- 7.1. Parks & Recreation Report (O'Gorman)
We are almost complete with our irrigation upgrades. The last piece will be to make a new water meter near the skate park. I have received a call from Bryan Lanning at the USFS to confirm if the need arose that we are willing to let them use one of the parks for a fire camp. I told him yes, if there is a fire that is directly threatening Willow Creek, I will act directly to approve a fire camp request. If the fire is further out in the wilderness and not directly impacting Willow Creek, I will schedule a special board meeting to get the boards input on a fire camp. Our signage and everyone getting the word out about recreation fees seems to be working. We had over 1,000 in payments received in the last month. This did include a large park event and softball tournament, but in general, it does seem like people are getting better at paying a fee. I am working on getting an online payment system set up for recreation fees. Darren will start collecting money at Kimtu on Saturdays and will have the online link for people without cash to pay.
- 7.2. Water Department Report (O'Gorman)
In the month of April we pumped 16.8 million gallons of water, averaging 561,000 gallons per day. Last year we pumped 14.2 million gallons. I am not completely sure of our numbers though, as our mag meter seems to be still giving us trouble. The meter reading at the end of May will tell us more. The service tech came out again for the Generator at Hodgson, but there is still an issue. The second pump at the bigfoot pump house is running. There was a big leak at Hodgson hill, we drained the tank completely and fixed it quick. We did get a rock blocking the valve leading to the hydrant. We may need to replace the valve.
- 7.3. Wastewater Report (O'Gorman)
The second auto dialer was installed but I am still not receiving calls if there is an alarm in the Orenco system. I will get a call if the generator goes down. I was denied a W2 license because I don't have any of the on-site training as an operator. I will be disputing the denial by going directly to the wastewater certification board.

8. Board Member Report

Board Members' comments, announcements, reports

Ed Duggan reported that the senior lunch program will start soon. It will not interfere with the VFW program. Another senior lunch program is starting in the area but is different. The goal is to start with monthly meals then eventually go to weekly. Would also like to add item to next months agenda regarding more stuff happening in the Rec department that would benefit seniors and families.

9. UNFINISHED BUSINESS

- 9.1. 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. We are out to bid. Bids are due back June 10th. We had a mandatory pre bid meeting and walked at the park after. 5 people attended via zoom and 4 in person. The bike park grand opening will be at BigFoot Daze.

- 9.2. Staff to update Board on Recreation Coordinator and Summer Recreation Program.

We have hired both Kelly Nathane and Summer Adams to help with the summer recreation program. Kelly has run skate camps at the City of Arcata for many years and has a lot of experience. Summer has been in the community for many years volunteering at little league and the museum. She is very well versed in creating flyers and social media advertising as well as working with kids. The camps will be June 15-19th, 22nd-26th. July 13th-17th, 20th-24th.

10. NEW BUSINESS

- 10.1. Board to vote on LAFCo ballot for Special District board member.

MSC(Morrison/Duggan) move to vote for Meghan Ryan for LAFCO. Motion passed.

- 10.2. Staff to present draft Budget for fiscal year 2026-2027.

Susan O'Gorman presented the board with a draft budget to review prior to voting on it at next months meeting.

- 10.3. Staff recommends District sign MOU agreement with Redwood Coast Mountain Bike Association. Board vote required.

MSC(Hughes/Stanfield) move to sign the MOU agreement with Redwood Coast Mountain Bike Association. Motion passed.

11. 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

12. 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

13. **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 05:53pm. Motion passed.

The next regular Board of Directors meeting is scheduled for Thursday June 25th, 2026