**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 June 25th , 2026
## 5:30 p.m.
## 135 Willow Rd., Willow Creek – District Office
## MINUTES



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.

Vice Chair Jaime Stanfield called the meeting to order at 05:36pm. Directors present; R. Morrison, S. Hughes, E. Duggan. Excused: Caroline Snow. Staff; General Manager Susan O'Gorman, C. Peterson. 1 by zoom and 2 public.

**2. ADOPT AGENDA**

Copy of Agenda for this meeting June 25, 2026. For review and approval.
MSC (Morrison/Hughes) move to adopt the agenda. Motion passed.

**3. ADOPT MINUTES**

Of the May 28, 2026 regular meeting. Minutes in Board folder for review and approval.
MSC (Duggan/Hughes) move to adopt the minutes from 05/28/26. 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 a meeting on 06/22/26. They had a small business development presentation with Humboldt Made. RREDC sponsors Humboldt Made events. 2 loan items came through. They will be moving to 4 meetings a year and those will be scheduled in August, can have more meetings if necessary. They approved the JPA.

4.5. WC Chamber of Commerce
Shannon Hughes reported. BigFoot Daze is this Saturday the 27th at Veterans Park. There will be ample ADA parking. Wildfoot Wonders will be hosting the first Saturday mixer in July on the 4th.

4.6. WC Fire Safe Council
Jaime Stanfield read an email from Olivia Lopes. WCFSC had a chipper day earlier this month in the Bigfoot Subdivision. As part of the Greater Willow Creek Wildfire Resilience Project, address signs are available to Willow Creek residents for free,

including installation. Having a visible address sign makes it much easier to be found by emergency services. If you have a water resource such as a water storage tank, pool or year-round pond, you can sign up for the Blue Dot Program, which allows emergency services to utilize your water source if necessary for firefighting efforts. If you have signed up in the past, please reach out to Ken at jen@wcfiresafe.org to make sure you're included in the updated list. Fuels reduction work is continuing around town, including behind the businesses between Ace and Renner, behind Trinity Valley Elementary, on Horse Linto Rd., and Seeley McIntosh Rd. An RFP was released Wednesday, June 24th for manual work in the Hodgson Hill neighborhood, at Creekside Pard, and on Patterson. Contractors can find the RFP at humboldtcd.org. WCFSC will be selling snow cones at BigFoot Daze. Come stop by and say hi!

**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 May 2026; and payables for June 2026.

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)

The Forest Service has started to use the lower meadow at Creekside Park. We receive $200 a day for them being down there. There is an impact on disc golf however the money is very nice for the recreation department and it is a great thing to have extra fire help in the community in case a fire pops up. Darren has been taking tickets at Kimtu Beach on Saturdays and Sundays and it is going very well. The crew has gotten the park ready for BigFoot Daze.

6.2. Water Department Report (O'Gorman)

In the month of May we pumped 23.7 million gallons of water, averaging 760,000 gallons per day. Last year we pumped 23.9 million gallons. We had a large leak in the subdivision. We got it fixed quickly. Unfortunately, it is taking the pump company a bit longer than I had hoped to get pump 6 fixed. They are trying to find an old part to an obsolete pump, rather than buying a lot of new parts. Brannon Mtn Tank is moving a long and should be pouring concrete next week then the next step would be to put the water tank on.

**6.3.** 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. They are still working on this. We received our back-up pump and a push camera for the system. Will continue to work on a solution to the wastewater operator status.

## 7. Board Member Report

Board Members' comments, announcements, reports

Ed Duggan noted that the orange fence has come down near the skate park and people are parking there. There is now a senior lunch program every week on Wednesday at Studio 299 from 11-12pm. A newsletter will be coming out soon. July 8th and 22nd from 10-11am there will be a Qigong class for Seniors.

## 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. The bike park is almost done and the grand opening will be at BigFoot Daze. We will be looking into signage for the Bike Park.

8.2. Staff to update Board on Recreation Coordinator and Summer Recreation Program.

Susan O'Gorman reported. Skate camp is going really well and there has been a lot of positive feedback from attendees. Big thank you to Summer Adams for being there day in and out and really making this a successful thing. Shout out to Kelly Nathane as well for her guidance and assistance. We will be buying plastic bins for campers to store their gear in to keep it cleaner and not get mixed up.

8.3. Staff to present draft Budget for fiscal year 2026-2027. Board vote required to approve.

MSC(Hughes/Morrison) move to approve the draft Budget for the fiscal year 2026-2027. Motion passed.

## 9. NEW BUSINESS

9.1. Staff to present final bids for the Veteran's Park Renovation Project.
R. Brown Construction Company Inc. was the lowest responsive and responsible bidder, however bids came in higher than the remaining grant funding.

Staff recommends they conduct a value engineering process with R. Brown with the goal to award a $1,000,000 contract. Board vote required.

This value engineering process will include reviewing the materials for constructing the path around the park as well as the snack shack. The snack shack could be removed from project to save funds.

MSC(Morrison/Duggan) make a motion to accept R.Brown Construction Company as the responsible bidder and to award them the 1,000,000 contract for the Veterans Park Upgrade. Potentially remove snack shack and the Rec committee will meet to iron out any further details pertaining to the upgrades. Motion passed.

**9.2.** Board member Duggan to discuss his desires for upgrades in park system that benefit families and the elderly.

E. Duggan reported. There is a list of items that Seniors in the community would like to see at Veterans Park with the upgrades. It is realized the requests will not happen with this grant as the bids are already over. Would like these items considered for the future.

List of items that Seniors would like to see at Veterans Park:

1.Benches along the foot path to rest.

2.Exercise Bars placed along the path

3.Stepping Stones for exercise placed along the side of the path.

4.Benches to sit at along the bike park and skate park areas, not just picnic tables.

5.More senior and disability picnic tables in the picnic and ball park areas.

6.An area for Seniors to exercise and maybe have exercise classes in the Summer.

7. Bocchi Ball Court.

Susan O'Gorman reported that we have an ADA picnic table at the park and we have multiple more that have been assembled and just need to be installed. Has looked into Bocchi ball and feels if that happens Creekside would be a better option. Will keep the list and see what can be done if time and money permit.

S. Hughes thanked Director Duggan for his list and wished it had been brought up prior to finalizing plans for the park design and would like to keep thinking on this list for the future.

**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.

General Manager Contract renewal

Went into closed session at 06:41pm
Discussed general managers contract renewal.
Came out of closed session at 06:55pm.
Finalization of general managers contract tabled until next meeting.

**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 at 06:55pm. Motion passed.

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