

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 July 30th, 2026
5:30 p.m.
135 Willow Rd., Willow Creek – District Office
MINUTES

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.

Chair Caroline Snow called the meeting to order at 05:33pm. Directors present; R. Morrison, J. Stanfield, S. Hughes, E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 1 by zoom and 4 public.

2. ADOPT AGENDA

Copy of Agenda for this meeting July 30, 2026. For review and approval.
MSC (Stanfield/Hughes) move to adopt the agenda. Motion passed.

3. ADOPT MINUTES

Of the June 25, 2026 regular meeting. Minutes in Board folder for review and approval.
MSC (Morrison/Duggan) move to adopt the minutes from 06/25/26. 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
none
- 4.5. WC Chamber of Commerce
Shannon Hughes reported. The next downtown Mixer is Sat August 1st from 5-10pm and will be held at the Trinity River Community Center as a soft opening. There will be music, food and drinks.
- 4.6. WC Fire Safe Council
Andrea McBroom reported. Started implementation on Campbell Ridge with Jones Family Tree Service on July 20th, goal 12 acres of defensible space and roadside clearance. Continuing to promote Address Sign Program, Blue Dot and Home Risk Assessments. Phase 3 of the Greater Willow Creek CWDG of manual fuels reduction and shaded fuels breaks on private lands will be coming this fall in priority project areas: Panther/Butterfly Creek/Gulch neighborhoods and Creekside Park, as

well as oak woodland restoration off Patterson, totaling 94.5 acres. Conducted Phase 4 outreach in the Bigfoot Subdivision and The Terrace.

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 June 2026; and payables for July 2026.
- 5.2. Manager's Report
MSC (Hughes/Stamfield) 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 200.00 a day with them being there. There is an impact on disc golf however the money is nice for the recreation dept and it is a great thing to have extra fire help in the community in case a fire pops up. BigFoot Daze went pretty smoothly this year. If the date for future events falls on the last Saturday of the month our guys have meter reading to do, which makes it harder on the guys. Also when looking at the price of renting the park, we should note that we don't take tickets for the beach that day. There are simply too many cars going in every which way. We are not aware of any specific hazard at Kimtu beach that has caused anyone to get hurt in the recent weeks. There has been one tragic death at Kimtu this month but to my knowledge it was not due to anything specific at Kimtu. A person has dove deep depths of Kimtu and found a tree snag deep underwater. This tree snag did not cause injury to the person who passed away on the river on July 18th. That occurred more than 2 miles up river. I have a meeting set up with Cal Trans regarding down town maintenance, it is via zoom on August 26th at 11am. C. Snow and E. Duggan will attend and J. Stamfield will be an alternate. The Chamber booth has been removed.
- 6.2. Water Department Report (O'Gorman)
In the month of June we pumped 27.7 million gallons of water, averaging 923,000 gallons per day. Last year we pumped 29.0 million gallons. We are starting to complete yearly sampling for various things like nitrates and acids from Chlorine treatment by-products. We will also be completing lead and copper sampling soon, which occurs every three years. Our consumer confidence report is on our website and if requested we can mail a hard copy to people. Brannon Mtn foundation was poured. The tank should start being built last week of August. We had 1 change order with this and we will have to take some money out of savings but not much.
- 6.3. Wastewater Report (O'Gorman)
I have submitted my appeal to the date on my operator certificate. I have also talked with a woman at the state who is on the wastewater advisory committee, and I plan to attend their meeting in Oct or Nov. USDA is still moving on with the VAC trailer.

7. Board Member Report

Board Members' comments, announcements, reports

E. Duggan reported. Senior lunches are going well. They serve around 100 lunches each week, with the lowest attendance, 70-75 people. They are in position now to investigate a senior center and to reach more seniors aged 60 and up. It is by donation only. They deliver lunches so far in Willow Creek, Salyer and Burnt Ranch.

Upcoming Board Member Election. Two seats of the WCCSD Board of Directors will be voted on during the November 3rd, 2026 elections. The filing period is July 13th thru August 7th. Interested persons should contact the Humboldt County Office of Elections for additional information.

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. R. Brown construction is reworking their bid numbers, and we are close to a new contract. They had to get new quotes from the sub-contractors. We have received a final bill from the bike park.

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

Susan O'Gorman reported. Four weeks of skate camp are complete. Thank you very much to Summer Adams for everything she did for the camp and to Kelly Nathane for all the advice and help to teach us how to run a skate camp. We also hired a camp helper, Adam Simpson, who Summer said was very helpful. We ended up only a little bit in the red which was great. I do think it would have been good to have Adam at the second week, which would have increased the payroll, and therefor more red, but all in all it was a successful first go around.

9. NEW BUSINESS

- 9.1. Board to review and approve a new Conflict of Interest Code and modify Board Policy Chapter 2, section 1.04, to reference the new code. Board vote required.

MSC (Duggan/Hughes) move to approve a new Conflict of Interest Code and to modify Board Policy Chapter 2, section 1.04. Motion passed.

- 9.2. Board to vote to accept the completed Downtown Wastewater Project, funded by grants from the California State Water Resources Control Board and the United States Department of Agricultural, Rural Development Department (USDA). Board vote required.

MSC (Hughes/Duggan) move to accept the completed Downtown Wastewater Project, funded by grants from the Ca SWRCB and the USDA. 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.

General Manager Contract renewal

Entered into closed session at 06:06pm.

MSC (Hughes/Stamfield) moved to approve General Manager contract. Motion passed.

Came out of closed session at 06:12pm

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 06:12pm. Motion passed.

The next regular Board of Directors meeting is scheduled for Thursday August 27, 2026