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.

WCCSD
WILLOW CREEK COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS –REGULAR MEETING
Thursday August 27th, 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.

Chair Caroline Snow called the meeting to order at 05:31pm. Directors present; R. Morrison, S. Hughes, J. Stanfield, E. Duggan. Staff; General Manager Susan O’Gorman, C. Peterson. 2 by zoom and 3 public.

2. ADOPT AGENDA

Copy of Agenda for this meeting August 27, 2026. For review and approval.
MSC (Morrison/Hughes) move to adopt the agenda. Motion passed.

3. ADOPT MINUTES

Of the July 30, 2026 regular meeting and August 14, 2026 special meeting. Minutes in Board folder for review and approval.
MSC (Stanfield/Snow) move to adopt the minutes from 07/30/26 and 08/14/26. 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 that the meeting for this month was canceled and next meeting will be in 09/2026.

4.5. WC Chamber of Commerce
Shannon Hughes reported. The mixer in August went well. The next and last Mixer for the Summer will be held on 09/05 at Unique Boutique. There will be food, music and raffle prizes.

4.6. WC Fire Safe Council
Andrea McBroom reported. They are wrapping up CFSC Campbell Ridge Risk Reduction Project. Implementation is complete. Final acreage treated 13.75 acres roadside and defensible space. Kicked off Phase 3 of shaded fuel break and oak woodland restoration on August 25th with ForestScapes, partnering with Elk Ridge, to treat 94.5 acres across 3 project units. Finalizing project area for Phase 4

Shaded Fuel Break and Defensible Space. 160 signs were installed and 312 structures assessed. Will be co-hosting a community workshop at WCCSD on 09/17 6-8 pm. Mapping survey: Take the Humboldt County CWPP Wildfire Concerns Mapping Survey. Community Survey: Take the Humboldt County CWPP Community Survey. We will be tabling locally to promote, update and to help people fill out surveys. Senior lunch 09/02, 09/16, Post Office 09/09, Senior Day 09/17.

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 July 2026; and payables for August 2026.

5.2. Manager's Report

MSC (Hughes/Duggan) move to approve the consent items. Motion passed.

6. STAFF REPORTS

6.1. Parks & Recreation Report (O'Gorman)

The beach monies had lessened during the fire but have picked up again. Darren will continue to take tickets through Labor Day and may stop soon after that. Using the vac trailer we were able to easily find the water main on Gower Lane and then we tapped the line and installed a new 1 ½ in. water meter. We will soon be installing water lines around the skate park. Soccer has started up for the season. The Connex box that was installed as part of the bike park has been a great addition, as we are using it to store all of the soccer gear. Tues the 22nd we had a leak at the bike park which we fixed, cleaned up and are done with. Caltrans meeting on 08/26/26 was about the downtown work they want to do. They are planning new lights and possible flashing lights, root barrier, sidewalk improvement. They are also talking about a future maintenance agreement that will pay our crew to maintain, and we get paid for it. We will agendize this topic next month to discuss further.

6.2. Water Department Report (O'Gorman)

In the month of July we pumped 30.2 million gallons of water, averaging 976,000 gallons per day. Last year we pumped 34.5 million gallons. The tank for Brannon mountain showed up today and should take approx. 6 weeks for it to be complete, after which the piping will be installed. We should be online around mid-November. We have replaced the valve at the fire hydrant at the bottom of Hodgson Hill. We are hoping the old hydrant is still going to work fine, but if it doesn't, we will have to replace it as well. Currently it appears to be working ok. We had multiple leaks this month but with the vac trailer it has made it easier to get to the leaks.

6.3. Wastewater Report (O'Gorman)

On 08/25 my appeal was denied for my WW Operator, will be working on next steps. We had our first real issue at the country club pump station. During our daily pump rounds it became evident that there was an issue with one of the pumps. We pulled the pump up to the surface level and found a piece of fabric stuck in the pump. After getting it out, we reinstalled the pump and it went back to operating correctly. The vac trailer has been delivered and has already been amazing. It will be very useful in the wastewater dept to access sewer lines.

7. Board Member Report

Board Members' comments, announcements, reports

Ed Duggan reported. Senior lunch attendance has been improving. This week more people stayed and socialized. Trying to find a building to convert to a Senior Center.

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. We are under contract with R. Brown Const. Will be moving shortly. We removed landscaping, lights at tennis court, snack bar and shortened walking path to bring the cost estimate down. We are looking into lights for the baseball/softball field.

9. NEW BUSINESS

9.1. Staff recommends Board discussion on options for spending funds received from Bookstore insurance policy.

Susan O'Gorman and Board discussed different possible options on spending funds from the Bookstore insurance policy. Some of the ideas were looking into a property that can be used as a potential fire camp location and also possible upgrades to the District office. Will agendize this topic at a later date to discuss further and to give the public an opportunity to attend.

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) moved to adjourn at 06:25pm. Motion passed.

The next regular Board of Directors meeting is scheduled for Thursday September 24th, 2026