

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 September 24th, 2026
5:30 p.m.
135 Willow Rd., Willow Creek – District Office
MINUTES

Pg. 1 of 3

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 05:30pm. Directors present; R. Morrison, S. Hughes, J. Stanfield, E. Duggan. Staff; Susan O'Gorman, C. Peterson. 2 by zoom, 1 public.

2. ADOPT AGENDA

Copy of Agenda for this meeting September 24, 2026. For review and approval.
MSC(Morrison/Hughes) move to adopt agenda. Motion passed.

3. ADOPT MINUTES

Of the August 27, 2026 regular meeting. Minutes in Board folder for review and approval.
MSC(Stanfield/Duggan) move to adopt the minutes from 08/27/26. 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 they had an Executive meeting 2 weeks ago and things were discussed that he cannot disclose at this point.
- 4.5. WC Chamber of Commerce
Shannon Hughes reported. The Tree Lighting/ Lighted Parade will happen the 1st Sat of December. There will be a new website soon called explorewillowcreek.com.
- 4.6. WC Fire Safe Council
Caroline Snow read a report from Andrea McBroom. WCFSC is continuing work under the 2022 CWDG-WC CWDG/Greater Willow Creek Wildfire Resilience project. Fuels reduction work is continuing in priority project areas as we get ready to release Phase 4. 330 homes have been assessed, 189 signs installed to date, and Field Maps has been optimized with Vollmar Natural Lands Consulting for Blue Dot data collection. WCFSC will table again next month at the WC post office to sign up Greater Willow Creek residents for these free wildfire preparedness resources. Surveys for Hum Co CWPP are open until 09/30; please encourage

Hum Co residents to complete these surveys to help us better serve our community by sharing WCFSC posts on FB and IG. Mapping survey: [Take the Humboldt County CWPP Wildfire Concerns Mapping Survey](#). Community Survey: [Take the Humboldt County CWPP Community Survey](#). WCFSC will be advertising our Exec Director/Program Manager within the week. Andrea McBroom will be moving into a Grants and Program Coordinator position on October 1st. Our membership potluck will be at the WCCSD office on Oct 1st at 5pm with board meeting at 6pm. We will be voting for new board members.

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 August 2026; and payables for September 2026.
- 5.2. Manager's Report
MSC(Hughes/Stamfield) move to approve consent items. Motion passed.

6. STAFF REPORTS

- 6.1. Parks & Recreation Report (O'Gorman)
We have opened the gate to the beach at Kimtu. We still ask that people pay to use the parking lot. Per the board direction last month, I plan to research the possibility of a property purchase and agendize the topic. I plan to have this done next month and on the October board meeting agenda. The fire safe council grant work is being done down at Creekside Park. It is looking very nice. Thank you WCFSC. Please make sure to keep Caitlin informed of the plans for events at our park. We are having folks call to reserve events over a year out and it is important we don't double book.
- 6.2. Water Department Report (O'Gorman)
In the month of August we pumped 32.5 million gallons of water, averaging 1,050,000 gallons per day. Last year we pumped 35.9 million gallons. The Brannon Mtn Tank is currently being installed. The tank is welded in place. It has four levels and they are on the third level currently. We continue to be busy with leaks. We had a big leak on Hwy 96 at the end of August. We had to turn the water off in order for a short bit on Saturday to get the leak stopped and then again the following week to replace the part. The pump at stage coach burned up and we have put in the new one already.
- 6.3. Wastewater Report (O'Gorman)
My appeal for my W2 license was denied. I have chose not to appeal to the full state water board. I have contacted an operator in Arcata. His name is Doug Culburt. He is retired from the City of Arcata and doing consulting. He is working on a proposal for us to be the lead operator, essentially overseeing what I do. I do not yet have a quote for this cost yet though.

7. Board Member Report

Board Members' comments, announcements, reports

Caroline Snow wanted to give Riley Morrison a shout out for a successful BigFoot Bowl Bash.

Ed Duggan reported that the senior lunch had WCFSC present. They had good attendance and participation. They are going to be starting a newsletter soon.

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 is going to start with the tennis/pickleball/basketball area first. They ordered the basketball hoops a couple weeks ago and it takes approx. 8 weeks to arrive. The water feature will be here next week and will be delivered to Browns yard. Mike Harding has been discussing changes and improvements to the pickleball court plans. The park should be done by the next BigFoot Daze.

9. NEW BUSINESS

- 9.1. Board to consider writing letter of support for Jones Family Tree Service, to have 40 Enchanted Spring Road changed to commercial zoning.

The Board gave direction to Susan O'Gorman to write a letter of support for Jones Family Tree Service for 40 Enchanted Spring Rd to be changed back to commercial zoning.

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(Morrison/Hughes) made a motion to adjourn at 06:12pm. Motion passed.

The next regular Board of Directors meeting is scheduled for Thursday October 22nd, 2026