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 October 22, 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 05:30pm. Directors present; R. Morrison, S. Hughes, E. Duggan. Excused; C. Snow. Staff present; General Manager Susan O'Gorman, C. Peterson. 4 in person and 2 by zoom.

2. ADOPT AGENDA

Copy of Agenda for this meeting October 22, 2026. For review and approval.
MSC (Hughes/Duggan) move to adopt the agenda. Motion passed.

3. ADOPT MINUTES

Of the September 24, 2026 regular meeting. Minutes in Board folder for review and approval.
MSC (Duggan/Hughes) move to adopt the minutes from Sept 24th 2026. 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
Deputy Kerr reported in person. There were 136 incidents in the past month. 16 were criminal down approx. 20 calls. They have four deputies on rotation in the area and their schedule is tentatively changing in Jan 2027.

4.2. CHP Report
none

4.3. W.C. Fire District
none

4.4. RREDC Report
Riley Morrison reported that the next meeting is Monday the 28th.

4.5. WC Chamber of Commerce
Shannon Hughes reported. The Tree Lighting and Light parade will be on Sat Dec 5th. They are still looking for volunteers, will be same schedule as last year.

4.6. WC Fire Safe Council
Andrea McBroom reported. Fuels reduction work is continuing in priority project areas. Anticipating burn suspensions being lifted so piles generated from treatment in Shaded Fuel Break Phase 2 and 3 can be burned, as conditions permit. Phase 4 is planned for the south side of Kimtu Ridge along the Terrace neighborhood and includes defensible space, as funding permits. 357 structures have been assessed, 208 address signs installed, and the next phase of Blue Dot mapping is up and

running. This includes setting up the WCVFD with ArcGIS Online and Field Maps to quickly and easily access the Greater Willow Creek Blue Dot View-only map with selectable features. Additionally, firefighters will be able to make notes about issues in the app, and pass along those details to be updated by data managers at WCFSC. We are in the process of reviewing applications and hope to have interviews in the next couple of weeks for the ED position.

5. CONSENT ITEMS FOR BOARD APPROVAL

Consent Calendar items are expected to be routine and non-controversial, to 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 September 2026; and payables for October 2026.
5.2. Manager's Report
MSC(Morrison/Hughes) move to approve consent items. Motion passed.

6. STAFF REPORTS

6.1. Parks & Recreation Report (O'Gorman)
We have closed the beach payment tube for the winter. Camp Kimtu's last day open is Nov 2nd. Will have the topic of fire camp property on the agenda in November. The fire safe council grant work is completed at Creekside Park. It looks great and we appreciate the work done. It is leaf collection time. We like to let the leaves pile up a bit before we collect them, to make the process as efficient as possible. We do always try to do a collection right before any predicted rain event.

6.2. Water Department Report (O'Gorman)
In the month of September, we pumped 21.5 million gallons of water, averaging 718,000 gallons per day. Last year we pumped 24.3 million gallons. You can really see the Brannon Mtn tank from Hwy 96. It is currently red but will be painted green in the spring. The tank should be completed, other than the painting, in a few weeks and then hooked up online. The vac trailer continues to really make a big difference in our leak repairs. The holes needed to fix both leaks this month were very much smaller than they would have been if using the tractor.

6.3. Wastewater Report (O'Gorman)
I attended an advisory committee meeting for the wastewater certification program. It got some people interested in my predicament and I am hopeful changes will happen. We had one issue this month at the office pump station. It appears someone flushed what looked like tube socks down the drain and they got caught on one of the pumps. The nice thing is, there are two pumps in the wet well, so when one pump fails on a Sunday, we can wait until Monday to fix during normal work hours.

7. Board Member Report

Board Members' comments, announcements, reports

Ed Duggan reported that the Senior group will be hosting a Thanksgiving event that will be open to all, unsure of date. Will shut done senior lunches for the holidays and hope to start back up the 1st Wed in Jan.

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 sprinkler was delivered. BigFoot statue will be delivered to R. Browns yard in the next week or two. The contract states the construction will be done by June 11th.

9. NEW BUSINESS

9.1. Staff recommends Board discuss changes to Board Policy on Catastrophic leak forgiveness.

Susan O'Gorman reported. Informed board of current policy on Catastrophic leak forgiveness. Board and staff to come up with ideas and will be discussed at next meeting.

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/Duggan) move to adjourn at 06:08pm. Motion passed.

The next regular Board of Directors meeting is scheduled for November 19th, 2026
Note – this is the third Thursday due to Thanksgiving