



WILLOW COUNTY WATER DISTRICT MINUTES
Special Meeting
WATER DISTRICT OFFICE CONFERENCE ROOM
151 Laws Avenue, Ukiah, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/83268733029>

Ukiah, CA 95482
November 10, 2025
5:00 p.m.

1. CALL TO ORDER AND ROLL CALL

The Water Executive Committee (WEC) met at a Regular Meeting on November 10, 2025, having been legally noticed on November 7, 2025. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/83268733029>. Chair Nevill called the meeting to order at 5:02 p.m. Roll was taken with the following Members Present: Devin Gordon, Mike Hildreth, Ross Larue and Gary Nevill; one seat is currently vacant. Staff Present: Jared Walker, MCWD General Manager; Liz Patton, Billing and Finance Manager Dan Buffalo, City of Ukiah Finance Manager; Olga Keough, Controller City of Ukiah, and Kim Saylor, Ukiah City Deputy Clerk.

CHAIR NEVILL PRESIDING.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comments were received.

3. APPROVAL OF MINUTES

a. Approval of the Minutes for the October 23, 2025, Special Meeting.

Motion/Second: Gordon/Hildreth to approve the minutes for the October 23, 2025, Special Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Gordon, Hildreth, Larue and Chair Nevill NOES: None. ABSENT: None. ABSTAIN: None.

3. FINANCIAL REPORTS

a. Presenter: Olga Keough, Controller City of Ukiah

b. Financial Reports Provided.

3.a. Review of August, September & October Financial Reports

3.b. Balance Sheet 2026 (3)

3.c. Year to Date Budget Report Muni

3.d. Willow Check Register July 2025

3.e. Willow Check Register August 2025

3.f. Willow Check Register September 2025

3.f. Willow Check Register September 2025 cont.

Financial Reports Accepted.

4. **NEW BUSINESS**

Discussion and Possible Action Resolution 2025-01 A Resolution of the Board of Directors of the Willow County Water District to Change the Regular Board Meeting Time.

Recommended Action: Approve Resolution 2025-01; A Resolution of the Board of Directors of the Willow County Water District to Change the Regular Board Meeting Time.

Motion/Second: Gordon/Hildreth to approve Resolution 2025-01 A Resolution of the Board of Directors of the Willow County Water District to Change the Regular Board Meeting Time.

Motion **carried** by the following roll call votes: **AYES:** Gordon, Hildreth, Larue and Chair Nevill **NOES:** None. **ABSENT:** None. **ABSTAIN:** None.

5. **UNFINISHED BUSINESS**

5.a. Consideration/Approval of Proposal of Terms by City of Ukiah for Purchase of Certain District Capital Assets:

a. Term Sheet Willow Office Building 11-7-25

b. Term Sheet, Willow Vehicles and Equipment, 11-7-25

Motion/Second: Larue/Hildreth to approve 5b. Term Sheet for Willow Vehicles and Equipment 11-7-25. Motion **carried** by the following roll call votes: **AYES:** Gordon, Hildreth, Larue and Chair Nevill **NOES:** None. **ABSENT:** None. **ABSTAIN:** None.

Motion/Second: Larue/Hildreth to bring back item 5a to the December regular meeting with an ask for 5.5% interest and stipulated terms for the required purchase of the Willow Office Building located at 151 Laws Avenue, at the end of the five-year lease agreement. Motion **carried** by the following roll call votes: **AYES:** Gordon, Hildreth, Larue and Chair Nevill **NOES:** None. **ABSENT:** None. **ABSTAIN:** None.

6. **ADMINISTRATIVE AND OPERATIONAL REPORT**

a. ERPA – December Meeting scheduled for December 14, 2025

Presenter: Jared Walker, WCWD General Manager.

No further updates.

b. Water Districts' Projects

Presenter: Jared Walker, WCWD General Manager.

Westpac finishing up water mains.

Will be able to close out grant with the final invoices to be paid and then receive reimbursement from the grant.

Wipf, Westpac submitted bid for job: water services, valves, and 8" pipe replacement. TBD when job starts.

c. Ukiah Valley Water Authority (UVWA)

Presenter: Jared Walker, WCWD General Manager.

November Meeting Cancelled due to lack of Quorum. Next Meeting Scheduled for December 4, 2025.

7. **COMMITTEE MEMBER ANNOUNCEMENTS AND REPORTS**

No reports were given.

8. **SET NEXT MEETING DATE**

December 8, 2025 at 5:00pm.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:08 p.m.

Kristine Lawler, CMC/CPMC