

**MINUTES**  
**WILLOW COUNTY WATER DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**September 8, 2025**

Present:

Gary Nevill, Director  
Director Ross LaRue

Director Devin Gordon

Absent: Director Mike Hildreth

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Others Present: Jared Walker - Deputy Director of Water Resources & GM; Kim Saylor - Deputy Clerk; Dan Buffalo, City of Ukiah Finance Manager.

**CALL TO ORDER:** The Willow County Water District held a Regular Meeting on **September 8, 2025** the meeting was legally noticed on September 4, 2025. The meeting was held in person and via zoom. Chair G. Nevill called the meeting to order at 6:34 p.m. CHAIR G. NEVILL PRESIDING.

**ROLL CALL:** Roll was taken with the following **Directors Present:** D. Gordon, R. LaRue and Chair G. Nevill. **Directors Absent:** M. Hildreth. **Staff Present:** Jared Walker, Deputy Director of Water Resources, and Kim Saylor, Deputy Clerk.

**APPROVAL OF MINUTES:**

a. Approval of the Minutes of 2025-06-09 Willow Water Minutes.

**Motion/Second:** Gordon / LaRue to approve the Minutes of May 12, 2025, a Regular Meeting as submitted. Motion **carried** by the following Roll Call votes: **AYES:** D. Gordon, R. LaRue and Chair, G. Nevill. **NOES:** None. **ABSENT:** M. Hildreth. **ABSTAIN:** None.

**AUDIENCE COMMENTS ON NON-AGENDA ITEMS:**

None.

**ADMINISTRATIVE AND OPERATIONAL REPORTS**

**GENERAL MANAGEMENT REPORT:**

a. GM Walker reported that all his updates can be covered under unfinished business.

**OFFICE MANAGEMENT REPORT:**

a. OM Patton reported via GM Walker that the Auditor is finishing up the Audit and may reach out to see if any board members wish to sit down and discuss the Audit or ask questions.

**UNFINISHED BUSINESS**

a. **Report on Eel-Russian Project Authority — (ERPA)**  
No new updates.

b. **Report on Water Districts' Projects:**

- i. Canyon Drive Water Main Replacement job should be at the top of Canyon Drive, a hydrant needs to be installed, as well as the tie in and transition into Pomo Lane.
- ii. RVCWD well project on Masonite: Wipf was awarded the well-to-water main project.
- iii. HPUD is in the middle of their Rate Study.

**c. Report on Ukiah Valley Water Authority (UVWA)**

GM, Walker reported that the September meeting was cancelled, the next meeting is scheduled for October 2, 2025. The grant application should be submitted by the end of September.

**NEW BUSINESS**

- a. Consideration of Rental Agreement Term Sheet for 151 Laws Ave Willow Water District Office with City of Ukiah.
- b. Consideration of Selling Willow Fleet and Equipment to the City of Ukiah.

Information received, Direction to Staff was given. Bring it back to the next meeting.

**COMMITTEE MEMBER ANNOUNCEMENTS AND REPORTS**

None.

**SET NEXT MEETING DATE: October 13, 2025**

Presenter: Kim Saylor, Deputy Clerk

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:49 p.m.

Date \_\_\_\_\_

PRESIDENT OF THE BOARD OF DIRECTORS WILLOW COUNTY WATER DISTRICT

ATTEST \_\_\_\_\_

Date \_\_\_\_\_

Kim Saylor – Deputy Clerk