

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST TRAILS, INFRASTRUCTURE, SECURITY, AND CLEAN-UPS SUBCOMMITTEE HELD ON
TUESDAY, OCTOBER 28, 2025 at 5:15 P.M.
IN PERSON AT THE MCSD OFFICE CONFERENCE ROOM – 1656 SUTTER ROAD,
MCKINLEYVILLE, CALIFORNIA

and
TELECONFERENCE Via ZOOM & TELEPHONE:
Use ZOOM MEETING ID: 859 8670 1374 (<https://us02web.zoom.us/j/85986701374>) or DIAL IN
TOLL FREE: 1-669-444-9171 (No Password Required!)

AGENDA ITEM A. CALL TO ORDER:

1. **Call to Order & Roll Call:** The meeting was called to order at 5:15 p.m., with the following members and staff in attendance in person at the MCSD Conference Room:

Justin Brown
Tyler Brown
Ken Burton
Charlie Caldwell
Shaun Fyfe
Phil Heidrick
James Henry
Michele Stephens
Nicole West
Nancy Morelli

The following members were absent: Jens Andersen, Christopher Collier.
Nancy Morelli acted as a voting member for this meeting in her role as an alternate. Chris Collier arrived after agenda item number 6.

2. **Flag Salute:** The Pledge of Allegiance was led by Charlie Caldwell.

3. **Additions or Changes to the Agenda**

There were no changes to the agenda.

4. **Approval of the Agenda**

Motion: Approve agenda.

Motion by: Ken Burton; seconded by: Phil Heidrick.

Roll Call: Ayes: Justin Brown, Tyler Brown, Ken Burton, Charlie Caldwell, Shaun Fyfe, Phil Heidrick, James Henry, Michele Stephens, Nicole West, Nancy Morelli Nays: None Absent: Jens Andersen Christopher Collier.

Motion Summary: Motion passed.

5. **Public Comment and Written Communications**

No public comment.

6. **Consider Approval of Minutes of the Regular Meeting of the TICS Subcommittee on September 23, 2025**

Motion: It was moved to approve the meeting minutes from September 23, 2025.

Motion by: Michele Stephens; Seconded by: Justin Brown

Roll Call: Ayes: Justin Brown, Tyler Brown, Ken Burton, Charlie Caldwell, Shaun Fyfe, Phil Heidrick, James Henry, Michele Stephens, Nicole West, Nancy Morelli Nays: None Absent: Jens Andersen Christopher Collier.

Motion Summary: Motion passed.

7. Equestrian User Group Individual Meeting

This is a discussion item only. The Subcommittee discussed and took public comment from the equestrian user group. A letter from Jacqueline Debets, the president of Redwood Empire Endurance Riders (REER), was included in the Subcommittee's agenda and discussed suggested improvements and needs for their equestrian group. Other public comment was as follows;

- Karen Brooks, also of REER gave public comment discussing equestrian interests for the McKinleyville Community Forest, including: Safe Access for all users, adoption of the Federal Highway Administration (FHWA) equestrian trail design standards, bridges safe for equestrian users, accurate trail signage with trail names and distances, a desire for long loop trails with a mix of single track and wide trails, and parking with pull through for 6 vehicles.
- John Williams representing the North Coast Horsemen's Association spoke of their desire for better parking for horse trailers. He said that creating a place for equestrian use will attract visitors and money into the community.
- Denise Williams spoke in favor of including horse camping in the McKinleyville Community Forest, and emphasized the need for more and better parking.
- Billy M. requested that water access be improved for equestrian groups.
- Brian Doorman wants more signs along the trail to prevent people from being lost. He spoke that he isn't concerned with interactions between equestrians and e-bikes or mountain bikes but wants to prohibit motorcycles. He wants downhill single-track trails to be 1-way to prevent collisions.
- Donna Biteman is concerned about interactions between e-bikes and equestrian users. She isn't as concerned with motorcycles because the noise when approaching gives warning to equestrian users. She also proposes 1-way trails to prevent collisions.
- Julia Peterson believes there should be downhill trails that are mountain bike exclusive to prevent potential collisions between equestrian users and mountain bikers.
- Jessica Warrick wants the MCF to use new terminology because multi-use by legal definition should include disability access. Another term needs to be used for trails that allow access to equestrian and bicycle groups but not disabled users.
- Jim Biteman said that he had asked Arcata Community Forest members for advice on trail development. He said the Arcata Community Forest found that separation of incompatible activities has led to the success of the Arcata Community Forest for multiple user groups. Jim said that the Arcata Community Forest Committee member wants to volunteer to collaborate with the TICS Subcommittee and offer advice based on their years of experience.

8. Volunteer Work Guidelines and Permission Process

Jess Elm presented a plan for allowable activities for volunteers and the permission process. The plan proposes that routine maintenance be allowed with no prior approval under supervision from MCSD or other organizations with a MOU with the District. Maintenance activities include litter pickup, minor trail trimming, and light erosion control. Larger projects that have the potential to alter trails, infrastructure or ecological conditions such as new trail construction, large vegetation removal, or the use of mechanized equipment would require submission of a project proposal, TICS review, and staff approval. Discussions took place among the Subcommittee. Chris recommended that installing signs require approval and should not be considered maintenance. Nicole suggested that MCSD should still approve specific projects even if the work has been included in the Trail Plan.

Motion: Approve Volunteer and Permissions Process with proposed edits.

Motion by: Shaun Fyfe; seconded by: Nicole West

Roll Call: Ayes: Justin Brown, Tyler Brown, Ken Burton, Charlie Caldwell, Shaun Fyfe, Phil Heidrick, James Henry, Michele Stephens, Nicole West, Nancy Morelli, Christopher Collier Nays: None Absent: Jens Andersen.

Motion Summary: Motion passed.

9. Review of Upcoming Meeting Schedule Considering Potential Holiday Conflicts

This was a discussion item. This item was originally number 10 in the agenda, but was switched to earlier discussion. Discussions occurred for upcoming meeting dates. It was agreed that the November 25th meeting will happen as scheduled, and that the December TICS meeting will be canceled for the holidays.

Motion: Approve proposed TICS schedule change.

Motion by: Tyler Brown; seconded by: Chris Collier

Roll Call: Ayes: Justin Brown, Tyler Brown, Ken Burton, Charlie Caldwell, Shaun Fyfe, Phil Heidrick, James Henry, Michele Stephens, Nicole West, Nancy Morelli, Christopher Collier Nays: None Absent: Jens Andersen.

Motion Summary: Motion passed.

10. Review of Draft Trail Plan.

This was a discussion item. Subcommittee members discussed the draft Trail Plan. Nicole West submitted a letter to the Subcommittee where she discusses that the draft Trail Plan is not ready for a line-by-line review. She states that larger concepts and content need to be discussed and decided first. Her letter introduced a proposed reorganization of the structure and process for writing the Trail Plan. After discussion, the Subcommittee agreed to adopt her reorganization. Volunteers from the Subcommittee were selected to provide accurate description of current trail conditions. The trails were divided up into three sections, North, Central, and South. Justin volunteered to work on the Center, Charlie volunteered for the South, and Shaun volunteered for the North.

11. Solicitation of Public Members for the trail, Infrastructure, Cleanups, a and Security Subcommittee.

This was a discussion item only. Discussions of recruitment for five public members of the Subcommittee.

12. Committee Members Announcements and Future Agenda Items

Future agenda items included deciding the next user group to present at the January meeting and continued work on the Trail Plan.

The meeting was adjourned at 7:20 pm.


Tyler Brown, Secretary

