

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY  
FOREST COMMITTEE (MCFC) HELD ON TUESDAY, NOVEMBER 18, 2025 at 5:30 P.M.  
IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA

and

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>) or DIAL IN TOLL FREE:  
1-888-788-0099

*NOTE: Items are listed in the chronological order in which they were considered.*

**1 Call To Order**

The meeting was called to order at 5:30 p.m. by Gregory Orsini.

**Roll Call**

The following Committee Members were in attendance in person at Azalea Hall.

Gregory Orsini, Chair, MCSD Board Director (Non-Voting Member)  
Patrick Kaspari, MCSD General Manager  
James Henry, MCSD Operations Director  
Kirsten Messmer, MCSD Parks and Recreation Director  
Jens Andersen, MCSD Recreation Coordinator  
Maya Conrad, MMAC Appointee Member  
Jennifer Ortega, PARC Appointee Member  
Joel Rink, Forester/RPF Member  
Desiree Early Dorvall, Natural Resources/Biologist Member  
Todd Truesdell, At-Large Member  
Kevin Creed, At-Large Member  
Christopher Collier, Alternate Natural Resources Agency Member  
Nicole West, Alternate Natural Resources/Biologist Member

The following Committee Members were Absent.

James Biteman, MCSD Board Director (Non-Voting Member)  
Tyler Brown, Natural Resources Services Agency Member  
Michele Stephens, McKinleyville Resident Member  
Mersadies Campbell, Alternate Forester Member

The following Staff Members were in attendance in person at Azalea Hall.

Jess Elm, MCSD Environmental Programs Coordinator

**2 Pledge of Allegiance**

The Pledge of Allegiance was led by Kevin Creed.

**3 Additions or Changes to the Agenda**

There were no additions or changes to the agenda.

#### 4 Seating of Alternates

Christopher Collier was seated as a voting member in the absence of Michele Stephens.  
Nicole West was seated as a voting member in the absence of Tyler Brown.

#### 5 Approval of Agenda

**Motion:** It was moved to approve the agenda.

**Motion by:** Maya Conrad **Second:** Kevin Creed

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

#### 6 Public Comment and Written Communications

Public comment from Carl Klarner, volunteer for the Volunteer Trail Stewards (VTS) and Redwood Invasive Plant Removal (RIPE).

Public comment from Dennis Mayo, MCSD Board Director.

#### 7 Consider Approval of Minutes of the Regular Meeting of the McKinleyville Community Forest Committee on October 21, 2025

**Motion:** It was moved to approve the October 21, 2025 meeting minutes.

**Motion by:** Desiree Early Dorvall **Second:** Kirsten Messmer

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

#### 8 Trails, Infrastructure, Clean-Ups, & Security (TICS) Subcommittee Report

Jens Andersen, MCSD Recreation Coordinator, reviewed the item. He described how the Subcommittee heard input from equestrian users, including a letter from the Redwood Empire Endurance Riders (REER) outlining their interests for the McKinleyville Community Forest (MCF). The Subcommittee recommended MCSD staff's Volunteer Work Guidelines and Permission Process to the MCFC Committee for review. They canceled the December 23<sup>rd</sup> meeting due to the holidays and will reconvene on January 27, 2026. The group determined the Draft Trail Plan was not ready for detailed review but accepted a member's proposed reorganization, with several members volunteering to work on specific sections.

The Committee commented, discussed, and asked clarifying questions.

There was no public comment.

This was an information only item. No action was taken.

## 9 Forest Management Plan and Funding/Budget Subcommittee Report

Maya Conrad, Vice Chair of the Forest Management Plan and Funding/Budget Subcommittee (FMP), presented the item. She explained how the meeting began with reviewing the letter from REER, which gave input on what equestrians what to see in the MCF. The Subcommittee spent the rest of the meeting reviewing the latest version of the California Forest Improvement Plan (CFIP) Forest Management Plan (FMP) provided from BBW. The Subcommittee gave comments and recommendations to BBW staff to be addressed before the November 12<sup>th</sup> deadline of the draft CFIP FMP to CAL FIRE. The final version of the CFIP FMP is due December 12<sup>th</sup> to CAL FIRE.

There were no questions or comments from the Committee.

There was no public comment.

This was an information only item. No action was taken.

## 10 Consider Appointment of the Public Member Applicants to Forest Management Plan and Funding/Budget Subcommittee

Kirsten Messmer, MCSD Parks and Recreation Director, presented the item. She explained how the MCFC is tasked to recommend the most qualified applications to the MCSD Board for appointment onto the FMP Subcommittee. There were no applications at the time of this meeting. There are currently five (5) public member seats open on the Subcommittee.

The Committee commented, discussed and asked clarifying questions.

There was no public comment.

This was an information only item. No action was taken.

## 11 Consider Appointment of Public Member Applicants to Trails, Infrastructure, Cleanups, and Security Subcommittee

Jess Elm, MCSD Environmental Programs Coordinator, presented the item. She explained how the MCFC is tasked to recommend the most qualified applications to the MCSD Board for appointment onto the TICS Subcommittee. There were seven (7) applicants who submitted applications for consideration. Applications are for the 2026 calendar year where there are currently five (5) public member seats open to the Subcommittee along with two (2) alternate seats.

Committee members discussed and asked clarifying questions.

Public comment from Ken Burton, Vice Chair of the TICS Subcommittee.

Public comment from Dennis Mayo, MCSD Board Director.

**Motion:** It was moved to recommend to the Board to have Nancy Morelli, Kenneth Burton, Charlie Caldwell, Justin Brown, and Phil Heidrick be voting members for the TICS Subcommittee, and have Shaun Fyfe and Patrick Courtney as the alternates.

**Motion by:** Kevin Creed **Second:** Todd Truesdell

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

## 12 Volunteer Work Guidelines and Permission Process

Jess Elm, MCSD Environmental Programs Coordinator, presented the item. She explained that Staff created guidelines for MCF volunteers outlining which tasks are considered routine maintenance and which are considered projects. All volunteer activities require initial MCSD approval and project-level work also requires approval from TICS.

Committee members discussed and asked clarifying questions.

There was public comment from Ken Burton, Vice Chair of the TICS Subcommittee.

**Motion:** It was moved to approve the Volunteer Work Guidelines and Permission Process, striking the "TICS Subcommittee or MCSD" part of number two's title.

**Motion by:** Kirsten Messmer **Second:** Nicole West

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

## 13 Consider Recommendation for Approval and Forwarding on to MCSD Board for Approval of the California Forest Improvement Program (CFIP) Forest Management Plan (FMP)

Patrick Kaspari, MCSD General Manager, presented the item. He explained how the FMP Subcommittee has been giving comments and suggestions to BBW & Associates, who are preparing the CFIP FMP. BBW submitted the Draft CFIP FMP to CAL FIRE by the draft deadline on November 12<sup>th</sup>, and at the time of this meeting, had not received back any comments. The final version of the CFIP FMP is due by December 12<sup>th</sup> for CAL FIRE.

There were no questions or comment from the Committee.

There was no public comment.

**Motion:** It was moved to approve forwarding the CFIP FMP to the MCSD Board for approval.

**Motion by:** Maya Conrad **Second:** Patrick Kaspari

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

## 14 Review the McKinleyville Community Forest Fund Fundraising Effort

Kirsten Messmer, MCSD Parks and Recreation Director, presented the item. She requested that the Committee review the current list of possible donors and reach out to any other businesses, organizations, or individuals that may be willing to donate to the McKinleyville Community Forest Fund and add them to the list. Kirsten Messmer also had the Committee review the updated MCF Fund Donor Recognition Program created.

There were no questions or comment from the Committee.

There was no public comment.

This was an information only item. No action was taken.

#### **15 Committee Member Announcements and Future Agenda Items**

Gregory Orsini, Chair, announced how MCSD was awarded a \$1 million earmark from Congressman Huffman for the MCF.

Gregory Orsini, Chair, announced that Assemblymember Chris Rogers came to McKinleyville where he held a town hall meeting and visited the MCF.

Gregory Orsini, Chair, announced that the Mountain Bike Tribal Trail Alliance Memorandum of Understanding was approved by the Board.

Gregory Orsini, Chair, announced that the California Conservation Corps are doing work in the MCF.

#### **16 Adjournment**

Meeting Adjourned at 6:50 p.m.

  
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Jess Elm, Environmental Programs Coordinator