



# April 28, 2026 Regular Meeting of the McKinleyville Community Forest Trails, Infrastructure, Clean-Ups and Security (TICS) Subcommittee

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Time: 5:15 p.m.

Location: MCSD Conference Room, 1656 Sutter Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 899 1001 6069 (<https://us02web.zoom.us/j/89910016069>)

or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above.

The public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Monday, April 27, 2026.

## **Agenda**

- 1 Call To Order & Roll Call**
- 2 Pledge of Allegiance**
- 3 Additions or Changes to the Agenda**

*Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by two-thirds vote of the members of the legislative body present at the time of the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that*

*the need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.*

#### **4 Approval of the Agenda**

#### **5 Public Comment and Written Communications**

*Any person may address the Subcommittee at this time upon any subject not identified on this Agenda but within the jurisdiction of the Subcommittee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Subcommittee meeting. As to matters on the Agenda, an opportunity will be given to address the Subcommittee when the matter is considered. Comments are limited to 3 minutes. Letters should be used for complex issues.*

#### **6 Consider Approval of Minutes of the Regular Meeting of the TICS Subcommittee on March 24, 2026**

Attachment 1 – Draft Minutes from March 24, 2026 **(Pg. 5)**

#### **7 Review of Draft Trail Plan v 04\_20\_2026**

Attachment 1- Link to updated Draft Trail Plan v 04\_20\_2026

[https://www.mckinleyvillecsd.ca.gov/files/28e22139e/MCF+Draft+Trail+Plan+04\\_20\\_2026.pdf](https://www.mckinleyvillecsd.ca.gov/files/28e22139e/MCF+Draft+Trail+Plan+04_20_2026.pdf)

Attachment 2- Comment Regarding Updates to the Trail Plan v 4\_23\_26 **(Pg. 7)**

Attachment 3- USFS Trail Classification Matrix **(Pg. 9)**

Attachment 4- Link to USFS Trail Classification Photos

<https://www.mckinleyvillecsd.ca.gov/files/4c82e73da/USFS+Trail+Classification+Photos.pdf>

Attachment 5- IMBA Trail Difficulty Rating System **(Pg. 11)**

Attachment 6- Link to IMBA/BLM Guidelines for a Quality Trail Experience

<https://www.mckinleyvillecsd.ca.gov/files/cbeab4a3e/Guidelines-for-a-Quality-Trail-Experience-2017.pdf>

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

- Absences
- Volunteer Trail Stewards Workday Recap
- Mountain Bike Tribal Trail Alliance Workday Recap- Canceled
- Trail Plan Chapter 4 Meeting Recap
- Next FMP Subcommittee Meeting: May 5, 2026 at 4:30 p.m.
- Next MCF Committee Meeting: May 19, 2026 at 5:30 p.m.
- Next TICS Subcommittee Meeting: May 26, 2026 at 5:15 p.m.

**9 Adjournment (Estimated 7:15 p.m.)**

**Posted 5:00 p.m. on April 24, 2026**

*Pursuant to California Government Code Section 54957.5, this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.*

*McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.*

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY  
FOREST TRAILS, INFRASTRUCTURE, SECURITY, AND CLEAN-UPS SUBCOMMITTEE HELD ON  
TUESDAY, MARCH 24, 2026 at 5:15 P.M.  
IN PERSON AT THE MCSD OFFICE CONFERENCE ROOM – 1656 SUTTER ROAD,  
MCKINLEYVILLE, CALIFORNIA  
And Use ZOOM MEETING ID: 899 1001 6069 (<https://us02web.zoom.us/j/89910016069>)  
or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

**AGENDA ITEM A. CALL TO ORDER:**

- 1.a Call to Order:** The meeting was called to order at 5:16 p.m. by Michele Stephens.
- 1.b Roll Call:** The following members and staff in attendance in person at the MCSD Conference Room:

Jens Andersen, Recreation Coordinator  
Justin Brown, At-Large Member  
Tyler Brown, Subcommittee Secretary, Natural Resources Service Agency Member  
Ken Burton, Subcommittee Vice-Chair, At-Large Member  
Charlie Caldwell, At-Large Member  
Christopher Collier, Natural Resources Service Agency Member  
Phil Heidrick, At-Large Member  
James Henry, Operations Director  
Nancy Morelli, At-Large Member  
Michele Stephens, Subcommittee Chair, McKinleyville Resident Member  
Nicole West, Natural Resources/Biologist Member  
Patrick Courtney, Alternate, At-Large Member

The following members were absent:  
Shaun Fyfe, Alternate, At-Large Member

Staff in Attendance:  
Jess Elm

- 2. Flag Salute:** The Pledge of Allegiance was led by Michele Stephens.
- 3. Additions or Changes to the Agenda**

There were no changes to the agenda.

**4. Approval of the Agenda**

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

**Motion by:** Charlie Caldwell **Second:** Ken Burton

**Roll Call:** Ayes: Jens Andersen, Justin Brown, Tyler Brown, Ken Burton, Charlie Caldwell, Christopher Collier, Phil Heidrick, James Henry, Nancy Morelli, Michele Stephens, Nicole West

Nays: None Absent: None

**Motion Summary:** Motion passed.

**5. Public Comment and Written Communications**

There was no public comment.

## 6. Review and Approval of Minutes from February 24, 2026 Subcommittee Meeting

**Motion:** It was moved to approve the February 24, 2026 meeting minutes.

**Motion by:** Jens Andersen **Second:** Phil Heidrick

**Roll Call:** Ayes: Jens Andersen, Justin Brown, Tyler Brown, Ken Burton, Charlie Caldwell, Christopher Collier, Phil Heidrick, James Henry, Nancy Morelli, Michele Stephens, Nicole West

Nays: None Absent: None

**Motion Summary:** Motion passed

## 7. Land Stewardship Supporters User Group Individual Meeting

Item presented by Michele Stephens, TICS Chair. She explained how the Subcommittee began by having the TICS members give feedback on what they heard back when they reached out to the user group that was invited to this TICS meeting, the Land Stewardship Supporters, giving insight on different environmental concerns in the McKinleyville Community Forest.

The Subcommittee commented, discussed, and asked clarifying questions.

There was no public comment.

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

## 8. Review of Draft Trail Plan v. 3\_19\_2026

Item presented by Nicole West. The Subcommittee continued reviewing and updating the Draft Trail Plan. Members focused on the *Trail Users and Accessibility* section and *Chapter 3 Access Points*. The deadline to submit proposed additions and revisions for the next TICS meeting is April 16, 2026.

The Subcommittee commented, discussed, and asked clarifying questions.

There was no public comment.

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

## 9. Committee Member Announcements and Future Agenda Items

- Jess Elm, MCSD Environmental Programs Coordinator, gave a report on the Volunteer Trail Stewards Workday
- Charlie Caldwell, Mountain Bike Tribal Trail Alliance (MBTTA) member, gave a report on MBTTA's Workday
- Nicole West gave a Trail Plan Chapter 4 Meeting Recap
- Next FMP Subcommittee Meeting: April 7, 2026 at 4:30 p.m.
- Next MCF Committee Meeting: April 21, 2026 at 5:30 p.m.
- Next TICS Subcommittee Meeting: April 28, 2026 at 5:15 p.m.

## 10. Adjournment

Meeting Adjourned at 7:11 p.m.

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Jess Elm, Environmental Programs Coordinator

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Tyler Brown, Secretary

**Date:** April 23 2026

**To:** MCF TICS Subcommittee

**From:** Nicole West, TICS Subcommittee Member, McKinleyville Resident

**Subject:** Comment Regarding Updates to the Trail Plan

Greetings TICS Members,

**Updates since our last meeting:**

1. I continued to refine the trail plan (in tracked changes) based on our discussions about land stewardship and access points.
2. Jess coordinated with Tri-County Independent Living about reviewing sections relevant to them.
3. Charlie, Justin, Shaun and Chris continued to identify, map and catalog information about existing and proposed roads, trails, points of interest and hazards to be used in Section 4 of the trails plan.
4. I continued to research trail classification and difficulty rating systems.

**Proposed remaining steps to finish the trail plan:**

1. TICS members review the USFS Trail Classification System and the IMBA Trail Difficulty Rating System (see attachments).
  - a. Consider whether the Trail Difficulty Rating System would only apply to mountain bike trails or if it could be adapted for other types of trails.
  - b. Pick one of the following options:
    - i. Adopt one or both of these approaches and apply classifications and/or difficulty ratings as information continues to be compiled for Section 4, including cataloging existing and proposed classes and/or difficulty rating for existing and proposed roads and trails?
    - ii. Or include one or both of these approaches in trail plan as reference materials and recommend considering using them in the future?
    - iii. Or omit them?
2. Incorporate edits suggested by Tri-County Independent Living.
3. (If desired) compile photos and prepare them for inclusion in the document either as figures or as links to a dedicated MCSD webpage or both. Draft a caption for each photo. Photos could include:
  - a. Examples of each trail type, with captions, particularly where the photos show features specified in the design guidelines.
  - b. Examples of types of bridges.

- c. Views of the MCF and looking out from the MCF to convey the sense of place.
  - d. Locations of existing and proposed features described in section 4.
4. Finish Section 4. Road and Trail Network:
    - a. Finish identifying, mapping and cataloging information:
      - i. existing and proposed roads, trails, points of interest and hazards
      - ii. areas to reserve for other uses (disc golf), conservation, memorial grove
    - b. Overlay with habitat maps and any other relevant layers
    - c. Add tables, maps and text to the trail plan
  5. Finish Section 6. Implementation:
    - a. Describe and prioritize proposed trail construction projects and other action items.
  6. Technical edits to standardize terms and grammar, check figure, table and section numbering and compile a references list.
  7. Finalize formatting and TOC.
  8. TICS review
  9. MCFC review
  10. MCSD board review

**Thank you!**

**Attachments:**

1. [Link to: MCF Trail Plan 04\\_20\\_2026](#)
2. Comment Regarding Updates to the Trail Plan v 4\_23\_26
3. USFS Trail Classification Matrix
4. [Link to: USFS Trail Classification Photos](#)
5. IMBA Trail Difficulty Rating System
6. [Link to: IMBA/BLM Guidelines for a Quality Trail Experience](#)



**Trail Class Matrix** (FSH 2353, Section 14.2, Exhibit 01)

Trail Classes are general categories reflecting trail development scale, arranged along a continuum. The Trail Class identified for a National Forest System (NFS) trail prescribes its development scale, representing its intended design and management standards.<sup>1</sup> Local deviations from any Trail Class descriptor may be established based on trail-specific conditions, topography, or other factors, provided that the deviations do not undermine the general intent of the applicable Trail Class.

Identify the appropriate Trail Class for each National Forest System trail or trail segment based on the management intent in the applicable land management plan, travel management direction, trail-specific decisions, and other related direction. Apply the Trail Class that most closely matches the management intent for the trail or trail segment, which may or may not reflect the current condition of the trail.

Trail Attributes	Trail Class 1 Minimally Developed	Trail Class 2 Moderately Developed	Trail Class 3 Developed	Trail Class 4 Highly Developed	Trail Class 5 Fully Developed
<b>Tread &amp; Traffic Flow</b>	<ul style="list-style-type: none"> <li>Tread intermittent and often indistinct</li> <li>May require route finding</li> <li>Single lane with no allowances constructed for passing</li> <li>Predominantly native materials</li> </ul>	<ul style="list-style-type: none"> <li>Tread continuous and discernible, but narrow and rough</li> <li>Single lane with minor allowances constructed for passing</li> <li>Typically native materials</li> </ul>	<ul style="list-style-type: none"> <li>Tread continuous and obvious</li> <li>Single lane, with allowances constructed for passing where required by traffic volumes in areas with no reasonable passing opportunities available</li> <li>Native or imported materials</li> </ul>	<ul style="list-style-type: none"> <li>Tread wide and relatively smooth with few irregularities</li> <li>Single lane, with allowances constructed for passing where required by traffic volumes in areas with no reasonable passing opportunities available</li> <li>Double lane where traffic volumes are high and passing is frequent</li> <li>Native or imported materials</li> <li>May be hardened</li> </ul>	<ul style="list-style-type: none"> <li>Tread wide, firm, stable, and generally uniform</li> <li>Single lane, with frequent turnouts where traffic volumes are low to moderate</li> <li>Double lane where traffic volumes are moderate to high</li> <li>Commonly hardened with asphalt or other imported material</li> </ul>
<b>Obstacles</b>	<ul style="list-style-type: none"> <li>Obstacles common, naturally occurring, often substantial and intended to provide increased challenge</li> <li>Narrow passages; brush, steep grades, rocks and logs present</li> </ul>	<ul style="list-style-type: none"> <li>Obstacles may be common, substantial, and intended to provide increased challenge</li> <li>Blockages cleared to define route and protect resources</li> <li>Vegetation may encroach into trailway</li> </ul>	<ul style="list-style-type: none"> <li>Obstacles may be common, but not substantial or intended to provide challenge</li> <li>Vegetation cleared outside of trailway</li> </ul>	<ul style="list-style-type: none"> <li>Obstacles infrequent and insubstantial</li> <li>Vegetation cleared outside of trailway</li> </ul>	<ul style="list-style-type: none"> <li>Obstacles not present</li> <li>Grades typically &lt; 8%</li> </ul>

Trail Attributes	Trail Class 1 Minimally Developed	Trail Class 2 Moderately Developed	Trail Class 3 Developed	Trail Class 4 Highly Developed	Trail Class 5 Fully Developed
<b>Constructed Features &amp; Trail Elements</b>	<ul style="list-style-type: none"> <li>Structures minimal to non-existent</li> <li>Drainage typically accomplished without structures</li> <li>Natural fords</li> <li>Typically no bridges</li> </ul>	<ul style="list-style-type: none"> <li>Structures of limited size, scale, and quantity; typically constructed of native materials</li> <li>Structures adequate to protect trail infrastructure and resources</li> <li>Natural fords</li> <li>Bridges as needed for resource protection and appropriate access</li> </ul>	<ul style="list-style-type: none"> <li>Structures may be common and substantial; constructed of imported or native materials</li> <li>Natural or constructed fords</li> <li>Bridges as needed for resource protection and appropriate access</li> </ul>	<ul style="list-style-type: none"> <li>Structures frequent and substantial; typically constructed of imported materials</li> <li>Constructed or natural fords</li> <li>Bridges as needed for resource protection and user convenience</li> <li>Trailside amenities may be present</li> </ul>	<ul style="list-style-type: none"> <li>Structures frequent or continuous; typically constructed of imported materials</li> <li>May include bridges, boardwalks, curbs, handrails, trailside amenities, and similar features</li> </ul>
<b>Signs<sup>2</sup></b>	<ul style="list-style-type: none"> <li>Route identification signing limited to junctions</li> <li>Route markers present when trail location is not evident</li> <li>Regulatory and resource protection signing infrequent</li> <li>Destination signing, unless required, generally not present</li> <li>Information and interpretive signing generally not present</li> </ul>	<ul style="list-style-type: none"> <li>Route identification signing limited to junctions</li> <li>Route markers present when trail location is not evident</li> <li>Regulatory and resource protection signing infrequent</li> <li>Destination signing typically infrequent outside of wilderness; generally not present in wilderness</li> <li>Information and interpretive signing not common</li> </ul>	<ul style="list-style-type: none"> <li>Route identification signing at junctions and as needed for user reassurance</li> <li>Route markers as needed for user reassurance</li> <li>Regulatory and resource protection signing may be common</li> <li>Destination signing likely outside of wilderness; generally not present in wilderness</li> <li>Information and interpretive signing may be present outside of wilderness</li> </ul>	<ul style="list-style-type: none"> <li>Route identification signing at junctions and as needed for user reassurance</li> <li>Route markers as needed for user reassurance</li> <li>Regulatory and resource protection signing common</li> <li>Destination signing common</li> <li>Information and interpretive signs common</li> <li>Accessibility information likely displayed at trailhead</li> </ul>	<ul style="list-style-type: none"> <li>Route identification signing at junctions and as needed for user reassurance</li> <li>Route markers as needed for user reassurance</li> <li>Regulatory and resource protection signing common</li> <li>Destination signing common</li> <li>Information and interpretive signs common</li> <li>Accessibility information likely displayed at trailhead</li> </ul>
<b>Typical Recreation Environments &amp; Experience<sup>3</sup></b>	<ul style="list-style-type: none"> <li>Natural, unmodified</li> <li>ROS: Typically Primitive to Roaded Natural</li> <li>WROS: Typically Primitive to Semi-Primitive</li> </ul>	<ul style="list-style-type: none"> <li>Natural, essentially unmodified</li> <li>ROS: Typically Primitive to Roaded Natural</li> <li>WROS: Typically Primitive to Semi-Primitive</li> </ul>	<ul style="list-style-type: none"> <li>Natural, primarily unmodified</li> <li>ROS: Typically Primitive to Roaded Natural</li> <li>WROS: Typically Semi-Primitive to Transition</li> </ul>	<ul style="list-style-type: none"> <li>May be modified</li> <li>ROS: Typically Semi-Primitive to Rural</li> <li>WROS: Typically Portal or Transition</li> </ul>	<ul style="list-style-type: none"> <li>May be highly modified</li> <li>Commonly associated with visitor centers or high-use recreation sites</li> <li>ROS: Typically Roaded Natural to Urban</li> <li>Generally not present in wilderness</li> </ul>






<sup>1</sup> For National Quality Standards for Trails, Potential Appropriateness of Trail Classes for Managed Uses, Design Parameters, and other related guidance, refer to FSM 2353, FSH 2309.18, and other applicable agency references.

<sup>2</sup> For standards and guidelines for the use of signs and posters along trails, refer to the Sign and Poster Guidelines for the Forest Service (EM-7100-15).

<sup>3</sup> The Trail Class Matrix shows the combinations of Trail Class and Recreation Opportunity Spectrum (ROS) or Wilderness Recreation Opportunity Spectrum (WROS) settings that commonly occur, although trails in all Trail Classes may and do occur in all settings. For guidance on the application of the ROS and WROS, refer to FSM 2310 and 2353 and FSH 2309.18.

# IMBA Trail Difficulty Rating System



	 <b>EASIEST</b> WHITE CIRCLE	 <b>EASY</b> GREEN CIRCLE	 <b>MORE DIFFICULT</b> BLUE SQUARE	 <b>VERY DIFFICULT</b> BLACK DIAMOND	 <b>EXTREMELY DIFFICULT</b> DBL. BLACK DIAMOND
<b>TRAIL WIDTH</b>	72" (1,800 mm) or more	36" (900 mm) or more	24" (600 mm) or more	12" (300 mm) or more	6" (150 mm) or more
<b>TREAD SURFACE</b>	Hardened or surfaced	Firm and stable	Mostly stable with some variability	Widely variable	Widely variable and unpredictable
<b>AVERAGE TRAIL GRADE</b>	Less than 5%	5% or less	10% or less	15% or less	20% or more
<b>MAXIMUM TRAIL GRADE</b>	Max 10%	Max 15%	Max 15% or greater	Max 15% or greater	Max 15% or greater
<b>NATURAL OBSTACLES AND TECHNICAL TRAIL FEATURES (TTF)</b>	None	Unavoidable obstacles 2" (50 mm) tall or less  Avoidable obstacles may be present  Unavoidable bridges 36" (900 mm) or wider	Unavoidable obstacles 8" (200 mm) tall or less  Avoidable obstacles may be present  Unavoidable bridges 24" (600 mm) or wider  TTF's 24" (600 mm) high or less, width of deck is greater than 1/2 the height	Unavoidable obstacles 15" (380 mm) tall or less  Avoidable obstacles may be present  May include loose rocks  Unavoidable bridges 24" (600 mm) or wider  TTF's 48" (1,200 mm) high or less, width of deck is less than 1/2 the height  Short sections may exceed criteria	Unavoidable obstacles 15" (380 mm) tall or less  Avoidable obstacles may be present  May include loose rocks  Unavoidable bridges 24" (600 mm) or narrower  TTF's 48" (1,200 mm) high or greater, width of deck is unpredictable  Many sections may exceed criteria