

March 25, 2025 Regular Meeting of the McKinleyville Community Forest Trails, Infrastructure, Clean-Ups and Security (TICS) Subcommittee

Time: 5:15 p.m.

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

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 823 7786 4085 (<https://us02web.zoom.us/j/82377864085>)

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.

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 February 25, 2025

Attachment 1 – Draft Minutes from February 25, 2025 (Pg. 5)

7 Discussion of Gates & Keys (Pg. 9)

Attachment 1- MCF Murray Road Gate Access Points (Pg. 11)

8 Consider Potential Partnership with Humboldt Trails Council (Pg. 13)

Attachment 1 – Draft MOU (Pg. 15)

9 Discussion of Approach to Development of Trails Plan (Pg. 21)

Attachment 1- Community Forest Trails Map (Pg. 23)

10 Committee Member Announcements and Future Agenda Items

- Next MCFC Meeting – April 15, 2025
- Next TICS Meeting – April 22, 2025

13 Adjournment (Estimated 6:00 p.m.)

Posted 5:00 p.m. on March 21, 2025

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.

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST TRAILS, INFRASTRUCTURE, SECURITY, AND CLEAN-UPS (TICS) SUBCOMMITTEE
HELD ON TUESDAY, FEBRUARY 25, 2025 at 5:00 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:

James Henry, MCSD Operations Director
Jens Andersen, Recreation Coordinator
Tyler Brown
Nicole West
Kenneth Burton
Phil Heidrick
Justin Brown
Nancy Morelli (Alternate)

The following members were absent:

Charlie Caldwell
Christopher Collier
Shaun Fyfe
Michelle Stephens

2. **Flag Salute:** The Pledge of Allegiance was led by James Henry

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

There were no additions or changes to the agenda.

4. **Approval of the Agenda**

Motion: It was moved to approve the agenda

Motion by: James Henry; **Second:** Justin Brown

There were no comments from the subcommittee or public.

Roll Call: Ayes: Jens Andersen, Justin Brown, Tyler Brown, Kenneth Burton, Phil Heidrick, James Henry, Nicole West **Nays:** None **Absent:** Charlie Caldwell, Christopher Collier, Shaun Fyfe, Michelle Stephens

Motion Summary: Motion passed.

5. **Public Comment and Written Communications:**

The Chair opened the floor for public comment at 5:18.

An email from the public, written by Sandy Haux, was read by the committee. The email expressed support for allowing E-bikes in the community forest. Sandy contends that the Americans with Disabilities ACT (ADA) requires the McKinleyville Community Forest remain open for E-bike use.

There was no response to an invitation for any additional comment.

6. Consider Approval of Minutes of the Regular Meeting of the TICS Subcommittee on January 28, 2025

Motion: It was moved to approve the meeting minutes from the January 28, 2025 meeting.

Motion by: Nicole West; **Second:** Phil Heidrick

There were no comments from the subcommittee or public.

Ayes: Jens Andersen, Justin Brown, Tyler Brown, Kenneth Burton, Phil Heidrick, James Henry, Nicole West **Nays:** None **Absent:** Charlie Caldwell, Christopher Collier, Shaun Fyfe, Michelle Stephens

Motion Summary: Motion passed.

7. Change TICS Meeting Start Time

At the November 26, 2024 meeting of the TICS Subcommittee, a discussion took place about changing the TICS Subcommittee meeting start time from 5:00 pm to 5:15 pm due to a couple of committee members needing more time to get to the meeting from work. This motion was passed at the January 28, 2025 TICS meeting. However, due to technical difficulties with online streaming all votes from the January 28 meeting need to be reapproved.

Motion: It was moved to approve moving the meeting time to 5:15

Motion by: Justin Brown; **Second:** Nicole West

Roll Call: Ayes: Jens Andersen, Justin Brown, Tyler Brown, Kenneth Burton, Phil Heidrick, James Henry, Nicole West **Nays:** None **Absent:** Charlie Caldwell, Christopher Collier, Shaun Fyfe, Michelle Stephens

Motion Summary: Motion passed.

8. Consider Potential Partnership with Humboldt Trails Council

Shawn Fyfe is now present and voting

In January 2025, the Humboldt Trails Council (HTC) met with representatives from the McKinleyville Community Services District (MCSD) and the Mountain Bike Tribal Trail Alliance (MBTTA). The Council aims to establish a partnership with MCSD to support the development and maintenance of trails in the McKinleyville Community Forest.

To formalize this partnership, a Memorandum of Understanding (MOU) must be created and signed by both the Humboldt Trails Council and the District.

Committee discussion took place reviewing the draft MOU with the HTC. The TICS committee noted that the MOU draft currently requires the MCSD to pay the HTC \$100 per 20 hours of reported volunteer time, with a maximum contribution of \$3,500 annually. The committee raised concerns about whether there was currently any budget to pay for the services. The committee also questioned when the payment would be due and when the start of the year would begin in relation to the MOU.

Phil Heidrick and Kenneth Burton abstained from voting on this motion because of their position as board members with the HTC.

Motion: It was moved to direct MCSD staff to begin developing a draft MOU with the HTC to bring back to the TICS committee for review.

Motion by: Jens Andersen; **Second:** Justin Brown

Roll Call: Ayes: Jens Andersen, Justin Brown, Tyler Brown, James Henry, Nicole West, Shaun Fyfe

Nays: None **Absent:** Charlie Caldwell, Christopher Collier, Michelle Stephens **Abstain:** Phil Heidrick, Kenneth Burton.

Motion Summary: Motion passed.

9. Discuss Rule 47.02 of MCSD Rules & Regulations Concerning Use of Electric Bicycles in Community Forest

This was a continuation of the discussion from the TICS meeting on January 25th where a motion was made to forward the proposed rule allowing E-bikes in the community forest to the McKinleyville Community Forest Committee. Technical issues at that meeting prevented public comment from being heard so that motion was invalidated.

Vandana Jacqueline representing Redwood Empire Endurance Riders (REER) spoke via teleconferences to the subcommittee. Vandana expressed concern about Class 2 E-bikes and equestrian users safely sharing a trail. Vandana was particularly worried about the lack of noise generated by E-bikes that can lead to horses being startled when they are approached at high speed. Vandana spoke of her experience witnessing a number of people using E-bikes on trails that operated at high speed and lacked control. Vandana spoke of REER's eagerness to collaborate with the MCFC to contribute to public education on trail etiquette for multiple use trails.

Kevin Creed, a proponent of the rule change to allow E-bikes in the community forest, said that the problem wasn't inherent to the means of transportation, but rather a problem with rider behavior. Kevin stated that regular bicycles and horses are both capable of reaching the speed that a Class II E-bike can reach.

Vandana expressed her desire for REER to be involved in creating an MOU with the MCSD and developing an etiquette campaign in conjunction with E-bike rules to address problems related to noise and speed. Vandana also suggested that some trails in the future might be separated by user type e.g. equestrian only, or bicycle only trails.

Tyler Brown spoke against voting to adopt the proposed rule changes and recommending the rule to the McKinleyville Community Forest Committee. Tyler said that he believed the speed of E-bikes could potentially be a hazard on shared trails and recommended that new speed rules and trail separation be adopted before allowing E-bikes in the community forest.

Motion: It was moved to recommend that the MCFC adopt the proposed rule change to allow E-bikes in the McKinleyville Community Forest.

Motion by: Nicole West; **Second:** Shawn Fyfe

Roll Call: Ayes: Jens Andersen, Justin Brown, James Henry, Nicole West, Shaun Fyfe, Phil Heidrick, Kenneth Burton **Nays:** Tyler Brown **Absent:** Charlie Caldwell, Christopher Collier, Michelle Stephens

Motion Summary: Motion passed.

10. Discussion of Gates and Keys and tabling of further agenda items for a next subcommittee meeting.

James Henry provided information on existing and proposed gate access at the Murray Road entrance to the McKinleyville Community Forest.

There are currently 4 gates installed to gain access to the forest property. Gate #1 will remain in place, which is an electric gate that is programmed to open and close on a timer. Gate #2 is the gate that was

installed shortly after the purchase of the property to allow for an area for parking, while preventing vehicles access to MCF and Green Diamond property. This was always intended to be a temporary gate until Green Diamond installed permanent gates. Behind Gate #2 there is a fork in the road that delineates access to either Green Diamond (Gate #4) or MCF (Gate #3). It was the District's vision to improve the road and extend the parking lot up to the newly installed Gates #3 and #4 along with removing gate #2. This will allow vehicles towing trailers to pull in and access parking. In order to do this, there would need to be extensive brush removal, grading and road base material installed. The current conditions of the road behind Gate #2 (Zone A, Attachment 1) wouldn't allow for vehicle parking as cars would possibly get stuck in the mud or tear up the road. Due to this, Gate #2 will need to stay in place until the improvements are made to this area. Currently Gate #2 has an MCSD lock and a Green Diamond lock daisy chained to allow for dual access. As far as access through these gates, the District understands there are several groups who need access to either Green Diamond or MCF property. The District is proposing installing a lock onto Gate #2 that will have keys assigned to user groups upon request and approval. The lock will be changed out each year to make it feasible to track user groups and copied keys. This is a procedure that is currently being used at other Parks facilities and proves to work well. Once Gate #2 is able to be removed, the locks would transfer to Gate #3.

No action was taken on this information. Further agenda items were tabled for a later date.

11. ADJOURNMENT:

Meeting Adjourned at 6:40 p.m.

Tyler Brown, Secretary

make it feasible to track user groups and copied keys. This is a procedure that is currently being used at other Parks facilities and proves to work well. Once Gate #2 is able to be removed, the locks would transfer to Gate #3.

Alternatives:

- Take no action

Fiscal Analysis:

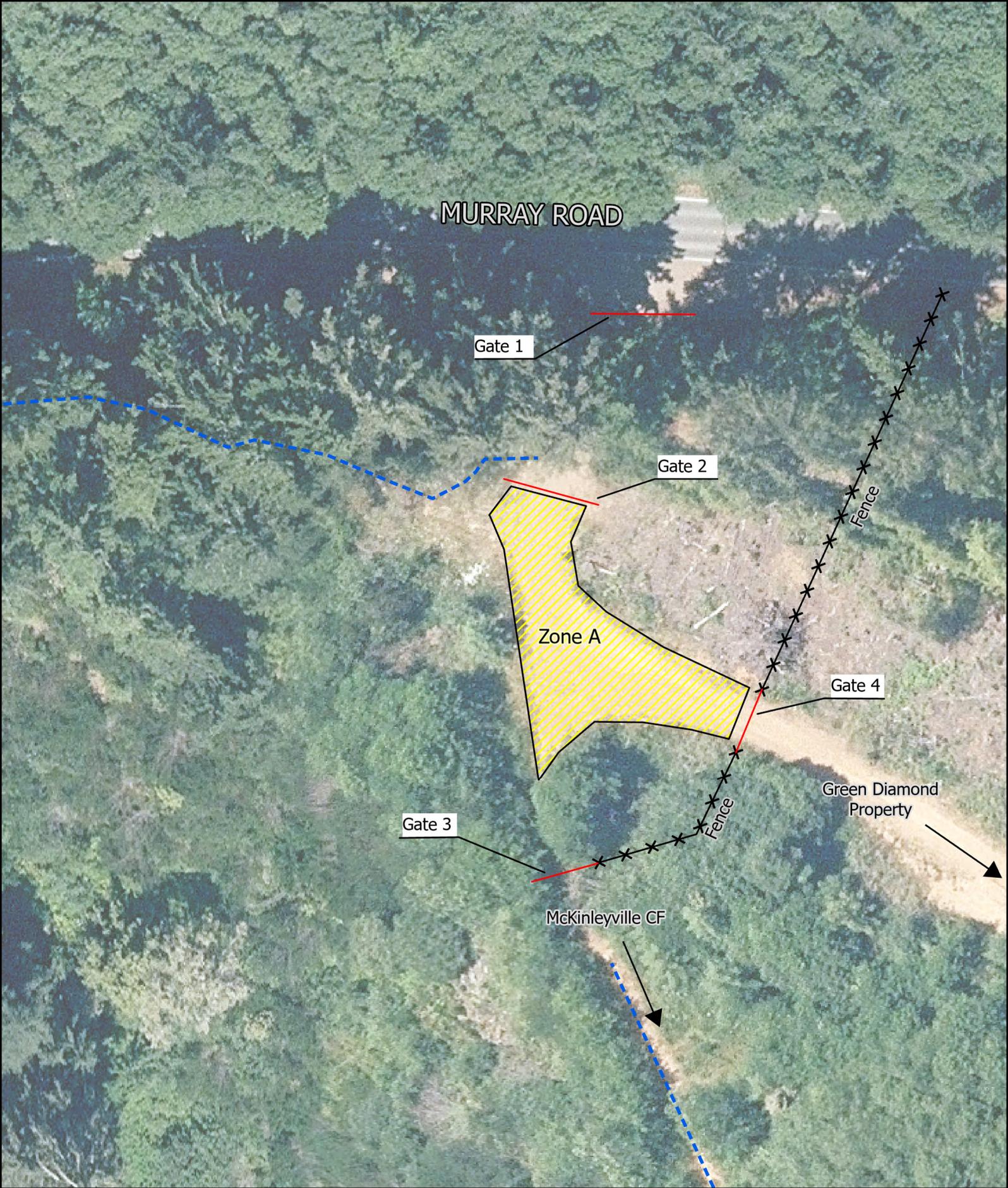
Not applicable

Environmental Requirements:

Not applicable

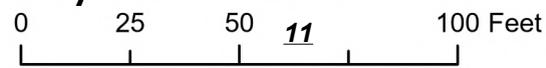
Exhibits/Attachments:

Attachment 1- MCF Murray Road Gate access points



--- Trails

MCF Murray Road Gate Access Points



Scale: 1:530



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MEMORANDUM OF UNDERSTANDING
BETWEEN
HUMBOLDT TRAILS COUNCIL
AND
McKINLEYVILLE COMMUNITY SERVICES DISTRICT

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Humboldt Trails Council, hereinafter referred to as HTC, and the McKinleyville Community Services District, hereinafter referred to as MCSD or the District.

A. PURPOSE

The purpose of this MOU is to formalize the partnership between the HTC volunteer program Volunteer Trail Stewards, hereinafter referred to as VTS, and MCSD. VTS is a program with an abundance of volunteers, training and labor management support dedicated to park and trail system maintenance, monitoring, and reporting. MCSD owns the McKinleyville Community Forest, Hiller Park and a number of other parks and trails that require constant maintenance support, monitoring for hazards and other maintenance issues, and associated financial support to pay for staff, tools, and other resources. With ongoing future expansion expected for MCSD park and trail facilities, particularly in the Community Forest, associated costs will continue to rise. By formalizing a partnership between HTC and MCSD, the costs associated with park and trail maintenance will decrease, while the timeliness and thoroughness in maintaining these facilities will increase. This partnership will empower trail and park users, neighbors of these facilities, and other interested parties to play a direct role in the maintenance and monitoring of MCSD's facilities. This MOU will formalize a volunteer scope of work, protocol of communication between VTS volunteers and MCSD staff, liability and insurance coverage, monitoring of VTS program effectiveness and value, and the MCSD financial contribution to HTC.

B. STATEMENT OF MUTUAL BENEFIT AND INTEREST

Both HTC and MCSD have shown a commitment to supporting trail and park facilities within Humboldt County. HTC has been an ongoing advocate of new trail development and MCSD has agreed to operate and maintain the facilities constructed on their property. Without the organized support of those who enjoy MCSD run trail and park facilities, that results in a decrease in associated operations and maintenance expenses, MCSD will not be able to continue taking responsibility for new future trail and park systems advocated for by HTC and the community. Therefore, it is in the best interest of both parties to work together, creating a sustainable operations and maintenance-focused volunteer organization that works effectively with HTC to overcome overextension of MCSD resources.

C. HTC, through VTS, SHALL:

1. Assist in the operation and maintenance of any and all MCSD park and trail facilities as long as:
 - a. Sufficient community volunteer interest exists to support a program on any given park or trail facility

- b. Sufficient financial resources are available to operate on any given park or trail facility
- 2. Perform the following tasks as outlined by MCSD:
 - a. Build, repair and rehabilitate trails
 - b. Assist with decommissioning unauthorized trails
 - c. Clear trail surfaces of litter and debris including but not limited to leaves, branches, cones, and gravel
 - d. Cut or trim vegetation encroaching onto the trail [this may include the use of gasoline powered equipment]
 - e. Remove identified invasive species
 - f. Prune native plants
 - g. Clean trail signs
 - h. Inspect and report on facilities for damage
 - i. Graffiti removal
 - j. Landscaping and other small MCSD projects (minor mechanical trail drainage improvements, erosion and sediment control)
- 3. Hold a minimum of one volunteer event every two months that will focus on one or more maintenance needs identified through volunteer reporting or as directed by MCSD staff
- 4. Provide MCSD with regular feedback on trail and park facility conditions via e-mail:
 - a. as a monthly digest of overall work completed by VTS and general summary of facility conditions
- 5. Train all volunteers to ensure they function as knowledgeable information sources and positive examples while acting under the VTS program on all MCSD park and trail facilities
- 6. Cover all volunteers operating under the VTS program with liability insurance in the amount of:
 - a. \$1,000,000 for each occurrence
 - b. \$2,000,000 overall
- 7. Cooperate with MCSD on any additional volunteer authorization or waiver procedures
- 8. Train and monitor all volunteers to ensure that they conduct work activities in accordance with appropriate safety practices
- 9. Report any volunteer accidents or other instances where volunteer safety has been jeopardized
- 10. Report all illegal activity encountered on MCSD facilities by calling 911 immediately. It may not be advantageous for HTC to be mandated reporters of illegal activities and be perceived as having an enforcement function.
- 11. Coordinate with MCSD staff, through a lead VTS contact, on protocols for all volunteer activities, facility conditions reporting content, organization of all volunteer events, additional MCSD needs, safety measures, and changes in tasks performed
- ~~12. Train and monitor all volunteers to ensure all work and reporting performed on MCSD property complies with MCSD safety and maintenance standards~~
- 13. Ensure that volunteers do not modify or change any trail routes or configurations without written permission of the MCSD.

14. Implement the mitigation measures identified in any applicable permits, any California Environmental Quality Act (CEQA) documents, the Community Forest Stewardship and Trails Plan, along with any additional permitting requirements or conditions identified or created by MCSD.
 15. Proactively include MCSD in program funding opportunities to the greatest extent possible.
- D. MCSD SHALL:
1. Provide access to MCSD staff to direct and monitor the work efforts of VTS volunteers. Provide clear direction regarding desired work to be performed, proper safety and maintenance techniques to be used by volunteers on MCSD trail and park facilities.
 2. Provide regular feedback about the effectiveness of the program and any desired changes to the volunteer scope of work or how volunteer tasks are executed.
 3. Provide and maintain available hand tools, trash bags, and other basic equipment to support volunteer maintenance of MCSD trails facilities.
 4. Provide financial support to the VTS program in the amount of \$100 per 20 hours of reported volunteer service time during organized VTS workdays with a maximum contribution of \$3500 annually.
 5. Participate in and support all grant opportunities applied for by HTC in support of VTS
 - a. Write letters of support
 - b. Proactively look for grant and other VTS funding opportunities
 6. Minimize the amount of paperwork and other partnership hurdles to the greatest extent possible.
 7. Remove or provide free access to a disposal facility for all green waste and trash collected during volunteer outings.
 8. Provide a yearly report on trends in MCSD park and trail maintenance costs for each facility VTS operates on.
 9. Continue to support the sustainable development of new connected trail and park facilities on MCSD property.
- E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
1. HTC and MCSD will communicate openly about any matter regarding the VTS partnership
 2. Any change in this MOU or the protocols developed under this MOU will require the joint approval of the HTC board and MCSD General Manager
 3. It is the intention of HTC and MCSD that this partnership will continue long term, but should it not be deemed satisfactory the agreement can be modified or terminated at any time by mutual consent with 60 days prior notice
 4. MCSD and HTC will be named as equal partners on any promotional, outreach, or informational materials published regarding VTS
- F. INDEMINIFICATION (ADDED ENTIRE SECTION)
1. Hold Harmless, Defense and Indemnification. HTC and MCSD shall jointly hold harmless, defend and indemnify their agents, officers, officials,

employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, or in any way connected with the work on MCSD property by HTA or anyone else entering MCSD property at HTC direction or invitation, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD. Both Parties obligations under this Section shall survive the termination or revocation of this MOU.

2. Effect of Insurance. Acceptance of the insurance required by this MOU shall not relieve HTC from liability under this provision. This provision shall apply to all claims for damages related to HTC performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.
3. Property Conditions and Dangerous Conditions. MCSD makes no representation as to the present or future conditions of the Community Forest or its other Park Facilities and its fitness for maintenance activities under this MOU. HTC accepts this license subject to all danger or injury to persons and damages or destruction to property while its members and guests are on MCSD property. In this regard, HTC assumes all risk of injury or death to individuals who are on MCSD property pursuant to this MOU and all risk of damage to property upon or in proximity to the MCSD property with HTC's knowledge or consent, without regard to whether such injury or damage is occasioned by known or unknown, hidden or disclosed defects on the MCSD property. HTC shall immediately notify MCSD and its members of any abnormal or dangerous conditions in the Community Forest or other portions of MCSD property of which HTC becomes aware.
4. Own Risk. HTC acknowledges and agrees that all activities undertaken by it or its members and guests on MCSD property are undertaken at their own risk, and that MCSD shall have no liability whatsoever for any injuries to persons or property occurring due to such activities, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD.

G. PRINCIPAL CONTACTS

McKinleyville Community Services District

Kirsten Messmer

1656 Sutter Road

McKinleyville, CA 95519

Phone: (707) 839-3251

E-mail: kirsten@mckinleyvillecsd.com

Humboldt Trails Council

Post Office Box 7164

Eureka, CA 95502

Michael Proulx

President, HTC

Phone: 707-616-2526

E-mail: michaeltp47@aol.com

G. AUTHORIZED REPRESENTATIVES

By signature below, the cooperators certify that the individuals listed in this document as representatives of the cooperators are authorized to act in their respective areas for matters related to this agreement.

DURATION

This MOU becomes effective upon signature by both parties, and can be modified or terminated at any time by mutual consent. Either party may terminate this agreement by giving 60 days written notice to the other party or at such other date as may be established.

The signatories will evaluate annually whether this MOU should be amended or expanded to meet the needs of both parties.

THE PARTIES HERETO have executed this instrument.

McKinleyville CSD

Humboldt Trails Council

Date

Date

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McKinleyville Community Services District

McKinleyville Community Forest Committee

TRAILS, INFRASTRUCTURE, CLEAN-UP AND SECURITY SUBCOMMITTEE

March 25, 2025

TYPE OF ITEM: **ACTION**

ITEM: 9 **Discuss Approach for Development of Trails Plan**

PRESENTED BY: **Jens Andersen, Recreation Coordinator**

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Subcommittee review the information provided, discuss, take public comment, and consider and/or revise the approach for the development of the Trails Plan.

Discussion:

As the TICS committee members are aware, one of the Subcommittee's main goals and responsibilities is the development of a Trails Plan for the Community Forest. This is going to be a long-term, multi-tasked endeavor. Staff recommends that the Subcommittee develop a systematic approach to tackling the Trails Plan. Suggested Subtasks include:

1. Review existing road/trails and identify those which are to remain
2. Develop a systematic numbering methodology and begin numbering the existing trails to remain, including installing trail numbering signage
3. Determine which existing trails are to be multi-use trails
4. Perform a trails assessment to identify those multi-use trails which are currently suitable for multi-use, and, if not, what work needs to be performed to make them multi-use. In conjuncture with this, identify other trail work, such as stream crossing or erosion/sediment sources that need to be corrected
5. Install multi-use signage/single use signage
6. Identify those trails to be abandoned
7. Begin the process of laying out potential new trails with the Committee
8. Draft a Trails Plan
9. Hold Public Meetings to review Draft Trails Plan
10. Revise Draft Trails Plan for review by the MCFC
11. Take Final Draft Trails Plan to MCSD Board for approval

Alternatives:

- Take no action

Fiscal Analysis:

Not applicable at this time, but trail development, repair, and abandonment will require funding and/or volunteer assistance,

Environmental Requirements:

The development of the Trails Plan does not require CEQA or other environmental permitting. The implementation of the Trails Plan will require CEQA and other environmental permitting.

Exhibits/Attachments:

Attachment 1- Community Forest Trail Map

McKinleyville Community Forest Trail Map

No Camping, Fires or Motorized Vehicles allowed in the forest



Trail User reporting form



Interactive Trail Map

- Trails
- Green Diamond Property Trails
- ▲ Stream Crossing
- Creeks
- Gated Parking Lot*
- Community Forest Boundary

***Gated Parking Lot open from sunrise to sunset**

