

May 20, 2025 Regular Meeting of the McKinleyville Community Forest Committee

Time: 5:30 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>)

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, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Monday, May 19, 2025.

All Public Comment received before the above deadline may be provided to the Committee at 9 a.m. on Tuesday, May 20, 2025 in a supplemental packet information that will also be posted on the website for public viewing.

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 Seating of Alternates (as needed)

5 Approval of the Agenda

6 Public Comment and Written Communications

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

7 Consider Approval of Minutes of the Regular Meeting of the McKinleyville Community Forest Committee on April 15, 2025

Attachment 1 – Draft Minutes from April 15, 2025 (Pg. 5)

8 Trails, Infrastructure, Cleanups, and Security Subcommittee Report (Pg. 9)

9 Forest Management Plan and Funding/Budget Subcommittee Report (Pg. 11)

10 Introduction of Jess Elm, Environmental Programs Coordinator (Pg. 13)

11 Discussion of Identifying Possible Donors for the McKinleyville Community Forest Fund at Humboldt Area Foundation and Consider Approval of Funding Solicitation Letter (Pg. 15)

Attachment 1 – Draft Donation Request Letter (Pg. 17)

12 Consider Approval of Numbered McKinleyville Community Forest (MCF) Trail Map (Pg. 19)

Attachment 1 – Draft McKinleyville Community Forest Trail Map (Pg. 21)

13 Committee Member Announcements and Future Agenda Items

- Announcements
 - Next Committee Meeting: June 17, 2025
 - TICS Meeting: May 27, 2025 at 5:15 p.m. at MCSD Office (1656 Sutter Road)
 - FMP Meeting: June 3, 2025 at 4:30 p.m. at MCSD Office (1656 Sutter Road)
 - Pony Express Days Parade

- Future Agenda Items
 - Wildlife Conservation Board Grant Opportunity

14 Adjournment (Estimated 7:00 p.m.)

Posted 5:00 p.m. on May 16, 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.

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 COMMITTEE (MCFC) HELD ON TUESDAY, APRIL 15, 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.

Roll Call

The following committee members and staff were in attendance in person at Azalea Hall.

Gregory Orsini, Chair, MCSD Board Director (Non-Voting Member)
James Biteman, 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 (**Arrived at 5:38 during Item 7**)
Jennifer Ortega, PARC Appointee Member
Joel Rink, Forester/RPF Member
Tyler Brown, Natural Resources Services Agency Member
Desiree Early-Dorvall, Natural Resources/Biologist Member
Michele Stephens, McKinleyville Resident Member
Kevin Creed, At-Large Member
Christopher Collier, Alternate Natural Resources Agency Member
Nicole West, Alternate Natural Resources/Biologist Member
Kevin Creed, At-Large Member
Todd Truesdell, At-Large Member
Joey Blaine, MCSD Board Secretary

Absent: Mersadies Campbell, Alternate Forester Member

Nicole West served as a voting member in the initial absence of Maya Conrad.

2 Pledge of Allegiance

The Pledge of Allegiance was led by Jens Andersen.

3 Additions or Changes to the Agenda

There were no additions or changes to the agenda.

4 Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Creed **Second:** Messmer

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Early-Dorvall, Stephens, Truesdell, Creed, West

Nays: None

Absent: Conrad

Motion Summary: Motion passed.

5 Public Comment and Written Communications

There was no public comment.

6 Consider Approval of Minutes of the Regular Meeting of the McKinleyville Community Forest Committee on March 18, 2025

Motion: It was moved to approve the March 18, 2025 meeting minutes.

Motion by: Creed **Second:** Kaspari

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Early-Dorvall, Stephens, Truesdell, Creed, West

Nays: None

Absent: Conrad

Motion Summary: Motion passed.

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

Charlie Caldwell, TICS Subcommittee Chair, reviewed the item.

The Committee commented, discussed, and asked clarifying questions.

There was no public comment.

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

8 Forest Management Plan and Funding/Budget Subcommittee Report

Kevin Creed, Chair of the Forest Management Plan and Funding/Budget Subcommittee, reviewed the item.

The Committee commented, discussed and asked clarifying questions.

There was no public comment.

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

9 Consider Recommendation of Approval of Memorandum of Understanding with Humboldt Trails Council to the MCSD Board of Directors

Operations Director James Henry presented the item.

The Committee commented, discussed and asked clarifying questions.

Motion: It was moved to recommend the Draft Memorandum of Understanding go to the MCSD Board for approval.

Motion by: Conrad **Second:** Stephens

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Early-Dorvall, Stephens, Truesdell, Creed

Nays: None

Motion Summary: Motion passed.

11 Committee Member Announcements and Future Agenda Items

Parks and Recreation Director Messmer announced that the second round of interviews for the Environmental Programs Coordinator were upcoming later in the week.

Maya Conrad announced the April 23, 2025 McKinleyville Municipal Advisory Meeting would host John Ford, Director of Humboldt County Planning and Building, discussing the Town Center Environmental Impact Report.

Parks and Recreation Director Messmer also announced the purchase of a side-by-side to be used by the MCSD Parks and Recreation maintenance crew.

12 Adjournment

Meeting Adjourned at 6:06 p.m.

Joseph Blaine, CMC, Board Secretary

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An agenda item for the next TICS meeting will be added to discuss the imminent sale of the 1st Street property and associated future forest access. An agenda item for the next TICS meeting will be added to consider extending future meetings to two hours. The next TICS meeting is scheduled for Tuesday, May 27.

Alternatives:

Not applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

There was no information on whether the CalVTP Forest Health Grants had been approved by CALFIRE or not.

Alternatives:

Not applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

McKinleyville Community Forest Committee

May 20, 2025

TYPE OF ITEM: **INFORMATIONAL**

ITEM: 10 Introduction of Jess Elm, Environmental Programs Coordinator

PRESENTED BY: Kirsten Messmer, Parks & Recreation Director

TYPE OF ACTION: None

Recommendation:

Staff recommends that the Committee review the material provided, take public comment, and meet our new staff member, Jessica Elm.

Discussion:

Over the past year, the Parks & Recreation Department has experienced significant staffing changes. It is my pleasure to introduce the newest member of our team, who has already embraced the challenges of their role and seamlessly integrated into our workplace culture.

Jessica Elm joined us as the Environmental Programs Coordinator on May 1, 2025, stepping into this brand-new position. Although she has only been with us a few weeks, Jessica is already learning quickly about the many responsibilities that come with administering public meetings and the processes that support them. She has shown impressive adaptability and initiative—taking minutes for the FMPFB Subcommittee, preparing Staff Reports for this MCFC meeting, reviewing the Framework Plan, and beginning to train as a backup for the Board Secretary.

Jessica holds a degree in Environmental Science & Management with a focus in Ecological Restoration from Cal Poly Humboldt. Her education, combined with a clear passion for environmental stewardship, has made her a valuable addition to the team. She's not afraid to ask questions, seek support when needed, and has already begun collaborating with our also-new Community Forest Intern, Sierra.

As this Committee knows well, our staff are the District's most valuable asset. Jessica represents just one part of the small but dedicated team working to serve the McKinleyville community. We are incredibly fortunate to have such talented and committed individuals joining our efforts.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

McKinleyville Community Forest Committee

May 20, 2025

TYPE OF ITEM: **ACTION**

ITEM: 11 **Discussion of Identifying Possible Donors for the McKinleyville Community Forest Fund at Humboldt Area Foundation and Consider Approval of Funding Solicitation Letter**

PRESENTED BY: **Kirsten Messmer, Parks & Recreation Director**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Committee review and discuss the material provided, take public comment on identifying possible donors for the McKinleyville Community Forest Fund and consider approval of sending the fund-raising letter to identified individuals, companies and organizations.

Discussion:

At the May 7th MCSD Board of Director's Meeting, the Board unanimously approved establishing a McKinleyville Community Forest Fund (the MCF Fund) at Humboldt Area Foundation (HAF). The establishment of the MCF Fund at HAF provides a new avenue to engage community members, organizations, businesses, and philanthropic partners in supporting the stewardship and development of the McKinleyville Community Forest. This fund will serve as a secure, tax-deductible mechanism for collecting and managing donations for trail construction, habitat restoration, forest management, community outreach, and other related projects.

With the fund in place, the next step is identifying potential donors. The Committee is encouraged to discuss potential strategies for donor outreach, including but not limited to:

- Identifying local businesses, organizations, and individuals with a known interest in environmental conservation, recreation, or community improvement
- Partnering with service clubs, non-profits, and local foundations for promotional or matching donation campaigns
- Utilizing community events, tabling opportunities, and online platforms to raise awareness and encourage giving
- Engaging with media outlets and social media to highlight the fund and its goals

The attached draft donation letter (Attachment 1) can be used as a starting point for outreach. Committee input on refining this letter and developing a

preliminary list of potential donors and outreach methods will be valuable in guiding staff efforts moving forward.

Staff invites Committee discussion and public comment on how best to identify and engage prospective donors in support of the McKinleyville Community Forest Fund.

Alternatives:

Take No Action

Fiscal Analysis:

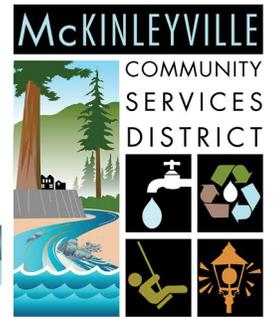
Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 – Draft Donation Request Letter



[Date]

[Donor Name]

[Donor Address]

[City, State, ZIP Code]

Dear [Donor Name],

We are excited to share an important opportunity to help shape the future of McKinleyville, through a gift to the McKinleyville Community Forest Fund.

The McKinleyville Community Forest is more than a natural resource—it's a shared legacy and a space for recreation, education, wildlife habitat, and climate resilience. With your support, we can ensure this land is protected, thoughtfully managed, and accessible to all for generations to come.

Thanks to the vision of local leaders and the support of our community, the McKinleyville Community Services District (MCSD) is actively working to steward and enhance this incredible forest. Donations to the McKinleyville Community Forest Fund, held at the Humboldt Area Foundation, support trail development, forest restoration, community engagement, and long-term conservation goals.

Your contribution, of any size, directly supports:

- Creation and maintenance of public trails
- Educational signage and access improvements
- Forest health and wildfire resilience projects
- Community volunteer events and environmental education

We invite you to join us in this effort. To make a tax-deductible donation, please visit the Humboldt Area Foundation's website at [\[insert donation link\]](#) and search for the *McKinleyville Community Forest Fund*. You may also send a check payable to *Humboldt Area Foundation* with *McKinleyville Community Forest Fund* in the memo line to:

Humboldt Area Foundation
363 Indianola Rd.
Bayside, CA 95524

Together, we can protect what makes McKinleyville special. Thank you for considering a gift to help improve our Community Forest, now and for the future.

Warm regards,
Kirsten Messmer
Parks & Recreation Director
McKinleyville Community Services District



1656 SUTTER ROAD
MCKINLEYVILLE, CA 95519



PHONE: 707-839-3251
FAX: 707-839-8456



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McKinleyville Community Services District

McKinleyville Community Forest Committee

May 20, 2025

TYPE OF ITEM: **ACTION**

ITEM: 12 **Consider Approval of Numbered McKinleyville
Community Forest (MCF) Trail Map**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Committee review the information provided, discuss, take public comment, and recommend the Draft Numbered MCF Trail Map for approval.

Discussion:

During its monthly meeting on April 22, the TICS subcommittee developed a trail numbering system for the MCF. MCSD staff created a draft of the Numbered Trail Map.

District staff has attached the Draft Numbered Trail Map (Attachment 1) for review and comments.

Alternatives:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 – Draft Numbered McKinleyville Community Forest Trail Map

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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

