

April 22, 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.

The public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Monday, April 21, 2025.

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 25, 2025

Attachment 1 – Draft Minutes from March 25, 2025 (Pg. 3)

7 Discussion of Approach to Development of Trails Plan (Pg. 7)

Attachment 1- Community Forest Trails Map (Pg. 9)

Attachment 2 – Comments from Nicole West (Pg. 11)

8 Murray Road Parking Lot Signs (Pg. 17)

9 Committee Member Announcements and Future Agenda Items

- Next MCFC Meeting – May 20, 2025
- Next TICS Meeting – May 27, 2025

10 Adjournment (Estimated 6:15 p.m.)

Posted 5:00 p.m. on April 18, 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.

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST TRAILS, INFRASTRUCTURE, SECURITY, AND CLEAN-UPS SUBCOMMITTEE HELD ON
TUESDAY, MARCH 25, 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:

I 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:

Jens Andersen
Justin Brown
Tyler Brown
Kenneth Burton
Charlie Caldwell
Christopher Collier
Shaun Fyfe
Phil Heidrick
James Henry
Michelle Stephens
Nicole West

The following members were absent: None

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: Kenneth Burton; **Second:** James Henry

There were no comments from the subcommittee or public.

Roll Call:

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

Nays: None

Absent: None

Motion Summary: Motion passed.

5. Public Comment and Written Communications

Charlie Caldwell relayed that discussions regarding the sale of the 1st Street property are progressing. The potential buyer is interested in providing maintaining an the easement that would grants an additional-access point to the McKinleyville Community Forest (MCF).

6. Consider Approval of Minutes of the Regular Meeting of the TICS Subcommittee on February 25, 2025.

Motion: It was moved to approve the meeting minutes from the February 25, 2025 meeting.

Motion by: Jens Andersen; **Second:** Nicole West

There were no comments from the subcommittee or public.

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

Nays: None

Absent: None.

Motion Summary: Motion passed.

7. Discussion of Gates and Keys

Jens Andersen presented an informational item related to gate and key access to the MCF at the Murray Road entrance. James Henry explained that MCSD has in the past used a rotating lock system to allow access to various facilities for annual use. Each year the lock is changed and new key is issued to various authorized users. James said this has worked well for MCSD in the past and wanted to know if the TICS committee wanted to continue this system for the gates at Murray Road, or adopt another system to allow authorized users gate access.

Currently, two mountain bike organizations and one equestrian group ~~that have completed MOUs with MCSD~~ have keys to the gate.

Motion: It was moved to approve continuing the current system of key distribution and lock changes to allow access to groups that have signed MOUs with MCSD.

Motion by: Kenneth Burton; **Second:** Michelle Stephens.

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

Nays: None

Absent: None.

Motion Summary: Motion passed.

8. Consider potential Partnership with Humboldt Trails Council (HTC)

James Henry again brought the draft MOU between MCSD and the Humboldt Trails Council before the committee for consideration. James said that MCSD would be able to pay the \$3500 maximum annual support payment to the Volunteer Trail Stewards from the MCF budget.

Motion: It was moved to recommend that the MOU be presented to the McKinleyville Community Forest Committee for review and recommend to the MCSD Board for approval.

Motion by: Michelle Stephens; **Second:** Nicole West

Roll Call: Ayes: Jens Andersen, Justin Brown, Tyler Brown, Charlie Caldwell, Christopher Collier, James Henry, Michelle Stephens, Nicole West.

Nays: None

Abstain: Kenneth Burton and Phil Heidrick abstained from voting due to their positions on the Humboldt Trails Council Board.

Shaun Fyfe abstained due to an agreement to become a volunteer Trail Crew Leader for the HTC.

Motion Summary: Motion passed.

9. Discussion of Approach to Development of Trails Plan

Jens Andersen presented a draft framework for developing a trail plan for the TICS committee to consider. Various pathways and frameworks were discussed. It was generally agreed by the committee that the draft framework was a good starting point and that further discussion on the trail plan would be ongoing.

10. Committee Member Announcements and Future Agenda Items

An agenda item will be added to discuss the creation of signs to facilitate parking at the Murray Road MCF entrance.

11. ADJOURNMENT:

Meeting Adjourned at 6:40 p.m.

Tyler Brown, Secretary

This Page Left Intentionally Blank

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.

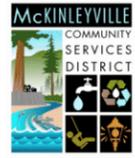
Exhibits/Attachments:

Attachment 1- Community Forest Trails Map

Attachment 2- Comments from Nicole West - Approach to Development of Trails Plan

McKinleyville Community Forest Trail Map

No Camping, Fires or Motorized Vehicles allowed in the forest



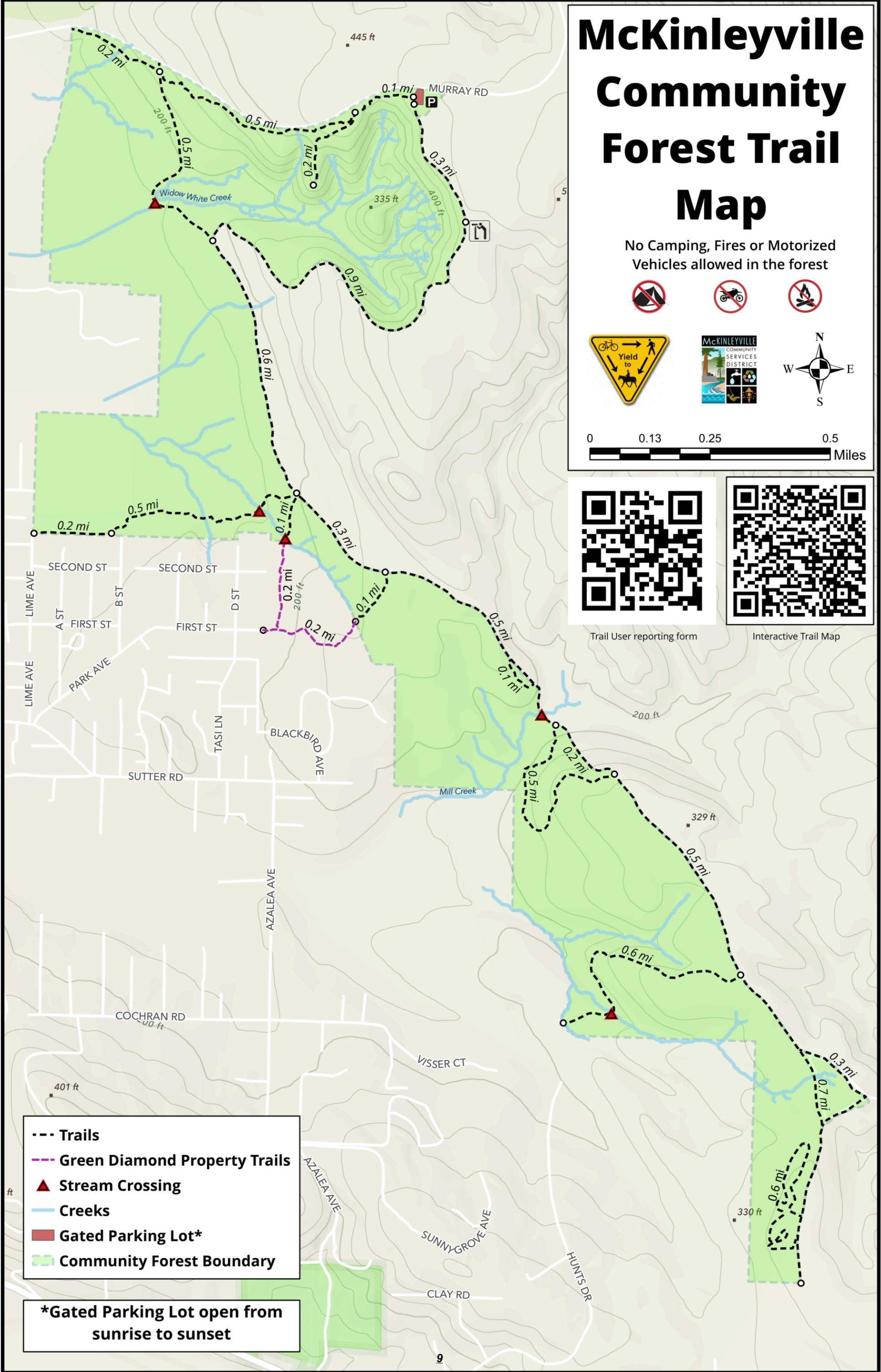
Trail User reporting form



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**



This Page Left Intentionally Blank

Date: April 16, 2025

To: MCF TICS Subcommittee

From: Nicole West, TICS Subcommittee Member, McKinleyville Resident

Subject: Comment Regarding Discussion of Approach to Development of Trails Plan

On March 25, 2025 the TICS Subcommittee discussed a preliminary approach to tackling the Trails Plan, including a list of suggested tasks provided by staff. Since then, I've revised the list of tasks and compiled a list of online resources for the development of the Trails Plan. Both are attached for your consideration. I'm unable to attend the meeting on April 22nd. I hope the committee is able to consider the proposed approach and suggest any desired changes.

There is a lot of work to be done. I'm also proposing that the TICS Subcommittee discuss the option of designating one or more members to take the lead on each task. The task leads would be responsible for shepherding the effort to complete their task, including coordinating with others who can contribute to the task. It would be extremely helpful if there are funds available to hire a consultant to assist with these tasks. If staff think this is a possibility, and the TICS Subcommittee supports the idea, I'm also proposing that the process of making this type of request is initiated.

Attachments:

1. Proposed Approach for Development of MCF Trails Plan – April 2025
2. Resources for Development of MCF Trails Plan – April 2025

Proposed Approach for Development of MCF Trails Plan – April 2025

Tasks	Description	Timing	Who Leads Effort?	Deliverable	Who Reviews?
1. Identify and Address Urgent Needs	Identify the most urgent needs and propose interim solutions. Examples: emergency access; trail numbering and/or lettering system; wayfinding for existing roads and trails for the public and first responders; most problematic erosion/sediment issues. Solutions may be temporary or may end up being permanent.	April-July	TBD	Proposed recommendations.	MCFC, MCSD Board
2. Establish a Classification System and Associated Standards	Review approaches / best practices for trail classification systems and associated standards for design, construction and maintenance. Determine criteria for classifying MCF roads and trails and create a matrix with standards for each classification.	May-June	TBD	Internal guidance for TICS committee and eventually a chapter in the MCF Trails Plan.	Review later, as part of MCF Trails Plan
3. Create a Bubble Diagram / Conceptual Plan	Visioning exercise to identify destinations for specific uses (First Rd. access and parking lot, disc golf course, ecological restoration, multi-use and single-use trail areas, ADA trail(s), picnic areas, timber harvest areas, viewpoints, etc.). Consider breaking up MCF into planning zones based on logical boundaries such as streams, ridges, or other features.	May-Aug.	TBD	Diagrammatic / conceptual overlay on base map. Could use tracing paper over a hard copy map and/or a digital application.	FMP Committee, MCFC

	Identify access points (existing, proposed, unauthorized, etc.)				
4. Assess Existing Conditions	Review existing roads and trails using classifications established in Task 2. Determine roads and trails to abandon and to retain, which should be reclassified, which should be multi-use or single-use, which are suitable as-is and which need work. Identify other needed trail work such as stream crossing or erosion/sediment sources that need to be corrected. Identify sensitive ecological areas and locations of rare plants.	May-Sept.	TBD	Document with supporting map figures.	MCFC, MCSD Board
5. Engage with the Community and Tribal Groups	Obtain input from local groups including but not limited to: Native American tribes and groups, trail user groups, the general public, first responders, non-profit restoration groups, Redwood Coast Mountain Bike Association (RCMBA), Mountain Bike Tribal Trails Alliance (MBTTA), and Humboldt Trails Council (HTC) on their concerns and desires for the MCF. Potential methods of engagement include surveys, focus groups, interviews, larger community workshops and tabling at community events (ex. Music in the Park – Pierson Park).	TBD	TBD	Informational materials; methods to gather input. Document summarizing input, eventually an appendix to the MCF Trails Plan.	MCFC
6. Create the Outline for the Trails Plan and a Vision Statement	Complete a review of example Trails Plans and summarize best practices applicable to the MCF. Determine what the MCF Trails Plan will include, how it will be organized	Aug.-Sept.	TBD	Document to guide the development of the MCF Trails Plan.	Review later, as part of MCF Trails Plan

	and how it will be completed. Draft the Vision Statement (or “Guiding Principles” or “Goals and Objectives” etc.) for the Trails Plan.				
7. Create a Series of MCF Maps	Based on the results of Tasks 4 and 5, determine the types of maps needed and create them. Examples include existing roads and trails, proposed trail decommissions and additions, existing and proposed trails shown by classification and/or user type, planning zones, existing and proposed destinations (refined version of the conceptual plan from Task 3)	Sept.- Feb ‘26	TBD	Map Series	MCFC, MCSD Board, Tribes and the general public
8. Complete the MCF Trails Plan	Incorporating the input obtained in Task 5 and following the outline and vision statement established in Task 6, draft the plan document. Collaborate with the FMP Committee MCFC, MCSD Board to prioritize projects and develop a realistic phasing plan to incorporate into the MCF Trails Plan.	Oct.- March ‘26	TBD	Document with supporting map figures.	MCFC, MCSD Board, Tribes and the general public

Resources for Development of MCF Trails Plan – April 2025

Baseline MCF Trail Information

1. **McKinleyville Community Forest Framework Plan**, October 27, 2021, by BBW (in particular, 5.7. Road System, starting on page 64 and 5.10. Recreation and Trails, starting on page 73)
<https://mckinleyvillecsd.ca.gov/files/c58558f2f/BBW+MCSD+Draft+Community+Forest+Framework+Plan+10-27-21.pdf>

Tools, Guidelines and Resources

1. **Town Forest Recreation Planning Toolkit** from Vermont Urban & Community Forestry Program <https://vtcommunityforestry.org/projects/town-forests/town-forest-recreation-planning-toolkit>
2. **Trail Planning and Design Hub** by American Trails
<https://www.americantrails.org/resources/trail-planning-hub>
3. **Project Planning and Design Resources** by the Trail Skills Project
<https://www.trailskills.org/skills/project-planning-and-design>
4. **Trail Planning, Design & Development Guidelines** by Minnesota Department of Natural Resources (DNR) <https://cdn2.assets-servd.host/old-sambar/dev/files/MN-Trail-Planning-Design-Development-Guidelines.pdf?dm=1632933939>
5. **Trails Handbook** by California State Parks, 2019
https://www.parks.ca.gov/?page_id=29174

Example Trail Plans

6. **Local** **McKay Community Forest Trail Plan**, December 16, 2020, by Humboldt County Department of Public Works <https://www.diamondgrinder.org/wp-content/uploads/2024/01/McKay-Trail-Plan.pdf>
7. **Former commercial timberland transition to public park** **Port Gamble Forest Heritage Park Master Plan** by Kitsap County Parks
<https://storymaps.arcgis.com/stories/517d6068e9d24399a8a3b2846c2bcc63>
 - a. In particular, see **Trails section of Chapter 5 in the full report**, starting on page 118.
https://www.kitsap.gov/dis/AGOLContent/2022_PGfHP_Draft_Framework_Full_Report.pdf

8. **Tracks and Trails Masterplan**, University of Canberra Stromlo Forest Park, August 2024
https://www.stromloforestpark.act.gov.au/_data/assets/pdf_file/0004/2555689/ED_240027_UC-Stromlo-Forest-Park-Tracks-and-Trails-Masterplan_AUG_V10.pdf
9. **Westside Trail Master Plan**, May 2014, by Metro (the Metropolitan Planning Organization for the Portland, Or. region) <https://www.oregonmetro.gov/westside-trail-master-plan>
10. **Local** **Great Redwood Trail Master Plan**, April 2024, by California State Coastal Conservancy and Great Redwood Trail Agency
https://greatredwoodtrailplan.org/wp-content/uploads/2024/04/GRT_Public_Draft_Master_Plan_v3-compressed.pdf

