

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