

# December 16, 2025 Regular Meeting of the McKinleyville Community Forest Committee

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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](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Monday, December 15, 2025.

All Public Comment received before the above deadline will be provided to the Committee at 9 a.m. on Tuesday, December 16, 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 November 18, 2025**

Attachment 1 – Draft Minutes from November 18, 2025 (Pg. 5)

**8 Trails, Infrastructure, Clean-Ups, and Security Subcommittee Report (Pg. 11)**

**9 Forest Management Plan and Funding/Budget Subcommittee Report (Pg. 13)**

**10 Consider Recommendation of the Redwood Empire Endurance Riders (REER) Memorandum of Understanding (MOU) to the McKinleyville Community Services District (MCSD) Board of Directors (Pg. 15)**

Attachment 1 – REER MOU (Pg. 17)

**11 McKinleyville Community Forest Quarterly Budget Report (Pg. 27)**

Attachment 1 – 2025.10 MCF Quarterly Budget Report (Pg. 29)

**12 Overview of \$1 Million Federal Funding for the McKinleyville Community Forest (Pg. 31)**

Attachment 1- MCSD Project Budget (Pg. 33)

Attachment 2- Refined TICS Project Ranking (Pg. 35)

Attachment 3- TICS Project Ranking (Pg. 37)

**13 Committee Chair Report**

**14 Committee Member Announcements and Future Agenda Items**

- Announcements
  - Next MCF Committee Meeting: January 20, 2026 at 5:30 p.m.
  - Next TICS Subcommittee Meeting: January 27, 2026 at 5:15 p.m. at the MCSD Office (1656 Sutter Road) December Meeting Canceled due to Holiday
  - Next FMP Subcommittee Meeting: January 6, 2026 at 4:30 p.m. at the MCSD Office (1656 Sutter Road)
  - MBTTA Workday scheduled second Saturday 10am-2pm (Weather Dependent)
  - VTS Workday scheduled third Saturday from 9am-noon (Weather Dependent)
- Request for Future Agenda Items

**16 Adjournment (Estimated 7:00 p.m.)**

**Posted 5:00 p.m. on December 12, 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, NOVEMBER 18, 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. by Gregory Orsini.

**Roll Call**

The following Committee Members were in attendance in person at Azalea Hall.

Gregory Orsini, Chair, 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  
Jennifer Ortega, PARC Appointee Member  
Joel Rink, Forester/RPF Member  
Desiree Early Dorvall, Natural Resources/Biologist Member  
Todd Truesdell, At-Large Member  
Kevin Creed, At-Large Member  
Christopher Collier, Alternate Natural Resources Agency Member  
Nicole West, Alternate Natural Resources/Biologist Member

The following Committee Members were Absent.

James Biteman, MCSD Board Director (Non-Voting Member)  
Tyler Brown, Natural Resources Services Agency Member  
Michele Stephens, McKinleyville Resident Member  
Mersadies Campbell, Alternate Forester Member

The following Staff Members were in attendance in person at Azalea Hall.

Jess Elm, MCSD Environmental Programs Coordinator

**2 Pledge of Allegiance**

The Pledge of Allegiance was led by Kevin Creed.

**3 Additions or Changes to the Agenda**

There were no additions or changes to the agenda.

#### 4 Seating of Alternates

Christopher Collier was seated as a voting member in the absence of Michele Stephens.  
Nicole West was seated as a voting member in the absence of Tyler Brown.

#### 5 Approval of Agenda

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

**Motion by:** Maya Conrad **Second:** Kevin Creed

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

#### 6 Public Comment and Written Communications

Public comment from Carl Klarner, volunteer for the Volunteer Trail Stewards (VTS) and Redwood Invasive Plant Removal (RIPE).

Public comment from Dennis Mayo, MCSD Board Director.

#### 7 Consider Approval of Minutes of the Regular Meeting of the McKinleyville Community Forest Committee on October 21, 2025

**Motion:** It was moved to approve the October 21, 2025 meeting minutes.

**Motion by:** Desiree Early Dorvall **Second:** Kirsten Messmer

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

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

Jens Andersen, MCSD Recreation Coordinator, reviewed the item. He described how the Subcommittee heard input from equestrian users, including a letter from the Redwood Empire Endurance Riders (REER) outlining their interests for the McKinleyville Community Forest (MCF). The Subcommittee recommended MCSD staff's Volunteer Work Guidelines and Permission Process to the MCFC Committee for review. They canceled the December 23<sup>rd</sup> meeting due to the holidays and will reconvene on January 27, 2026. The group determined the Draft Trail Plan was not ready for detailed review but accepted a member's proposed reorganization, with several members volunteering to work on specific sections.

The Committee commented, discussed, and asked clarifying questions.

There was no public comment.

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

## 9 Forest Management Plan and Funding/Budget Subcommittee Report

Maya Conrad, Vice Chair of the Forest Management Plan and Funding/Budget Subcommittee (FMP), presented the item. She explained how the meeting began with reviewing the letter from REER, which gave input on what equestrians what to see in the MCF. The Subcommittee spent the rest of the meeting reviewing the latest version of the California Forest Improvement Plan (CFIP) Forest Management Plan (FMP) provided from BBW. The Subcommittee gave comments and recommendations to BBW staff to be addressed before the November 12<sup>th</sup> deadline of the draft CFIP FMP to CAL FIRE. The final version of the CFIP FMP is due December 12<sup>th</sup> to CAL FIRE.

There were no questions or comments from the Committee.

There was no public comment.

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

## 10 Consider Appointment of the Public Member Applicants to Forest Management Plan and Funding/Budget Subcommittee

Kirsten Messmer, MCSD Parks and Recreation Director, presented the item. She explained how the MCFC is tasked to recommend the most qualified applications to the MCSD Board for appointment onto the FMP Subcommittee. There were no applications at the time of this meeting. There are currently five (5) public member seats open on the Subcommittee.

The Committee commented, discussed and asked clarifying questions.

There was no public comment.

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

## 11 Consider Appointment of Public Member Applicants to Trails, Infrastructure, Cleanups, and Security Subcommittee

Jess Elm, MCSD Environmental Programs Coordinator, presented the item. She explained how the MCFC is tasked to recommend the most qualified applications to the MCSD Board for appointment onto the TICS Subcommittee. There were seven (7) applicants who submitted applications for consideration. Applications are for the 2026 calendar year where there are currently five (5) public member seats open to the Subcommittee along with two (2) alternate seats.

Committee members discussed and asked clarifying questions.

Public comment from Ken Burton, Vice Chair of the TICS Subcommittee.

Public comment from Dennis Mayo, MCSD Board Director.

**Motion:** It was moved to recommend to the Board to have Nancy Morelli, Kenneth Burton, Charlie Caldwell, Justin Brown, and Phil Heidrick be voting members for the TICS Subcommittee, and have Shaun Fyfe and Patrick Courtney as the alternates.

**Motion by:** Kevin Creed **Second:** Todd Truesdell

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

## 12 Volunteer Work Guidelines and Permission Process

Jess Elm, MCSD Environmental Programs Coordinator, presented the item. She explained that Staff created guidelines for MCF volunteers outlining which tasks are considered routine maintenance and which are considered projects. All volunteer activities require initial MCSD approval and project-level work also requires approval from TICS.

Committee members discussed and asked clarifying questions.

There was public comment from Ken Burton, Vice Chair of the TICS Subcommittee.

**Motion:** It was moved to approve the Volunteer Work Guidelines and Permission Process, striking the "TICS Subcommittee or MCSD" part of number two's title.

**Motion by:** Kirsten Messmer **Second:** Nicole West

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

## 13 Consider Recommendation for Approval and Forwarding on to MCSD Board for Approval of the California Forest Improvement Program (CFIP) Forest Management Plan (FMP)

Patrick Kaspari, MCSD General Manager, presented the item. He explained how the FMP Subcommittee has been giving comments and suggestions to BBW & Associates, who are preparing the CFIP FMP. BBW submitted the Draft CFIP FMP to CAL FIRE by the draft deadline on November 12<sup>th</sup>, and at the time of this meeting, had not received back any comments. The final version of the CFIP FMP is due by December 12<sup>th</sup> for CAL FIRE.

There were no questions or comment from the Committee.

There was no public comment.

**Motion:** It was moved to approve forwarding the CFIP FMP to the MCSD Board for approval.

**Motion by:** Maya Conrad **Second:** Patrick Kaspari

**Roll Call:** Ayes: Patrick Kaspari, James Henry, Kirsten Messmer, Jens Andersen, Maya Conrad, Jennifer Ortega, Joel Rink, Desiree Early Dorvall, Todd Truesdell, Kevin Creed, Christopher Collier, Nicole West

Nays: None

**Absent:** Tyler Brown, Michele Stephens

**Motion Summary:** Motion passed.

## 14 Review the McKinleyville Community Forest Fund Fundraising Effort

Kirsten Messmer, MCSD Parks and Recreation Director, presented the item. She requested that the Committee review the current list of possible donors and reach out to any other businesses, organizations, or individuals that may be willing to donate to the McKinleyville Community Forest Fund and add them to the list. Kirsten Messmer also had the Committee review the updated MCF Fund Donor Recognition Program created.

There were no questions or comment from the Committee.

There was no public comment.

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

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

Gregory Orsini, Chair, announced how MCSD was awarded a \$1 million earmark from Congressman Huffman for the MCF.

Gregory Orsini, Chair, announced that Assemblymember Chris Rogers came to McKinleyville where he held a town hall meeting and visited the MCF.

Gregory Orsini, Chair, announced that the Mountain Bike Tribal Trail Alliance Memorandum of Understanding was approved by the Board.

Gregory Orsini, Chair, announced that the California Conservation Corps are doing work in the MCF.

## **16 Adjournment**

Meeting Adjourned at 6:50 p.m.

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Jess Elm, Environmental Programs Coordinator

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**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None



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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
AND  
REDWOOD EMPIRE ENDURANCE RIDERS**

This Memorandum of Understanding (“MOU”) is made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between McKinleyville Community Services District (“MCSD”) and the Redwood Empire Endurance Riders (REER), a not-for-profit club for local equine endurance riders, in part, to advocate for the preservation and availability of trails for equine riding; and to disseminate educational material as related to the care and safety of horse and rider.

**Section 1. Purpose.**

The purpose of this MOU is to formalize a collaborative relationship between MCSD and the REER for planning, construction, maintenance and guidance of a trail system that supports equestrian use and safe multi-use trails within the McKinleyville Community Forest. The MOU is intended to facilitate community involvement in the development and management of the McKinleyville Community Forest, reduce potential conflicts among users, reduce potential costs to MCSD, support opportunities for outstanding trail and nature experiences, and promote safe and compatible recreational use. The MOU identifies the anticipated tasks and activities to be performed by REER, describes the protocol for communication and coordination between REER and MCSD staff, and establishes indemnification provisions and insurance coverage required.

MCSD grants to REER a revocable agreement allowing REER to collaborate with MCSD Staff and other user groups to provide input into the design and construction of trails and trail features to accommodate horses, equestrians, and all users. Further MCSD grants revocable agreement allowing REER to collaborate with MCSD Staff and other users to construct (upon MCSD and the McKinleyville Community Forest Committee (MCFC) explicit approval) and maintain trails and equestrian use features (“trail features”) that REER deems itself capable of constructing and maintaining on McKinleyville Community Forest property, subject to the terms and conditions set forth in this MOU. Further MCSD grants revocable agreement allowing REER to provide educational information events, signage and or literature to inform users on how to safely interact and share the trails with horses. REER agrees to provide liability insurance, volunteers, grant-writing support, and financial resources as REER deems it can afford and maintain.

REER acknowledges and agrees that the permissions contained in this MOU: a) is not assignable; b) is non-exclusive and does not exclude MCSD and/or other members of the public from full use and possession of the McKinleyville Community Forest; and c) is revocable by MCSD pursuant to the terms of this MOU. REER acknowledges that the grant of this license, REER’s construction and maintenance of the Trails, and the public’s use is being made for public recreational use and purposes under the MOU. By acceptance of this MOU, REER acknowledges that the Community Forest lands are for public use, and that there may, at times, be conflicting uses. REER shall provide input that encourages and supports safe use of trails by multiple users for recreational purposes, as established in the Community Forest Stewardship and Trails Plan (in preparation).

**Section 2. Statement of Mutual Benefit and Interest.**

REER was established and operates to:

- a) Promote the sport of endurance riding.
- b) Establish and manage quality endurance rides for REER members.
- c) Advocate for the preservation and availability of trails for equine riding.
- d) Disseminate educational material as related to the care and safety of horse and rider.

REER is committed to opening and maintaining sustainable trails for multi-use in the Northern California region. REER represents the interests of its members and the equestrian trail-riding community, and has permits and agreements with other public and private landowners to develop and maintain trails, and to sponsor and organize equestrian trail events. REER brings extensive knowledge and expertise regarding the design features that make trails fun, challenging, and safe for equestrians and multiple users.

MCSO owns and manages the McKinleyville Community Forest located east of McKinleyville, ("McKinleyville Community Forest" or "Community Forest"). MCSO is in the process of developing a Community Forest Stewardship and Trails Plan. The McKinleyville Community Forest was established for multiple purposes including public access and recreation, timber harvest, watershed and resource conservation. The McKinleyville Community Forest is envisioned as a place for residents and visitors of all ages and abilities to enjoy walking, hiking, mountain biking, wheeling (using wheelchairs and other mobility devices on trails that meet accessibility standards), horseback-riding, learning, and connecting with the natural world.

REER and MCSO have each shown a commitment to supporting recreational trail use, expanding access to trails, and enhancing the social and economic benefits of trails within the McKinleyville and greater Humboldt County area.

### **Section 3. REER Requirements.**

A. Assist with trail-building and maintenance within the McKinleyville Community Forest, as long as:

- i) Sufficient volunteer interest from REER members exists; and
- ii) Sufficient financial resources are available for MCSO staff to direct, coordinate, and support the activities described in this MOU.

B. Perform the following tasks:

- i) Assist in and help lead the construction of the multi-use trails, equestrian-supporting features, such as water troughs, tie posts, trailer parking as may be identified in the final Community Forest Stewardship and Trails Plan (in preparation), in accordance with and pursuant to direction from MCSO staff. REER will participate in walk-throughs with MCSO staff prior to initiating or joining in the construction of each trail segment and will provide volunteers for planned workdays and will follow all construction directions, restrictions and protocols established by MCSO.
- ii) Assist with trail maintenance and rehabilitation.
- iii) Assist with decommissioning unauthorized trails.
- iv) Provide tools and equipment for volunteer workdays. The use of power tools or mechanized equipment will be considered on a segment-by-segment basis and must be pre-approved by the MCSO prior to use.
- v) Coordinate with MCSO to implement temporary trail closures during trail construction and/or maintenance, as appropriate.

- vi) Coordinate with MCSD on protocols for volunteer activities, which may include additional volunteer authorization or waiver procedures.
- C. Train and monitor all REER volunteers to ensure that they conduct work activities in accordance with appropriate safety practices.
- D. Implement the mitigation measures identified in any applicable permits, the McKinleyville Community Forest Trail Plan, 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.
- E. Follow the standards and practices identified in the McKinleyville Community Forest Trail Plan, the Equestrian Design Guidebook for Trails, Trailheads and Campgrounds, available from the Federal Highway Administration's (FHWA) Recreational Trails Program Web site at: <http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm> to the greatest extent possible.
- F. Encourage REER volunteers to be respectful and courteous to other recreational users.
- G. Ensure that REER volunteers do not modify or change any planned trail alignment or configuration without written permission from MCSD.
- H. Cover all REER volunteers working within the McKinleyville Community Forest with liability insurance with policy limits in the amount of:
  - i) \$1,000,000 for each occurrence; and
  - ii) \$2,000,000 overall/aggregate.
- I. Report any REER volunteer accidents or other instances where volunteer safety has been jeopardized.
- J. Report all illegal activity encountered within the McKinleyville Community Forest by calling 911 immediately and notifying MCSD.
- K. Coordinate with MCSD on fundraising events and/or grant applications.
- L. Assist with multi-use trail education in the forms of events, signage and/or written directions, to enhance the safe use of trails with horses and all users.

#### **Section 4. MCSD Requirements.**

- A. Provide clear direction regarding trail-building and maintenance priorities and the desired outcomes for specific projects within the McKinleyville Community Forest.
- B. Provide regular feedback about the effectiveness of the collaborative relationship and any desired changes for improvement.
- C. Provide additional tools and equipment, if available in MCSD's discretion, for REER's use.
- D. Manage environmental permitting and compliance requirements.
- E. Coordinate with REER on fundraising events and/or grant applications.

**Section 5. Communication.**

REER and MCSD will communicate openly about any matter regarding the collaborative relationship involving the McKinleyville Community Forest.

**Section 6. Revisions and Amendments.**

Any revisions or amendments to this MOU will require the joint approval of the REER Board of Directors and the MCSD General Manager.

**Section 7. Revocation.**

It is the intention of REER and MCSD that this collaborative relationship will continue long term, but in the event that it is deemed not be satisfactory, this MOU can be terminated at any time by either party upon thirty (30) days advance written notice. Either party may revoke and terminate this MOU at any time, for any reason or for no reason. In the event of revocation of the MOU, REER shall immediately cease using and accessing the McKinleyville Community Forest property for any equestrian trail construction or maintenance purposes. Further, upon the termination of this MOU, MCSD may, at its election, require REER to take any of the following actions, at REER's sole cost and expense: (i) discontinue maintenance and construction of trails on McKinleyville Community Forest property by REER, and remove warning signs; or (ii) abandon all of the Trails and associated warning signs in place, in their current condition as of the date on which this MOU terminates.

**Section 8. Equal Partners.**

MCSD and REER will be named as collaborative partners on any promotional, outreach, or informational materials related to REER involvement with the McKinleyville Community Forest.

**Section 9. Collaboration on Construction and Maintenance of Trails and Trail Features for Equestrians.**

REER will collaborate with other user groups, providing input and volunteers to align design and construction of applicable trails and trail features to attempt to meet all needs, as detailed in the Equestrian Design Guidebook for Trails, Trailheads and Campgrounds, available from the Federal Highway Administration's (FHWA) Recreational Trails Program Web site at: <http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm>. Where design, construction or maintenance guidance appears in conflict with other user's guidance, REER will advocate for the safest solution for all concerned, with the final decisions to be made by the MCF Committee, MCSD Staff and/or MCSD Board as appropriate.

**Section 10. MCSD Approval.**

No new Trails shall be constructed in the McKinleyville Community Forest by REER and/or its members without the prior written approval of MCSD, which such approval may be granted or withheld in its sole discretion.

**Section 12. Authorization.**

This MOU does not authorize REER or its members or guests to take any species listed for protection under the federal or California Endangered Species Act or violate any other laws or regulations pertaining to wildlife species or the environment.

### **Section 13. Indemnification.**

**A. Hold Harmless, Defense and Indemnification.** REER shall hold harmless, defend and indemnify MCSD and its 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 use of MCSD property by REER or anyone else entering MCSD property at REER's direction or invitation, or the failure on the part of REER to perform fully its promises contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD. REER's obligations under this Section shall survive the termination or revocation of this MOU.

**B. Effect of Insurance.** Acceptance of the insurance required by this MOU shall not relieve REER from liability under this provision. This provision shall apply to all claims for damages related to REER's 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.

**C. Property Conditions and Dangerous Conditions.** MCSD makes no representation as to the present or future conditions of the Community Forest and its fitness for equestrian activities under this MOU. REER 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, REER 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 REER'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. REER 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 REER becomes aware.

**D. Own Risk.** REER acknowledges and agrees that all recreational activities undertaken by it or its members and guests on McKinleyville Community Forest 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.

### **Section 14. Insurance Requirements.**

This MOU shall not be executed by MCSD, and REER is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the MCSD.

**A. General Insurance Requirements.** Without limiting REER's indemnification obligations provided for herein, REER shall take out and maintain, throughout the entire period of this MOU, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of REER and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

- i) Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general

aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.

- ii) It is the parties understanding that REER will not drive an automobile in the performance of the tasks provided pursuant to this MOU. If REER's responsibilities are changed in such a way that driving will be required during the performance of such tasks, REER shall take out and maintain Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
- iii) Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against MCSD and its agents, officers, officials, employees and volunteers.

**If REER has no employees, REER may sign the following certification in lieu of Workers' Compensation Insurance:**

"I am aware of the provisions of California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with provisions of that code before commencing with and during the performance of the work of this MOU."

REER: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**B. Special Insurance Requirements.** Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

- i) The Comprehensive or Commercial General Liability Policy shall provide that MCSD, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of REER. The coverage shall contain no special limitations on the scope of protection afforded to MCSD or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
  - (a) Includes contractual liability.
  - (b) Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
  - (c) Is the primary insurance with regard to MCSD.
  - (d) Does not contain a pro-rata, excess only and/or escape clause.
  - (e) Contains a cross liability, severability of interest or separation of insureds clause.
- ii) The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to MCSD in accordance with the notice provisions set forth herein. It is further understood that REER



may not be amended except by a writing signed by both parties that expressly states that it is an amendment to this MOU.

**C. Counterparts/Electronic Signatures.** This MOU may be executed in any number of counterparts, each of which shall be deemed an original. Electronically scanned signatures (by DocuSign or other method) shall be deemed to constitute original signatures.

**D. Attorneys' Fees.** If either party to this MOU consults an attorney regarding enforcement of this MOU, or if any litigation is commenced between the parties, or if any party institutes any proceeding, the prevailing party shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for its attorneys' fees and costs, whether or not a suit is brought.

**E. Severability.** If any provision of this MOU, or the application of the provisions to any person or circumstances, shall be deemed invalid or unenforceable to any extent, the remainder of the MOU and the application of such provisions to other persons or circumstances, other than those to which it is held invalid, shall not be affected and shall be enforced to the fullest extent permitted by law, provided the invalidity of such provision does not materially affect the benefits accruing to any party.

**F. Governing Law.** This MOU is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by the laws of the State of California. The MOU shall in all cases be construed as a whole according to its fair meaning, not strictly for or against either party.

**G. Construction of MOU.** The provisions set forth in this MOU shall not be construed in favor of or against either party, but shall be construed as if both parties prepared this MOU.

**H. Not Subject to Assignment.** The rights and obligations under this MOU may not be assigned or assumed by any other party and this MOU is not subject to assignment.

**I. Prohibition of Flammable Materials.** Due to the danger of forest fires, REER shall not bring onto McKinleyville Community Forest any flammable or explosive materials, including, but not limited to, any kerosene, gasoline, propane or other similar substances, except for gasoline (in amounts less than two gallons) for machinery used for trail construction and/or maintenance. If such gasoline is brought onto McKinleyville Community Forest property, REER shall remove all such gasoline immediately after its use, and in no event shall any gasoline be stored or maintained on McKinleyville Community Forest property overnight. Each REER work crew shall have a fire extinguisher on site at all times.

**J. Recreational Use without Monetary Consideration and Statutory Immunity.** REER and MCSD agree that there is no fee or other monetary consideration paid by REER for access to MCSD property as described herein. REER acknowledges that it has requested that MCSD make its property available for recreational activities, and that MCSD has not specifically invited use of its property by REER. The parties agree Sections 831.2, 831.3, 831.4, and 831.7 of the California Government Code, without limitation, grant MCSD immunity from potential liability claims made by recreational users for incidents on MCSD property. Pursuant to these Code sections and any and all other defenses available in law and/or equity, MCSD is not liable for claims arising from use of MCSD Trails and roads, natural conditions existing on the property, or hazardous recreational activities taking place on MCSD property.

## **Section 16. Principal Contacts.**

McKinleyville Community Services District

Kirsten Messmer, Parks & Recreation Director

1656 Sutter Road  
McKinleyville, CA 95519  
Phone: (707) 839-9003  
E-mail: [kirsten@mckinleyvillecsd.com](mailto:kirsten@mckinleyvillecsd.com)

Redwood Empire Endurance Riders

Name: Jacqueline Debets, President, REER

Address: P.O. Box 262, Bayside, CA 95524

Phone: 530-559-0539

E-mail: letsrideredwoodendurance@gmail.com

**Section 17. Authorized Representatives.**

By executing this MOU, each party hereto certifies that the individuals listed in this document as representatives of the parties are authorized to act in their respective areas for matters related to this MOU.

**Section 18. Duration.**

This MOU becomes effective upon signature by both parties and can be modified or amended by mutual consent. Either party may terminate this MOU by giving sixty (60) days advance 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.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the last date set forth below.

**McKinleyville Community Services District:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Patrick Kaspari, General Manager

**Redwood Empire Endurance Riders:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jacqueline Debets, President

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# McKinleyville Community Services District

## McKinleyville Community Forest Committee

December 16, 2025

TYPE OF ITEM: **INFORMATION**

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**ITEM: 11**                      **McKinleyville Community Forest Quarterly Budget Report**

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

**TYPE OF ACTION:**          **Information**

### **Recommendation:**

Staff recommends that the Committee review the information provided, discuss, and take public comment on the McKinleyville Community Forest Budget Report.

### **Discussion:**

The 2025.10 MCF Quarterly Budget Report (**Attachment 1**) provides the McKinleyville Community Forest Budget-to-Actuals report from July 1, 2025 through October 31, 2025. At 33% of the fiscal year elapsed, overall expenditures for the Community Forest remain below the proportional year-to-date budget, with \$34,217.85 in total expenditures against a year-to-date budget of \$56,172.00. This reflects lower-than-anticipated spending across most categories.

#### Salaries

Salary expenditures total \$27,394.14, approximately 6% over the year-to-date budget but still tracking toward the overall annual allocation. This variance is attributable to staff time distribution as the department continues to implement the work plan and provide administrative and maintenance support to the Community Forest. Salary allocations are set annually based on projected staff contributions to the Forest program.

#### Maintenance

Maintenance expenditures remain significantly under budget, with \$849.21 spent year-to-date compared to a budgeted \$3,667.00. Maintenance costs to date include trash removal, minor repairs, and operational services.

#### Capital Improvements

Capital Improvement Project (CIP) spending is also well below the year-to-date projection, with \$5,974.50 expended against a budgeted \$26,667.00. CIP spending will increase as the Committee identifies priority projects and as implementation of the Forest Management Plan moves forward. Staff anticipates more CIP activity in the next two quarters once project scopes and sequencing are finalized. Currently, CIP is budgeted as a single line item but is expected to be broken out into individual projects as they are initiated.

### Overall Status

The Community Forest budget is in a stable position. Spending is tracking below anticipated levels for the first quarter, which is typical given the seasonal nature of maintenance work and the timing of project development. Staff will continue to monitor expenditures closely and will bring forward any budget adjustments, if needed, later in the fiscal year.

### **Alternatives:**

Not applicable

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

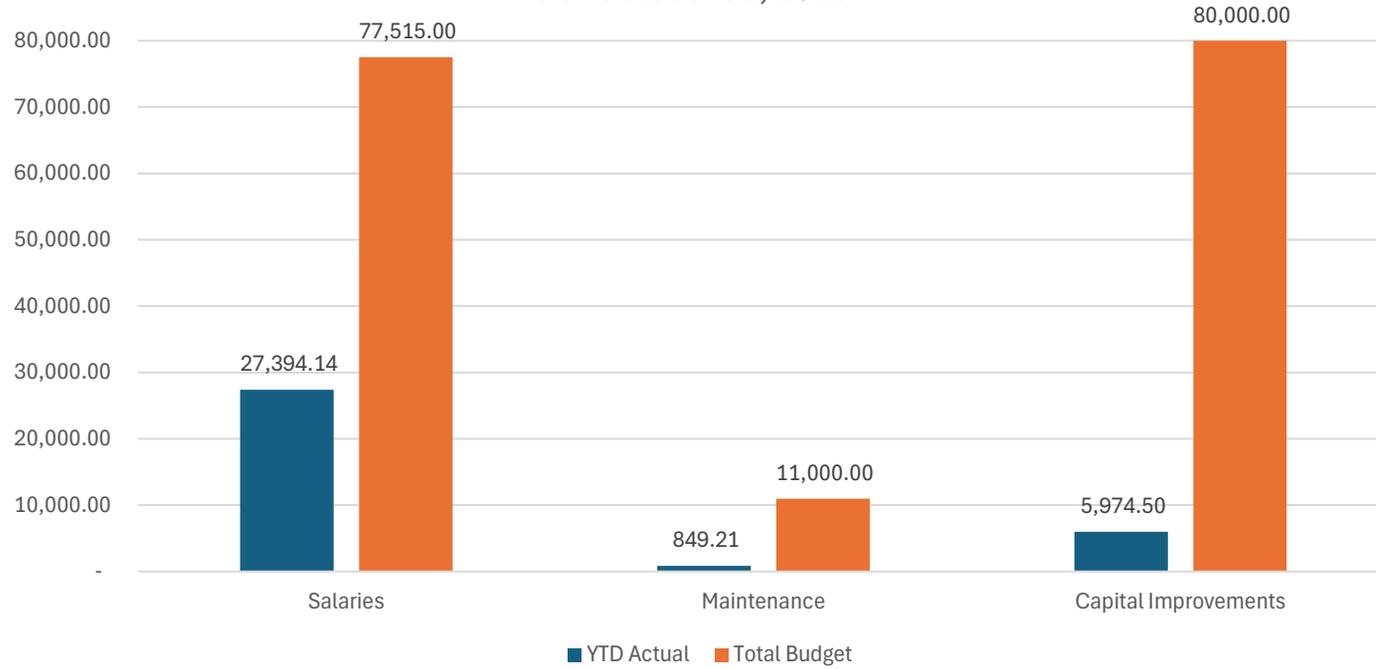
### **Exhibits/Attachments:**

Attachment 1 - 2025.10 MCF Quarterly Budget Report

McKinleyville Community Forest  
 Expenditure Budget to Actuals  
 As of October 31, 2026

					% Year Remaining		66.67%	
Budgeted Summaries	% of Year 33.33%	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		Notes
	YTD Actual					Budget	Budget %	
Salaries	\$ 27,394.14	\$ 25,838.00	\$ 1,556.14	6.02%	\$ 77,515.00	\$ 50,120.86	65%	Salary budgets are set by department heads every fiscal year and are based on percent allocations of staff time spent on each project.
Maintenance	\$ 849.21	\$ 3,667.00	\$ (2,817.79)	-76.84%	\$ 11,000.00	\$ 10,150.79	92%	Maintenance cost are everyday expenditures not directly linked to infrastructure development. This year includes trash, repairs, and services
Capital Improvements	\$ 5,974.50	\$ 26,667.00	\$ (20,692.50)	-77.60%	\$ 80,000.00	\$ 74,025.50	93%	Capital Improvements, or CIP, are currently budgeted as one line item. As the committee identifies projects, this will be split between specific projects.
Totals	\$ 34,217.85	\$ 56,172.00	\$ (21,954.15)		\$ 168,515.00	\$ 134,297.15		

### Community Forest YTD Budget to Actuals As of October 31, 2025





**Alternatives:**

None

**Fiscal Analysis:**

The \$1M earmark was of course not budgeted for in the Parks & Recreation or Capital Improvement Project budgets for Fiscal Year 2025/26. The District will have to revise the budget during the typical May Revise at the May 2026 regularly schedule Board Meeting. It is assumed that the \$1M earmark will cover all associated project costs and no matching funds from the District will be required.

**Environmental Requirements:**

Permits from California Department of Fish and Wildlife and possible CAL FIRE, the State Water Resources Control Board, and Humboldt County may be required for specific projects. The District may also have to prepare CEQA documents for specific projects. These permitting and other environmental requirements will be determined on a case-by-case basis.

**Exhibits/Attachments:**

- Attachment 1- MCSD Project Budget
- Attachment 2- Refined TICS Project Ranking
- Attachment 3- TICS Project Ranking

**McKinleyville Community Services District**

**Project Name:** Community Forest Forest Management Plan  
**Organization Name:** McKinleyville CSD

Task #	Major Tasks	Task Description	Major Deliverables	Task Budget	Requested Federal Match	District Match	Total Task Budget
<b>A Project Administration</b>							
1	Project Management	Will consist of general Project Management and coordination, scheduling, contracting, reporting and coordination of tasks and deliverable	Contracts, Invoices, audited financial statements and other deliverables as required	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
2	Reporting	Develop quarterly reports describing work completed, challenges, and strategies for reaching remaining project objectives. Develop Final Report	Quarterly and Final Reports	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
<b>B Easement Coordination</b>							
1	Negotiate Easements	Negotiate additional access easements including Legal	Draft Grant Deeds	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
2	Survey of Easement	Survey additional easements & generate legal description	Survey & Legal Description	\$75,000.00	\$67,500.00	\$7,500.00	\$75,000.00
3	Record Easements	Record additional easements with County of Humboldt	Grant Deed	\$20,000.00	\$3,000.00	\$17,000.00	\$20,000.00
				\$0.00	\$0.00	\$0.00	\$0.00
<b>C Community Forest, Forest Management Plan-Existing Conditions</b>							
1	Forest Resources & Timber Inventory	Finalize timber inventory and mapping by Forester	Timber Inventory	\$75,000.00	\$67,500.00	\$7,500.00	\$75,000.00
2	Road & Trail Inventory	Inventory existing roads & trails	Road & Trail Inventory	\$75,000.00	\$67,500.00	\$7,500.00	\$75,000.00
2	Cultural Resources	Cultural Resouce Suvey by aercheologist	Cultural Resource Suvey	\$75,000.00	\$67,500.00	\$7,500.00	\$75,000.00
3	Special Status Vegetation Survey	Survey for Special Status species and map known location by Botanist	Special Status Vegetation Survey	\$50,000.00	\$45,000.00	\$5,000.00	\$50,000.00
4	Special Status Wildlife Survey	Survey for Special Status wildlife by biologist	Special Status Wildlife Survey	\$50,000.00	\$45,000.00	\$5,000.00	\$50,000.00
5	Invasive Species Survey	Survey & map invasive species by Botanist	Invasive Species Inventory	\$50,000.00	\$45,000.00	\$5,000.00	\$50,000.00
6	Watershed Survey	Survey for sediment and other loads into streams & identify areas for restoration	Watershed Survey Report	\$100,000.00	\$90,000.00	\$10,000.00	\$100,000.00
7	Wildfire Potential	Survey and develop wildfire potential and mitigation measures	Wildfire Potential & Mitigation Report	\$50,000.00	\$45,000.00	\$5,000.00	\$50,000.00
8				\$0.00	\$0.00	\$0.00	\$0.00
<b>D Community Forest, Forest &amp; Watershed Management Plan</b>							
1	Develop Overall Goals & Objectives	Establish a Community Forest Committee consisting of community members and professional foresters, biologist, natural resource individuals and develop overall goals & objectives for the Community and hold community outreach sessions to develop and finalize goals & objectives	Overall Goals & Objective and community survey results	\$50,000.00	\$25,000.00	\$25,000.00	\$50,000.00
2	Forest Stewardship	Develop a Vision Statement for the Forest with Community Forest Committee and finalize with Public Input	Vision Statement	\$10,000.00	\$5,000.00	\$5,000.00	\$10,000.00
3	Public Access & Recreation	Develop overall Plan for access points, including ADA access, and types of recreation allowed and rules & regulations around each. Developed by Community Forest Committee with outreach and finalization with Community input.	Public Access and Overall Recreation Plan	\$50,000.00	\$25,000.00	\$25,000.00	\$50,000.00
4	Tribal Involvement	Work with the Wiyot and other local Tribes to develop Tribal Outreach goals along with educational and and cultural uses including special traditional plant collection	Tribal Outreach and Involvement Plan	\$20,000.00	\$10,000.00	\$10,000.00	\$20,000.00

**Project Name:** Community Forest Forest Management Plan  
**Organization Name:** McKinleyville CSD

Task #	Major Tasks	Task Description	Major Deliverables	Task Budget	Requested Federal Match	District Match	Total Task Budget
5	Public Safety	Develop public safety approach including houseless issues, volunteer patrol programs, trash clean-up, additional emergency access requirements, hydrant locations, hours of operation, mitigation for motorcycle access	Public Safety Plan	\$50,000.00	\$25,000.00	\$25,000.00	\$50,000.00
6	Education	Tribal outreach programs, school tours & use, research programs & emphasis, environmental stewardship programs	Education Plan	\$20,000.00	\$10,000.00	\$10,000.00	\$20,000.00
7	Trails Plan	Develop overall Trail plans for hiking, mountain bikes and horses, including designation of joint trails and activity specific trails and abandonment of existing trails. Develop rules & regs around development of new trails and abandonment of existing use trails.	Trails Plan	\$100,000.00	\$50,000.00	\$50,000.00	\$100,000.00
8	Rules & Regulations	Develop overall set of Rules & Regulations for the operation and maintenance of the Community Forest for adoption by the MCSD Board.	Community Forest Rules & Regulation	\$50,000.00	\$25,000.00	\$25,000.00	\$50,000.00
9	Draft Final Plan for Community Review	Compile Draft Forest and Trails Management Plan for presentation to and review by the Community	Draft Forest Management Plan	\$50,000.00	\$25,000.00	\$25,000.00	\$50,000.00
10	Final Forest Management Plan	Draft and adopt Final Forest & Trails Management Plan	Final Forest Management Plan	\$20,000.00	\$10,000.00	\$10,000.00	\$20,000.00
<b>D</b>	<b>Community Forest, Initial ADA Access Development</b>						
1	Project Signage	Install Access Point signs, boundary markers, trail signage, informational kiosks	Access Point signs, boundary markers, trail signage, informational kiosks	\$75,000.00	\$67,500.00	\$7,500.00	\$75,000.00
2	ADA Access	Develop initial ADA access points and trails	ADA Parking and initial ADA Trails	\$200,000.00	\$180,000.00	\$20,000.00	\$200,000.00
3				\$0.00	\$0.00	\$0.00	\$0.00
<b>Total McKinleyville CSD Community Forest Grant Request</b>				<b>\$1,405,000.00</b>	<b>\$1,000,500.00</b>	<b>\$404,500.00</b>	<b>\$1,405,000.00</b>
<b>Percentage of Total Project Cost</b>				<b>\$1.00</b>	<b>\$0.71</b>	<b>\$0.29</b>	<b>\$1.00</b>

<b>January 2025 TICS Subcommittee Infrastructure Project Ranking (UPDATED December)</b>			
Group	PROJECT	Rough Cost Estimate	COMMENTS
A	Trail signs	\$ 5,000.00	
A	Rules and Regs Sign	\$ 2,000.00	
A	Dog bag dispensers	\$ 500.00	
B	Design & Permitting for Bridge at Widow White Creek	\$ 25,000.00	
B	Bridge at Widow White Creek	\$ 250,000.00	
B	Design & Permitting for Bridge at Mill Creek	\$ 20,000.00	
B	Bridge at Mill Creek	\$ 250,000.00	
C	Murray Road parking lot – Phase 2 development	\$ 100,000.00	
C	Gravel for main access roads	\$ 197,500.00	
D	First Road access and parking lot planning phase	\$ 150,000.00	
	<b>TOTAL</b>	<b>\$ 1,000,000.00</b>	

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January 2025 TICS Subcommittee Infrastructure Project Ranking (UPDATED November)			
RANK	PROJECT	Rough Cost Estimate	COMMENTS
1	Trail signs	Flexible: \$725-\$784	
2	Rules and Regs Sign	~\$33 per sign	
3	Murray Road parking lot – Phase 1 development		Completed?
4	Trail Plan - Cost to have Consultant Finish		
5	Erosion control assessment/remediation		
6	Homeless encampment/garbage cleanups		
7	Stream Crossing improvements		
8	Design & Permitting for Bridge at Widow White Creek		
9	Bridge at Widow White Creek		
10	Design & Permitting for Bridge at Mill Creek		
11	Bridge at Mill Creek		
12	Murray Road parking lot – Phase 2 development		
13	Gravel for trails		
14	Utility vehicle side x side and storage		UTV aquired
15	First Road access and parking lot		
16	Picnic Tables	~\$1,000	Ongoing through Donor Recognition Program
17	Fences or gates to block access at non-access points		
18	Bear Garbage cans		
19	Benches		
20	Invasive species removal		
21	Porta potties		
22	Restrooms		No water
23	Trail abandonments		
24	Dog bag dispensers		
25	Tree planting & other revegetation		Partially ongoing through Donor Recognition Program
26	Drinking Fountains/Water Bottle Filling Station		
27	Install Cameras at various locations		Cameras purchased, One Installed
	<b>*Other Important Projects of Note</b>		
	Fire resilience		
	Stream Rehabilitation		