



# September 2, 2025 Regular Meeting of the McKinleyville Community Forest, Forest Management Plan, Budget, and Finance Subcommittee

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Time: 4:30 p.m.

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

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 867 8228 7214 (<https://us02web.zoom.us/j/86782287214>)

or DIAL IN TOLL FREE: 1-669-444-9171 (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](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Monday, September 1, 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 from August 5, 2025 Subcommittee Meeting**

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

**7 Review of Draft Community Forest Management Plan v. 2025\_08\_21**

Attachment 1 – Draft Forest Mgmt Plan v. 2025\_08\_21 (Pg. 9)

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

- Next FMP Subcommittee Meeting: October 7, 2025 @ 4:30pm
- Next MCF Committee Meeting: September 16, 2025 @ 5:30pm
- Next TICS Subcommittee Meeting: September 23, 2025 @ 5:15pm
- Continue Reviewing the Draft Forest Management Plan
- Possible review of CFIP grant projects

**9 Adjournment (Estimated 6:00 p.m.)**

**Posted 5:00 p.m. on August 29, 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 MANAGEMENT PLAN, FUNDING, AND BUDGET SUBCOMMITTEE HELD ON TUESDAY,  
AUGUST 5, 2025 at 4:30 P.M.  
IN PERSON AT THE MCSD OFFICE CONFERENCE ROOM – 1656 SUTTER ROAD,  
MCKINLEYVILLE, CALIFORNIA  
and  
TELECONFERENCE Via ZOOM & TELEPHONE:  
Use ZOOM MEETING ID: 867 8228 7214 (<https://us02web.zoom.us/j/86782287214>)  
or DIAL IN TOLL FREE: 1-669-444-9171 (No Password Required!)**

**AGENDA ITEM A. CALL TO ORDER:**

- 1.a Call to Order:** The meeting was called to order at 4:31 p.m. by Chair Creed
- 1.b Roll Call:** The following members and staff in attendance in person at the MCSD Conference Room:

Patrick Kaspari, MCSD General Manager  
Kirsten Messmer, MCSD Parks and Recreation Director  
Kevin Creed  
Jennifer Ortega  
Joel Rink  
Maya Conrad

Staff in Attendance:  
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. Approval of Agenda**

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

**Motion by:** Maya Conrad **Second:** Kirsten Messmer

**Roll Call:** Ayes: Patrick Kaspari, Kirsten Messmer, Kevin Creed, Jennifer Ortega, Joel Rink, Maya Conrad

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 July 1, 2025 Meeting

**Motion:** It was moved to approve the July 1, 2025 meeting minutes.

**Motion by:** Jennifer Ortega **Second:** Patrick Kaspari

**Roll Call:** Ayes: Patrick Kaspari, Kirsten Messmer, Kevin Creed, Jennifer Ortega, Joel Rink, Maya Conrad

Nays: None

**Absent:** None

**Motion Summary:** Motion passed.

## 7. Discuss Possibility of Recommending MCSD Provide Public Comments on the Roshan Ranch Timber Harvest Plan

Pat Kaspari, MCSD General Manager, presented the item. Potential comments to submit to CAL FIRE were discussed based on the information that was included in the Timber Harvest Plan.

The Committee commented, discussed and asked clarifying questions.

There was no public comment.

**Motion:** It was moved to recommend that McKinleyville Community Services District (MCSD) staff should prepare comments to present to the McKinleyville Community Forest Committee (MCFC) for review and possible recommendation for submittal to CAL FIRE requesting that the Timber Harvest Plan include: the location and a description of the existing easement MCSD has through the Roshan Ranch property, provide a map of this easement, address concerns regarding extended closures to the public during timber operations, and emphasize the easements importance as a public resource for both recreation and emergency access to the McKinleyville Community Forest.

**Motion by:** Joel Rink **Second:** Maya Conrad

**Roll Call:** Ayes: Patrick Kaspari, Kirsten Messmer, Kevin Creed, Jennifer Ortega, Joel Rink, Maya Conrad

Nays: None

**Absent:** None

**Motion Summary:** Motion passed.

## 8. Review of Draft Community Forest Management Plan v. 2025\_07\_02

Item presented by Kevin Creed. The Subcommittee edited the Forest Management Plan (FMP) in real time and discussion ensued. Edits were made to the Management/Planning/Finance section and the Project Planning and Management section of the Plan. The first round of editing for the Draft FMP document was completed. Next meeting, the Subcommittee will begin their second round of editing on the Draft FMP.

There was no public comment.

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

**9. Committee Member Announcements and Future Agenda Items**

Announcements

- Patrick Kaspari announced that the California Forest Improvement Program (CFIP) Forest Management Plan draft has been completed and is waiting for staff comments.
- Next FMP Subcommittee Meeting: September 2, 2025 @ 4:30pm
- Next MCF Committee Meeting: August 19, 2025 @ 5:30pm
- Next TICS Subcommittee Meeting: August 26, 2025 @ 5:15pm

Future Agenda Items

- Continue Reviewing the Draft Forest Management Plan

**10. Adjournment**

Meeting Adjourned at 6:04 p.m.

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Jess Elm, Environmental Programs Coordinator

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**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

**McKINLEYVILLE COMMUNITY FOREST  
MANAGEMENT PLAN (Draft, v 2,-19-28-2025)**

June 1, 2025 to June 1, 2031

Produced by: Management/Planning/Finance/Budget Subcommittee (date)  
Reviewed by: Community Forest Committee (pending, date TBD)  
Approved by: MCSD Board of Directors (pending, date TBD)

## Introduction

What started as a vision and commitment by McKinleyville community leaders in (date) to acquire a McKinleyville Community Forest was realized in January 2024 with the acquisition of 599 acres of forest land from Green Diamond Resource Company. The 599 acre community forest, borders the community on the east side between Murray Road and Hunts Drive. Appendix 1, the BBW McKinleyville Community Forest Framework Plan, provides a more detailed account of the acquisition as well as the environmental and forest conditions as of 10/27/2021.

*The McKinleyville Community Forest will be managed for multiple purposes including public access, ..., recreation, timber production, fish and wildlife habitat, carbon sequestration, education and research and soil and watershed conservation. The intent of this Plan is to support a comprehensive, integrated management approach that considers how potential actions affect the multiple environmental aspects and management goals of the Community Forest.1*

*A fundamental premise of community forestry is that public recreational use, wood production, and forest conservation are not mutually exclusive.1*

*Community forests are different from parks in that the management goals include utilization of forest resources to produce economically valuable forest products, and therefore a level of periodic forest disturbance from harvest activities is expected. Community forests provide the opportunity to emphasize restoration and enhancement goals in management decisions. In addition, forest biodiversity and the presence of rare species can be viewed as a valued community asset.1*

This document delineates how the McKinleyville Community Forest will develop and evolve over time and how MCSD, along with broad community-represented participation, will guide, plan and implement the development.

## Major Goals

The overarching goals of this plan are summarized below. Greater detail of these goals is included in the various applicable sections within this document.

- a.** Develop a diverse, sustainable community forest.
- b.** Promote biodiversity throughout the forest, focused on native species, and mature timber stands.
- c.** Develop the MCF to provide safe access for a diverse range of users and activities.
- d.** Reduce the potential negative environmental impacts of roads, trails and invasive species.
- e.** Implement infrastructure improvements that minimize the environmental impacts and support access and usage of the forest

- f. Establish and maintain a strong, diverse financial base that sustains future forest management

## Public Access, Infrastructure, and Recreation

Commented [KC1]: See page 73 of BBW framework doc

One of the primary reasons the MCSD pursued the acquisition of the MCF is to meet the growing demands for trails and dispersed recreational use in the McKinleyville area.

The McKinleyville Community Plan and Humboldt County Trails Plan both describe the long-term goals of providing additional trails in the forested hills east of McKinleyville. The new MCF acquisition allows for a trails plan to now be developed and implemented that will provide for managed recreational uses. The MCF will improve the quality of life for area residents and visitors by providing outstanding recreational opportunities. Recreational facilities will be designed to be compatible with adjacent land uses, forest stewardship, resource conservation, and timber operations within a working forest. 1 To that end, the goals below will be the guide for further development of the MCF for recreational access and use.

The Trails/Infrastructure/Clean-up/Security Subcommittee (TICS) will develop a list that captures projects for recreation, infrastructure and access/security improvements. This will be an ongoing list that suggests possible project priorities and estimated costs.

Once the priority projects are selected and the commensurate funding secured, the projects will be implemented by either MCSD staff and/or contractors and, in some cases, by volunteer organizations coordinated through MCSD.

### Access, Infrastructure and Recreation Goals

- a. Improve existing roads specifically to protect water crossings, minimize erosion and sediment runoff as well as make them 'all seasons' roads.
- b. Further develop and improve the existing roads and trails network to support multiple access points, diverse recreational usage, timber management, emergency access/operations.
- c. Develop trail classification and signage system to minimize safety risks and the potential conflicts between different user groups.
- d. Develop key access points to include:
  - i. Parking area that also accommodates horse trailers
  - ii. Restrooms
  - iii. Picnic tables
  - iv. Information boards with MCF 'You Are Here' maps and emergency procedures
  - v. Trash/recycling receptacles and dog waste bag dispensers
- e. Identify and characterize different user groups and their respective needs such as:

- vi. Hikers/walkers/runners/dog walkers/Americans with Disability Act (ADA) users
- vii. Equestrians
- viii. Cyclists/mountain bikers
- ix. School education groups
- x. Tribal, Indigenous groups
- xi. Environmental researchers
- xii. Emergency response agencies
- f. Assess feasibility to install a potable water system to provide sanitary support to restrooms as well as drinking water.
- g. Maintain compliance with the State Natural Resource Agency's prohibition of motorized vehicle use in the MCF.

## Forest Stewardship

Forest Stewardship refers to the responsible planning and management of forest resources to sustain and enhance their ecological, economic, and social values over time. It emphasizes long-term care of the land, promoting biodiversity, supporting ecosystem services, and integrating sustainable use with conservation.

Forest practices will protect, maintain and/or restore the aesthetics, vitality, structure and functioning of the natural processes, including fire, of the forest ecosystem and its components. (ref. Institute for Sustainable Forestry, ISF).

The forest stewardship practices will also be integrated and compatible with recreational uses of the MCF, as well as periodic commercial timber harvesting.

### Forest Stewardship Goals

- a. Add value to the property through application of single tree selection silviculture which allows for development of mature forest conditions over time and into **perpetuity**
- b. Provide for a well-designed and maintained system of roads that are co-used as recreational trails
- c. Plan and implement restoration projects including fish and wildlife habitat and water quality improvement
- d. Reduce environmental effects of invasive species and impacts of roads and trails to water quality and fish habitat.
- e. Provide educational, research and recreational opportunities.
- f. Utilize revenue from timber harvest, grant funding and other sources to supplement forest management and maintenance costs and improvements

**Commented [KC2]:** Will 'single tree selection silviculture' be meaningful to the general reader? Is some clarifying language needed?

## Community Involvement

This will be an inclusive process that ensures that the values, concerns and wishes of the broadest cross section of the community has an equal opportunity to be heard

- *The ongoing successful development of the MCF depends on the active involvement of a broad cross section of McKinleyville community members. Participation in the development process is the most effective means by which community members can contribute and ensure that their opinions, recommendations and concerns are heard by the various committees and the MCSD Board of Directors, aka the Board. The committee and Board meetings are open to the public and offer an opportunity to give verbal comment of agenda items. In addition, individuals are encouraged to submit written comments for more extensive and/or complex viewpoints.*

Active community involvement will positively contribute to the development, characteristics, priorities and usage of the McKinleyville Community Forest, both in the short and long term.

Community involvement includes, but is not limited to:

- a. Attending Public meetings and participate in the public input process
- b. Developing a familiarity with the MCSD Community Forest webpages: McKinleyville Community Forest - <https://mckinleyvillecsd.ca.gov/mckinleyville-community-forest>
- c. Developing a familiarity of the MCF by accessing the forest; download the interactive map
- d. Encouraging fellow community members to become informed and get involved.
- h. Joining volunteer organizations/efforts actively involved with the MCF.

Community Involvement Goals

- a. Promote access to the forest by Native people practicing traditional tribal practices, such as gathering native plants.
- b. Engage with local Native tribes and groups to assist in management of the forest
- c. Actively promote volunteerism that benefits the environmental health, enhances recreational use, and provides additional resources for forest management.
- d. Increase public awareness and understanding of community-based forestry.
- e. Seek partnerships with local schools and community groups for training opportunities.
- f. Collaborate with individuals, organizations, tribal and government entities promote ecosystem health and sustainability.

**Commented [KC3]:** See page 82 of BBW framework doc

**Commented [KC4]:** At some point, it will be beneficial to have a representative(s) from the Tribal community read and comment on the draft community forest management plan and comment.

**Commented [KC5]:** How is the purpose of this statement different, if any, than from the community involvement examples above?

- g.** Encourage public input through efforts such as, but not limited to, public meetings, surveys, and workshops.

## Public Safety

Public safety is the identification and evaluation of various risks, both naturally occurring and human behavior-based, plus the implementation of effective control measures that reduce those risks to acceptable levels.

Forest users should be aware of existing MCSD MCF rules and regulations and should be adequately prepared while using the forest. In cases of emergencies, call 911 and for other non-emergency issues, contact MCSD.

The foreseeable MCF public safety issues include:

- Illegal trespassing, camping, trash dumping;
- Unauthorized motor vehicle use;
- Illegal hunting, fishing, and firearm use;
- Forest management activities;
- Illegal campfires and fireworks;
- Wildland/forest fires;
- Trail use conflicts/accidents;
- Illegal trail modifications (e.g. mountain bike jumps);
- Falling tree hazards; and,
- Potentially dangerous wildlife encounters.

The overall goal is to minimize to the greatest extent practicable the risks posed by these issues and others that may arise.

### Public Safety Goals

- a.** Encourage public safety to be top priority for the users of the McKinleyville Community Forest at their own risk
- b.** Cooperatively work with federal, state and county agencies and non-governmental organizations to integrate fire prevention and suppression resources and develop and implement hazardous fuel reduction projects to reduce the risk of wildfire
- c.** MCSD and Humboldt County will enforce applicable county rules and regulations such as illegal dumping, camping, no hunting, leash law and litter.

**Commented [KC6]:** See pages 54 and 87 of the BBW framework doc

**Commented [GB7]:** I think it would be useful to develop a neighborhood by neighborhood list of issues, opportunities and contact list to begin localizing each access points specific problems and opportunities.

**Commented [KC8R7]:** Agreed

- d. Develop evacuation plans and evacuation routes in consultation with applicable agencies
- e. Develop emergency access for fire trucks, law enforcement vehicles, helicopters, ambulances, litters, etc.
- f. Provide public education and plans for wildfire safety and evacuations
- g. Provide specific safety plans for trail closures or detours around active timber harvests or other operations where heavy equipment is in use
- h. Resolve any trail user conflicts, to the extent feasible, through education, effective trail signage, design and designation of trails to promote safety and maintenance and construction of rolling dips for use as speed control, and periodic trail patrol. The emphasis will be on education so that trail users adopt appropriate trail etiquette and self-police the trail system.

**1. Ensure Safe Access and Use**

- a. Maintain trails, access roads, and infrastructure to prevent hazards (e.g., erosion, trip hazards, collapsed culverts).
- b. Install and maintain proper signage to orient users, designate trail uses and highlight hazards.
- c. Design trails and access points to allow emergency vehicle access where appropriate.

**2. Fire Risk Reduction**

- a. Conduct regular fuel load assessments and implement fuel reduction strategies (e.g., thinning, removal of ladder fuels, shaded fuel breaks).
- b. Coordinate with local fire agencies (Cal Fire, Humboldt Bay Fire) to develop a wildfire response plan.
- c. Educate the public on fire prevention and restrictions (e.g., no campfires, smoking policies).

**3. Hazard Tree Management**

- a. Regularly assess and remove dead or hazardous trees, especially near trails, roads, parking areas, and gathering spaces.
- b. Prioritize hazard tree mitigation in areas of high public use or visitation.

**4. Emergency Response Preparedness**

- a. Develop and post emergency response protocols and contact information at trailheads.
- b. Assign GPS-located emergency access points to aid first responders.
- c. Maintain clear, accessible communication with local law enforcement, fire, and EMS.

**5. Address Illegal or Unsafe Activity**

- a. Coordinate with Humboldt County Sheriff's Office to monitor and deter illegal camping, dumping, vandalism, and other unsafe activities.

- b. Explore non-enforcement-based safety options (e.g., community patrols, stewardship volunteers, increased visibility).
- c. Design the property to discourage secluded or high-risk areas (Crime Prevention Through Environmental Design principles).

#### **6. Public Health and Sanitation**

- a. Install and maintain trash receptacles and pet waste stations.
- b. Consider provision of restrooms or sanitation stations at main trailheads.
- c. Monitor water quality if there is public access to creeks or wetlands.

#### **7. Visitor Education**

- a. Provide clear information on forest rules, trail etiquette, and safety tips at trailheads and online.
- b. Engage the community through guided walks, interpretive signage, and events to build awareness of shared responsibility for forest safety.

### **Education**

In order for the community members to fully appreciate the beauty, diversity and complexity of the MCF ecosystem, as well as the benefits and responsibilities of having access to the MCF, a robust educational component must be in place as part of the planning process. The educational component will also be vital in bringing clarity of forest use rules and respectful etiquette.

Elements of the educational efforts can include:

- a. Informational boards and pamphlets at trailheads
- b. Expansion of existing MCF webpages
- c. Community forest educational presentations
- d. Docent-led community forest tours
- e. K-12 educational presentations, curriculum development, forest tours and student projects
- f. Create opportunities for college and university research and studies
- g. Local print and video media articles/presentations

#### **Education Goals**

- a. Provide opportunities for involvement with local schools, colleges, universities and the McKinleyville Land Trust.
- b. Utilize docents and naturalist guided walks to provide opportunities for people to expand their knowledge and enjoyment of the forest.
- c. Increase awareness and appreciation of cultural heritage by working with the local tribes to increase cultural awareness of the forest.
- d. Optimize the utilization of web-based platforms to ensure a broad and diverse information base.

**Commented [KC9]:** See page 54 of BBW framework doc

- e. Create and provoke a sense of responsibility for the users of the MCF through educational opportunities.

## Management/Planning/Finance

Management of the McKinleyville Community Forest is governed by an overarching McKinleyville Community Forest Committee (MCFC), subcommittees as needed, and ultimately by the MCS D Board of Directors.

The existing Forest Management Planning and Funding/Budget Subcommittee (FMP F&B) develops the Community Forest Management Plan, proposes major goals for the community forest management, and identifies funding options and budgeting. As warranted, the subcommittee forwards proposals to the Community Forest Committee and the Board of Directors for review and approval.

The existing Trails/Infrastructure Clean-ups and Security (TICS) Subcommittee's main goal is to create a Trail Plan for the McKinleyville Community Forest. The Trail Plan develops infrastructure and trail projects, reviews trail-related use issues, and regulations. These in turn are forwarded to the Community Forest Committee for review and, as required, forwarded to the Board for approval.

## Project Planning and Management

MCF project proposals originate at the staff, committee, and/or subcommittee level. Each project proposal is subject to review and assessment for a number of possible administrative oversight and/or permitting requirements. This starts with an internal MCS D review for:

- a. Feasibility and scope of work
- b. Sequencing: Is the project a prerequisite to other projects or is there a prerequisite project that must be completed first?
- c. Funding availability – if grant funded confirmation that the project qualifies for the grant
- d. Subject to CEQA review as required
- e. Subject to review, oversight and/or permitting by external agencies such as:
  - i. CAL FIRE
  - ii. California Department of Fish and Wildlife
  - iii. U.S. Fish and Wildlife Service
  - iv. Regional Water Quality Control Board
  - v. NOAA Fisheries
  - vi. California Geological Survey
  - vii. Humboldt County
  - viii. U.S. Army Corps of Engineers

**Commented [KC10]:** I think a project development flow diagram would be very helpful here showing the different project origin points, subcommittee(s), CFC reviews necessary and when approval by the Board is necessary. (at least helpful for my visual orientation)  
And subsequently, I think the text of this section would follow more easily.

- ix. North Coast Unified Air Quality Management District

## Appendices

- a. BBW McKinleyville Community Forest Framework Plan
- b. Maps
- c. Implementation Plans
  - i. Trails plan (existing, maintenance, planned)
  - ii. Roads plan (existing, maintenance, planned)
  - iii. Invasive Species Eradication Plan
  - iv. Erosion Control Plan (prevention and corrective mitigation)
- d. Maps (or map with layers)