



# June 24, 2025 Regular Meeting of the McKinleyville Community Forest Trails, Infrastructure, Clean-Ups and Security (TICS) Subcommittee

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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](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Monday, June 23, 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 May 27, 2025**

Attachment 1 – Draft Minutes from May 27, 2025 (Pg. 5)

**7 Discussion of Approach to Development of Trail Plan (Pg. 9)**

Attachment 1 – Comments from Nicole West (Pg.11)

Attachment 2 – Trail Plan Outline (Pg.17)

Attachment 3 – Trail Plan “Purpose” Draft (Pg. 21)

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

- Next FMP Subcommittee Meeting: July 1, 2025 @4:30 p.m.
- Next MCF Committee Meeting: July 15, 2025 @5:30 p.m.
- Next TICS Subcommittee Meeting: July 22, 2025 @5:15 p.m.
- Michele Stephens Invite to Hank Seemann to attend TICS meeting – Agreed to attend 7/22

**9 Adjournment (Estimated 7:15 p.m.)**

**Posted 5:00 p.m. on June 20, 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 TRAILS, INFRASTRUCTURE, SECURITY, AND CLEAN-UPS SUBCOMMITTEE HELD ON  
TUESDAY, MAY 27, 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:**

**1. 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:

James Henry, MCSD Operations Director  
Jens Andersen, Recreation Coordinator  
Tyler Brown  
Kenneth Burton  
Justin Brown  
Shaun Fyfe  
Charlie Caldwell  
Michele Stephens  
Nancy Morelli

The following members were absent:

Phil Heidrick  
Christopher Collier

**2. Flag Salute:** The Pledge of Allegiance was led by Charlie Caldwell.

**3. Additions or Changes to the Agenda**

There were no additions or changes to the agenda.

**4. Approval of the Agenda**

**Motion:** Approve the agenda

**Motion by:** Michele Stephens; Seconded by: Shaun Fyfe

There were no comments from the subcommittee or public.

**Roll Call:** Ayes: James Henry, Jens Andersen, Tyler Brown, Kenneth Burton, Justin Brown, Shaun Fyfe, Charlie Caldwell, Michele Stephens, Nancy Morelli Nays: None Absent: Phil Heidrick, Christopher Collier

**Motion Summary:** Motion passed.

**5. Public Comment and Written Communications**

Kevin Creed, Todd Truesdell, Laurie Chamberlain, and Paul Chamberlain attended the meeting in person. They introduced themselves and said they were present to discuss agenda item 8.

**6. Consider Approval of Minutes of the Regular Meeting of the TICS Subcommittee on 4/22/25**

**Motion:** It was moved to approve the meeting minutes from the 4/22/25 TICS meeting.

**Motion by:** Jens Andersen; Seconded by: Kenneth Burton

There were no comments from the subcommittee or public.

**Roll Call:** Ayes: James Henry, Jens Andersen, Tyler Brown, Kenneth Burton, Justin Brown, Shaun Fyfe, Charlie Caldwell, Michele Stephens, Nancy Morelli Nays: None Absent: Phil Heidrick, Christopher Collier

**Motion Summary:** Motion passed.

## 7. Consider Return Line Trails from Jump Lines - MBTTA

Shaun Fyfe representing MBTTA requested construction of two new return trails on the mountain bike jump line tracks so that bicyclists won't have to use a single path in both directions. The Subcommittee considered approval to allow construction of this individual trail. The Subcommittee decided to take no action at this time and consider construction of these individual trails as part of the larger trail plan.

## 8. Discussion of 1<sup>st</sup> Rd Property Sale.

Paul and Laurie Chamberlain discussed their imminent purchase of a McKinleyville property on 1<sup>st</sup> Rd that borders the McKinleyville Community Forest. There is an easement attached to the property that allows public access through the property for access to the community forest. Paul and Laurie discussed their plans to turn the 1st rd. property into pastureland, build a barn, and create a mixed-use space. Paul said that horse groups intending to use the property had expressed concerns about the current alignment of the easement through the property. Paul proposed moving the easement south of the current position and volunteered to construct a road along the new easement. Paul said moving the easement will improve community forest access and increase safety for the proposed new land users including horse groups and Laurel Tree Charter school.

No action was taken. Charlie will add the item for discussion as a future agenda item.

## 9. Consider Changing Meeting Length from one to two Hours.

A motion to increase the meeting length from one to two hours was made. Past meetings have consistently exceeded their scheduled length.

**Motion:** Increase the meeting time to two hours.

**Motion by:** Michelle Stephens; **Second:** Shaun Fyfe

There were no comments from the subcommittee or public.

**Roll Call:** Ayes: Tyler Brown, Kenneth Burton, Justin Brown, Shaun Fyfe, Charlie Caldwell, Michele Stephens, Nancy Morelli Nays: James Henry, Jens Andersen Absent: Phil Heidrick, Christopher Collier

**Motion Summary:** Motion passed.

## 10. Discussion of Approach to Development of Trails Plan

The subcommittee discussed the approach to trail plan development. Nicole West asked if it was practical for the subcommittee to draft the trails plan without a professional consultant because of the significant amount of work involved. Nicole provided examples of other trails plans that are hundreds of pages long and discussed the large time commitment and technical expertise required. Discussion will be ongoing at future TICS meetings.

## 11. Committee Member Announcements and Future Agenda Items

It was proposed to invite experts from the McKay Community Forest and the Arcata Community Forest. Charlie Caldwell briefly discussed unauthorized tree removal that has occurred in the southern portion of the community forest.

**12. Adjournment**

The meeting was adjourned at 7:10 pm.

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Tyler Brown, Secretary

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**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 Trail Plan does not require CEQA or other environmental permitting. The implementation of the Trail Plan will require CEQA and other environmental permitting.

**Exhibits/Attachments:**

Attachment 1 – Comments from Nicole West

Attachment 2 – Trail Plan Outline

Attachment 3 – Trail Plan “Purpose” Draft

**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 22<sup>nd</sup>. 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?
<b>1. Identify and Address Urgent Needs</b>	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
<b>2. Establish a Classification System and Associated Standards</b>	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
<b>3. Create a Bubble Diagram / Conceptual Plan</b>	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.)				
<b>4. Assess Existing Conditions</b>	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
<b>5. Engage with the Community and Tribal Groups</b>	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
<b>6. Create the Outline for the Trails Plan and a Vision Statement</b>	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.				
<b>7. Create a Series of MCF Maps</b>	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
<b>8. Complete the MCF Trails Plan</b>	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](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](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](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](https://greatredwoodtrailplan.org/wp-content/uploads/2024/04/GRT_Public_Draft_Master_Plan_v3-compressed.pdf)

## TRAIL PLAN OUTLINE

- Title Page
- Executive Summary
- Acknowledgements
- Table of Contents
- List of Figures
- List of Photographs
- List of Tables
- List of Maps
- List of Attachments
- 1 INTRODUCTION
  - 1.1 Purpose
  - 1.2 Background
  - 1.3 Plan Overview
  - 1.4 Applicable Planning Documents
    - 1.4.1 Project Report
    - 1.4.2 Humboldt County General Plan/McKinleyville Area Plan
    - 1.4.3 Humboldt Bay Area Plan
  - 1.5 Traveling to the Community Forest
  - 1.6 Community Forest Road Network
- 2 PLANNING FRAMEWORK
  - 2.1 Vision Statement
  - 2.2 Goals and Objectives
  - 2.3 Trail Users
  - 2.4 Trail System Elements
    - 2.4.1 Access Points

- 2.4.2 Trails
- 2.4.3 Amenities
- 2.5 Site Conditions and Features
- 2.6 Guiding Principles
- 2.7 Evaluation Process
- 2.8 Trail Design Standards
  - 2.8.1 Overview
  - 2.8.2 Design Guidelines
  - 2.8.3 Accessibility
  - 2.8.4 Sustainable Trails
- 2.9 Amenities
  - 2.9.1 Signs
  - 2.9.2 Restrooms
  - 2.9.3 Benches
  - 2.9.4 Trash Receptacles

➤ 3 ACCESS POINTS

- 3.1 Short-term Opportunities
  - Access A
  - Access B
  - Access C ...etc.
- 3.2 Potential Long-term Opportunities
  - Access A
  - Access B
  - Access C ...etc.
- 3.3 Access Locations Not Currently Considered

➤ 4 TRAIL NETWORK

- 4.1 Trail Planning Units
  - Unit A
  - Unit B
  - Unit C ...etc.
- 4.9 Accessible Trails
- 4.11 Bridges

- 4.12 Bike Skills Park

➤ 5 IMPLEMENTATION

- 5.1 Trail Construction
- 5.2 Management
- 5.3 Operation and Maintenance
- 5.4 Patrols and Enforcement
- 5.5 Emergency Response
- 5.6 Action Items

➤ 6 RESPONSE TO COMMENTS (PUBLIC COMMENTS)

- This will be a list of responses to public comment received from community members and organizations that submit letters, emails or make public comments at public draft plan meetings during the public comment period
- Response to public comment A ... etc.

➤ 7 REFERENCES

- Reference A ...etc.

➤ MAPS

➤ ATTACHMENTS

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## TRAIL PLAN "PURPOSE" DRAFT

The purpose of this Trail Plan is to provide a blueprint for the development of trails, access points, and amenities to support recreational and educational activities within the McKinleyville Community Forest. Trails are intended to be community resources that enable safe travel through the Community Forest and support outstanding outdoor experiences for a diversity of trail users. - [McKay Community Forest Trail Plan](#)

The purpose of the Road and Trail Management Plan (RTMP) is to provide a comprehensive planning document that examines The McKinleyville Community Forest's existing system of roads and trails to provide direction for their long-term planning, design, construction, maintenance, and management. It considers current and potential public use, park operations, and the protection and enhancement of cultural and natural resources to ensure recreational trail opportunities are made available to their fullest potential while protecting vital resources. This comprehensive planning effort will also consider regional recreational opportunities and connectivity and will include extensive public outreach and input on planning recommendations.

- [Trione-Annadel State Park Road and Trail Management Plan](#)

### 2.1 Vision Statement

#### **Public Access and Recreation Vision Statement:**

The McKinleyville Community Forest enhances the quality of life for McKinleyville residents and visitors by providing outstanding recreational opportunities. Recreational facilities will be compatible with adjacent land uses, forest stewardship, resource conservation, and a working forest. The McKinleyville Community Forest will:

- Provide opportunities for people to maintain and improve health and fitness through outdoor physical activity.
- Provide recreational trails that enable people to seek challenges and engage in play.
- Provide a refuge where people can connect with nature, experience solitude and wildness, make discoveries, and observe natural beauty.
- Provide access to an outdoor classroom.
- Support appreciation of watershed services, forest management, and modern timber harvest practices.
- Nurture a sense of place in the greater McKinleyville area and boost civic pride.
- Promote tourism and support the local economy.

- [McKay Community Forest Trail Plan](#)

## **Goals and Objectives**

Management goals are broad statements about what needs to be accomplished to achieve the vision. Management goals for public access and recreation are presented in Table 2-1.

### *Table 2-1: Recreation Goals*

- Goal 1:** Provide an integrated trail system for a diversity of trail users.
- Goal 2:** Promote a safe and secure environment for visitors of all ages and abilities.
- Goal 3:** Protect the Community Forest's natural and cultural resources.
- Goal 4:** Provide a trail information system.
- Goal 5:** Foster community partnerships to assist with trail development and maintenance.
- Goal 6:** Promote trail-oriented tourism and special events.
- Goal 7:** Pursue linkages with other trails and recreational facilities.