



June 23, 2026 Regular Meeting of the McKinleyville Community Forest Trails, Infrastructure, Clean-Ups and Security (TICS) Subcommittee

Time: 5:15 p.m.

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

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 899 1001 6069 (<https://us02web.zoom.us/j/89910016069>)

or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above.

The public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Monday, June 22, 2026.

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 26, 2026

Attachment 1 – Draft Minutes from May 26, 2026 (Pg. 5)

7 Review of Draft Trail Plan v 06_16_2026

Attachment 1- Link to updated Draft Trail Plan v 06_16_2026 (link below)

https://www.mckinleyvillecsd.ca.gov/files/725c1f4db/MCF+Draft+Trail+Plan+06_16_2026.pdf

Attachment 2- Comment Regarding Updates to the Trail Plan 6_17_26 (Pg. 9)

Attachment 3 – Trail Plan Section 6- Implementation (Pg. 13)

Attachment 4 – Colorado Guide to Trail Planning (resource link below)

<https://www.mckinleyvillecsd.ca.gov/files/93a5a12ad/Colorado+Guide+to+Trail+Planning+5-2026+-+Copy.pdf>

8 Committee Member Announcements and Future Agenda Items

- Trail Plan Chapter 4 Meeting Recap
- Next FMP Subcommittee Meeting: August 4, 2026 at 4:30 p.m. **(July 7, 2026 canceled)**
- Next MCF Committee Meeting: August 18, 2026 at 5:30 p.m. **(July 21, 2026 canceled)**
- Next TICS Subcommittee Meeting: July 28, 2026 at 5:15 p.m.

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

Posted 5:00 p.m. on June 19, 2026

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.

This Page Left Intentionally Blank

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST TRAILS, INFRASTRUCTURE, SECURITY, AND CLEAN-UPS SUBCOMMITTEE HELD ON
TUESDAY, MAY 26, 2026 at 5:15 P.M.
IN PERSON AT THE MCSD OFFICE CONFERENCE ROOM – 1656 SUTTER ROAD,
MCKINLEYVILLE, CALIFORNIA
And Use ZOOM MEETING ID: 899 1001 6069 (<https://us02web.zoom.us/j/89910016069>)
or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

AGENDA ITEM A. CALL TO ORDER:

- 1.a **Call to Order:** The meeting was called to order at 5:15 p.m. by Michele Stephens.
- 1.b **Roll Call:** The following members and staff in attendance in person at the MCSD Conference Room:

Jens Andersen, Recreation Coordinator
Justin Brown, At-Large Member
Ken Burton, Subcommittee Vice-Chair, At-Large Member
Charlie Caldwell, At-Large Member
Patrick Courtney, Alternate, At-Large Member
Shaun Fyfe, Alternate, At-Large Member
Phil Heidrick, At-Large Member
James Henry, Operations Director
Nancy Morelli, At-Large Member
Michele Stephens, Subcommittee Chair, McKinleyville Resident Member
Nicole West, Natural Resources/Biologist Member

The following members were absent:
Tyler Brown, Subcommittee Secretary, Natural Resources Service Agency Member
Christopher Collier, Natural Resources Service Agency Member

Staff in Attendance:
Patrick Kaspari, MCSD General Manager
Joey Blaine, Board Secretary

Staff in Attendance via Zoom:
Kirsten Messmer, Parks and Recreation Director

Patrick Courtney and Shaun Fyfe were seated as voting members in the absence of Tyler Brown and Christopher Collier.

- 2. **Flag Salute:** The Pledge of Allegiance was led by Michele Stephens.
- 3. **Additions or Changes to the Agenda**

There were no changes to the agenda.

4. Approval of the Agenda

Motion: It was moved to approve the agenda.

Motion by: Charlie Caldwell **Second:** Ken Burton

Roll Call: Ayes: Jens Andersen, Justin Brown, Ken Burton, Charlie Caldwell, Patrick Courtney, Shaun Fyfe, Phil Heidrick, James Henry, Nancy Morelli, Michelle Stephens, Nicole West

Nays: None Absent: Tyler Brown, Christopher Collier

Motion Summary: Motion passed.

5. Public Comment and Written Communications

There was Public comment from Stephen Wirtz in favor of a disc golf course in the McKinleyville Community Forest (MCF).

There was Public comment from David, a member of Redwood Coast Mountain Bike Association (RCMBA), reported that RCMBA has installed boundary signage on trails delineating Green Diamond property and MCF property.

6. Review and Approval of Minutes from April 28, 2026 Subcommittee Meeting

Motion: It was moved to approve the April 28, 2026 meeting minutes.

Motion by: Ken Burton **Second:** Phil Heidrick.

Roll Call: Ayes: Jens Andersen, Justin Brown, Ken Burton, Charlie Caldwell, Patrick Courtney, Shaun Fyfe, Phil Heidrick, James Henry, Nancy Morelli, Michelle Stephens, Nicole West

Nays: None Absent: Tyler Brown, Christopher Collier

Motion Summary: Motion passed.

7. Review and Discussion of MBTTA MOU

Operations Director James Henry presented the item.

The Subcommittee commented, discussed, and asked clarifying questions.

Public comments were given by Charlie Caldwell, Shaun Fyfe, Brandi Fyfe, Kevin Creed and Todd Kramer.

Motion: It was moved to require MBTTA to meet with MCSD staff and identified professionals to determine necessary steps to close, abandon, and determine any mitigative maintenance needed on the unapproved trail.

Motion by: Ken Burton **Second:** Phil Heidrick.

Roll Call: Ayes: Jens Andersen, Justin Brown, Ken Burton, Charlie Caldwell, Patrick Courtney, Shaun Fyfe, Phil Heidrick, Nancy Morelli, Michelle Stephens, Nicole West

Nays: None Abstain: James Henry Absent: Tyler Brown, Christopher Collier

Motion Summary: Motion passed.

8. Discussion of Electric Moto Bikes Use Restrictions in the McKinleyville Community Forest

Operations Director James Henry presented the item.

The Subcommittee held a brief discussion.

Public comment was given by Kevin Creed.

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

9. Review of Draft Trail Plan v 05_20_2026

Nicole West presented the item, where she provided an update on the progress of the Draft Trail Plan, reported on the smaller working group within the Subcommittees progress on trail inventory, and requested that Subcommittee members review Section 6 of the Draft before the next meeting. The Subcommittee commented, discussed, and asked clarifying questions.

There was no public comment.

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

10. Committee Member Announcements and Future Agenda Items

- Phil Heidrick announced the 2026 Humboldt Trails Summit, Saturday, May 30th, and that he and Jess Elm would be tabling at the event.

11. Adjournment

Meeting Adjourned at 7:09 p.m.

Joey Blaine, CMC, Board Secretary

This Page Left Intentionally Blank

Date: June 17, 2026

To: MCF TICS Subcommittee

From: Nicole West, TICS Subcommittee Member, McKinleyville Resident

Subject: Comment Regarding Updates to the Trail Plan

Greetings TICS Members,

Updates:

1. I continued to refine the Trail Plan (in tracked changes) including:
 - a. Incorporated text about trail types, classification and difficulty rating systems.
 - b. With Justin's assistance, added content to section 4 Road and Trail Network about the official, approved trail network.
 - c. Various edits throughout for internal consistency and clarification.
2. At the last meeting we discussed fast-tracking the completion of the Trail Plan by only including official, approved trails and using a parallel process to document and discuss proposed trails. Pat Kaspari, MCSD General Manager, encouraged the Section 4 sub-Subcommittee to meet again, prioritize the proposed trails and bring a top-tier selection of proposed trails back to the TICS Subcommittee to discuss. He suggested that any proposed trails that the TICS Subcommittee could quickly and easily agree on be added to the Draft Trail Plan. Unfortunately, the sub-Subcommittee's schedules did not align in time to bring these to the June meeting, however, we now have meetings on the calendar and will bring the top tier selection of proposed trails to the TICS meeting in July.
3. Kevin Creed suggests that the TICS Subcommittee discuss whether the Trail Plan should contain a broad, overarching strategy that sets principals/practices that limit the trail density and very importantly sets a standard that ensures that there are unbroken sections of forest, X number of acres, that have no trails of any kind through them. He provided a good resource, the *Colorado Guide to Trail Planning*, which is attached as a link.

Proposed remaining steps to finish the trail plan:

1. Discuss Kevin's suggestion.
2. Discuss and edit the proposed steps listed here.
3. (If desired) compile photos and draft a caption for each photo. Determine whether they will be included in the document as figures or as links to a dedicated

McKinleyville Community Services District (MCSD) webpage or both. Photos could include:

- a. Examples of each trail type, with captions, particularly where the photos show features specified in the design guidelines.
 - b. Examples of types of bridges.
 - c. Views of the McKinleyville Community Forest (MCF) and looking out from the MCF to convey the sense of place.
 - d. Locations of existing and proposed features described in section 4.
4. Section 6. Implementation:
 - a. Review and update at the June TICS meeting.
 - b. Describe and prioritize proposed trail construction projects and other action items.
 5. Discuss remaining needed edits at the June TICS meeting and assign tasks to be completed in July.
 6. Finish Section 4. Road and Trail Network:
 - a. Discuss proposed trails and points of interest at the July meeting and subsequently finalize the section.
 7. Nicole to complete final edits in August including:
 - a. Incorporating edits (see #4, above).
 - b. Working with the sub-Subcommittee to add any information about proposed trails, if approved by the TICS Subcommittee at the July meeting.
 - c. Technical edits to standardize terms and grammar, check figure, table and section numbering and compile a references list.
 - d. Finalize formatting and Table of Contents.
 8. **TICS review**
 - a. **Draft is nearly complete. TICS members are encouraged to start reviewing it now, outside of the meetings and bring any thoughts and suggestions to the July TICS meeting to discuss and/or provide comments by email to staff (who will forward them to Nicole) by early August.**
 - b. **Final review before McKinleyville Community Forest Committee (MCFC) review see agenda packet for the 8/25 meeting, released on 8/21. TICS members – mark your calendars to review between 8/21 and 8/25.**
 9. TICS recommendation to forward the Trail Plan to MCFC: 8/25
 10. MCFC review: September
 11. MCSD Board review: After MCFC comments are addressed and MCFC recommends sending it to the MCSD board.

Thank you!

Attachments: Link to: *MCF Trail Plan 06_16_2026*; Section 6 Implementation; Link to: *Colorado Guide to Trail Planning*

This Page Left Intentionally Blank

6 IMPLEMENTATION

6.1 Trail Construction

Trails will be constructed, improved and maintained by Redwood Coast Mountain Bike Association (RCMBA), Mountain Bike Tribal Trails Alliance (MBTTA), Humboldt Trails Council (HTC) Volunteer Trails Stewards, California Conservation Corps (CCC), Redwood Empire Endurance Riders (REER), other volunteers (such as members of Humboldt Skatepark Collective and Par Infinity Disc Golf), MCSD staff, and contractors. These groups have a strong track record of organizing dedicated and skilled volunteers for fun and productive work. Groups must obtain a Memorandum of Understanding (MOU) to assist with trail building or other work activities. Refer to the MCSD website or contact MCSD for more information about the MOU process or to see MOU documents.

Certain work activities can be performed by volunteers with hand tools working under supervision, while some types of work require the use of heavy equipment or more technical expertise. MCSD prepared *Volunteer Work Guidelines and Permission Process (Attachment 3)*. These guidelines describe work categorized as either “Routine Maintenance (No Prior Approval Needed)” or “Projects Requiring Prior Approval.” The guidelines also describe the process for planning and authorizing workdays and requirements for supervision and reporting.

Trails can be constructed with hand work, motorized equipment, or a combination of both. Typical construction activities include vegetation clearing, removing stumps and roots, grading and surface preparation, forming the trailbed, placing and compacting the trail surface, forming drainage features, and re-vegetation. Hand tools for trail-building include Pulaskis (two-side tool with axe and hoe), McLeods (two-side tool with rake and hoe), pry bars, shovels, chainsaws, loppers, machetes, hand saws, and griphoists. Safety training is essential, especially with swinging tools. Common motorized equipment for trail-building includes vibrating plate compactors, walk-behind earthmovers, mini-dozers, mini-excavators, and backhoes. Imported material can be transported in wheelbarrows, motorized carriers, or dump trucks.

Hand work allows trails to be built with a light touch and nuanced shaping and sculpting. Trail construction with volunteers provides the additional benefit of fostering a connection between the community and the trail. Motorized equipment is faster but more expensive. Light-touch construction with motorized equipment is possible with a skilled operator. In some situations, motorized equipment is the only option due to the amount of grading and earth-moving required.

Trails will be developed in a logical sequence that prioritizes trail units with immediate access points or that can easily be connected to access points with continuous trail segments. Trail building will be coordinated with any short-term road upgrades.

As described in Section 2.3 Trail Users, the needs and preferences of user groups (hikers, mountain bikers, equestrians, disc golfers and skaters) will be considered during trail design and construction.

Commented [NW23]: IGNORE FOR NOW

When information is available (after the Action Items table below is completed and approved by TICS) add a subsection here on the phasing of the trail building, highlighting the near term trail construction activities.

Formatted: Font: (Default) Arial, 11 pt

Formatted: Font: (Default) Arial, 11 pt

Deleted: ppendix X

Trails will be developed in accordance with Section 2.4 Types of Trail and Section 2.7 Trail Design Standards.

Funding is needed for materials, tools, equipment, signs, servicing portable restrooms, waste disposal, and staff time to perform operation and maintenance and coordinate volunteers. Bridges will be a major expense. MCSD will seek additional funding to support construction of bridges. Potential funding sources include the donations through the McKinleyville Community Forest Fund, federal appropriations, [Measure B Parks and Recreation Property Tax](#), parkland dedication fees ([also referred to as Quimby Act fees](#)), [State and local](#) grants, and timber harvest revenues.

Deleted: s

6.2 Operation and Maintenance

Trails in the Community Forest will require operation and maintenance to keep them in a safe and usable condition. Operation and maintenance will be performed by MCSD or its designee. Priorities for operation and maintenance include correcting unsafe conditions, correcting any problems causing damage, and maintaining trails to design [guidelines and](#) standards. The preferred approach is to have the personnel and resources necessary to perform regular inspections to be able to detect and fix problems when they're small, before they grow into bigger problems. MCSD [may](#) evaluate the option of developing an adopt-a-trail program, where individuals or organizations could provide volunteer work and/or funding and receive an acknowledgement sign or other form of recognition.

Commented [NW24]: How will these efforts be phased and prioritized? Question for staff?

Operations include opening and closing gates, waste disposal, and implementing temporary measures (warnings and closures) during timber harvest operations. Maintenance encompasses a range of routine and non-routine tasks, including:

Deleted: will

- Trail surface maintenance. The center of the trail may become compacted with use over time, resulting in a U-shaped tread that traps water. Loose material can collect on the outer edge of the trail, forming a berm that traps water (IMBA 2004, pg. 201). A periodic maintenance activity is filling and grading depressions in the trail tread, removing edge berms, and re-reconditioning drainage features such as drainage dips. Maintaining the surface of accessible trails will be a priority.
- Erosion control. Work will be needed to manage hillslope runoff coming on to the trail system and to implement various slope stabilization measures.
- Vegetation control. Clearing fallen branches, limbs, and trees, especially after storms.
- Responding to vandalism, repairing short-cuts, and decommissioning renegade trails.

6.3 Patrols and Enforcement

MCSD staff, law enforcement, and the public all have important roles in promoting appropriate use of the Community Forest and creating a safe and secure environment. MCSD staff will provide a limited amount of baseline patrols and monitoring. The most effective and visible deterrent to inappropriate activities is the presence of people using trails appropriately. This approach has worked successfully on

the Hammond Trail in McKinleyville with trail users serving as the “eyes and ears” to deter problems and report promptly when they do occur.

Volunteer patrols could be coordinated with the Volunteer Trail Stewards program and the Sheriff’s Citizens on Patrol program. A longer-term goal is to secure funding to provide a park ranger position dedicated and trained to enforce rules and regulations within the Community Forest as well as other parks and open space areas.

6.4 Emergency Response

An important consideration for the road and trail network is to provide timely access for emergency response to different locations within the Community Forest. Emergency response could be performed with fire engines, ambulances, light vehicles, all-terrain vehicles, and by foot. As the road and trail network is built, MCSD will prepare a map identifying emergency response routes and specific features such as gates and bridges. To report non-emergency illegal activities forest users can call Parks and Recreation. (707) 839-9003 and or the Humboldt County Sheriff’s Office at (707) 445-7251. For emergencies call 911.

6.5 Action Items

Table 6-1: Action Items

Number	Priority Level	Action	Description	Location(s) in MCF	Relevant Trail Plan Section	Target Completion Date
AI-1	1	Identify and address urgent needs	Identify the most urgent needs and propose interim solutions. Examples: emergency access; wayfinding for existing roads and trails for the public and first responders; most problematic erosion/sediment issues.	Throughout		
AI-2		Assess existing conditions	Review existing roads and trails and determine which to abandon and to retain,			

Commented [NW25]: Nicole will put on a landscape page.

Commented [NW26]: TICS ACTION ITEM
Keep the McKay numbering scheme or change it?

			which should be reclassified, which should be multi-use or preferred-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.			
AI-3		Engage with the community and tribal groups	Obtain input from local groups. Potential methods of engagement include surveys, focus groups, interviews, larger community workshops and tabling at community events (ex. Music in the Park – Pierson Park).			
AI-4		Accessible trails	Develop informational materials on accessible trails for MCSD website and distribute to local organizations			
AI-5		Accessible trails	Document the location of natural barriers to fully accessible trails.			
AI-6		Signs	Develop sign templates.			
AI-7		Staffing needs assessment	Assess staffing needs for trail- building, patrols, maintenance, gate-opening, and other duties			

AI-8		Rules and regulations	Review existing rules and regulations for appropriate use and update as needed.			
AI-9		Emergency access maps	Develop maps showing emergency access routes, including gates and bridges.			
AI-10		Adopt-a-trail program	Explore the feasibility of an adopt- a-trail program.			
AI-11		Trail event guidelines	Develop guidelines for trail-related events.			
AI-12		E-bikes	Evaluate which trails are appropriate for e-bikes			
AI-13		Allowable use	Evaluate each trail segment to determine whether certain uses should be prohibited due to safety or resource impact concerns.			
AI-14		Bridge design	Develop specific bridge designs			
AI-15		Trail maps	Develop trail maps in a variety of physical and digital forms.			