

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY  
FOREST MANAGEMENT PLAN, FINANCE AND BUDGET SUBCOMMITTEE HELD ON TUESDAY,  
NOVEMBER 5, 2024 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!)**

**I.a Call to Order:** The meeting was called to order at 4:30 p.m.

**I.b Roll Call:** The following members and staff in attendance in person at the MCSD Conference Room:

Committee:

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

The following members attended via Zoom: Maya Conrad

Staff: Mason Hooven, Parks and Recreation Staff, Active Subcommittee Secretary

**I.c Flag Salute:** The Pledge of Allegiance was led by Pat Kaspari.

**II. Approval of the Agenda**

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

**Motion by:** Pat Kaspari; **Second:** Kevin Creed

There were no comments from the subcommittee or public.

**Roll Call:** Ayes: Kaspari, Messmer, Rink, Ortega, Conrad, Creed Nays: None Absent: None

**Motion Summary:** Motion passed.

**III. Public Comment**

There were no public comments.

**IV. Selection of Chair, Vice Chair, and Secretary for the Subcommittee**

The item was presented by Parks and Recreation Director Kirsten Messmer. Committee discussion ensued.

**Motion:** It was moved to appoint Kevin Creed as Chair, Maya Conrad as Vice Chair, and Pat Kaspari as Secretary.

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

There were no comments from the subcommittee or public.

**Roll Call:** Ayes: Kaspari, Messmer, Rink, Ortega, Conrad, Creed Nays: None Absent: None

**Motion Summary:** Motion passed.

**V. Discussion on Whether to Hold Subcommittee Meetings as Hybrid vs In Person Only Meetings**

The item was presented by General Manager Pat Kaspari. Committee discussion ensued.

**Motion:** It was moved to approve hybrid option for future subcommittee meetings.

**Motion by:** Kevin Creed; **Second:** Jennifer Ortega

There were no comments from the subcommittee or public.

**Roll Call:** Ayes: Kaspari, Messmer, Ortega, Conrad, Creed Nays: Rink Absent: None

**Motion Summary:** Motion passed.

**VI. Update the Process of Public Member Applicants to the Forest Management Plan, Budget and Finance Subcommittee Recommendation to the Board**

The item was presented by Parks and Recreation Director Kirsten Messmer. Committee discussion ensued. There were no comments from the public.

This was an information only item. No action taken.

**VII. Review of Forest Management Plan with BBW Staff and Discuss the Necessary Tasks and Approach for the Completion of the FMP**

The item was presented by General Manager Pat Kaspari. Committee discussion ensued. There were no comments from the public.

This was an information only item. No action taken.

**VIII. Committee Announcements and Future Agenda Items**

The item was presented by General Manager Pat Kaspari, with input from Greg Blomstrom and Mark Andre of BBE and Associates. Committee discussion ensued. There were no Committee announcements.

The following items were proposed as future agenda items:

Discuss Sources of Funding and Potential Grants

Discuss the Creation of a Friends of the Forest Non-Profit Group

Create a To-do List that Outlines Committee Goals and Objectives

Discuss Shaded Fuel Breaks In Relation to the McKinleyville Community Forest

**IX. ADJOURNMENT:**

**Meeting Adjourned at 5:39 p.m.**

  
Kirsten Messmer for Mason Hooven, Recreation Coordinator