



**Mission statement of McKinleyville Community Services District:**  
"McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community."

**NOTICE IS HEREBY GIVEN THAT A *REGULAR* MEETING OF THE  
MCKINLEYVILLE COMMUNITY FOREST, FOREST MANAGEMENT PLAN, BUDGET &  
FINANCE SUBCOMMITTEE  
WILL BE HELD  
TUESDAY, NOVEMBER 5, 2024 AT 4:30pm**

**LOCATION: MCSD Conference Room  
1656 Sutter Road  
McKinleyville, California**

**Or**

**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!)**

To participate in person, please come to MCSD Conference Room.

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.

**AGENDA**  
**4:30 p.m.**

- I. a. Call to Order
- b. Roll Call
- c. Flag Salute
  
- II. Approval of the Agenda
  
- III. Public Comment
  
- IV. Selection of Chair, Vice Chair, and Secretary for the Subcommittee (Action) **P. 3**
  
- V. Discussion on Whether to Hold Subcommittee Meetings as Hybrid vs. In Person Only Meetings (Action) **P. 5**

- VI. Update and Process of Public Member Applicants to the Forest Management Plan, Budget & Finance Subcommittee Recommendation to the Board (Information) **P. 7**
- VII. Review of Forest Management Plan with BBW Staff and Discuss the Necessary Tasks and Approach for the Completion of the FMP (Informational) **P. 9**
  - Attachment 1 - BBWA FMP Estimate for Urban Forest Grant App. **P. 13**
  - Attachment 2 - MCSD Potential Focus Issues **P. 19**
  - Attachment 3 - MCFC Elements Spreadsheet **P. 21**
- VIII. Committee Announcements & Future Agenda Items
- TBD. Adjournment (Estimated 5:30 p.m.)

## **Posted 5:00 pm on November 1, 2024**

*Pursuant to California Government Code Section 54957.5, this agenda and complete packet are available for public inspection on the web at <https://mckinleyvillecsd.ca.gov/mckinleyville-community-forest-committee> or 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.*

# McKinleyville Community Services District

## McKinleyville Community Forest Committee

### FOREST MANAMGENT PLAN, BUDGET & FINANCE SUBCOMMITTEE

November 5, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: IV**                      **Discuss and Consider Selection of Subcommittee Chairperson, Vice-Chairperson, and Secretary**

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

**TYPE OF ACTION:**        **Roll Call**

#### **Recommendation:**

Staff recommends that the Subcommittee review the information provided, discuss, take public comment, and select a Chairperson, Vice-Chairperson, and Secretary to serve through December 2025.

#### **Discussion:**

The Subcommittee should discuss and consider who will be appointed as Chairperson, Vice-Chairperson, and Secretary for the Forest Management Plan Subcommittee. The role descriptions are as follows:

**Chairperson** - The Chairperson is the presiding officer and is responsible for leadership at meetings and for exerting every effort to unite the subcommittee into a working, cohesive group by preserving order and decorum.

**Vice-Chairperson** - In the absence of the Chairperson, the Vice-Chairperson shall perform the Chairperson's duties. When the Chairperson disqualifies themselves from participating in an agenda item or declares themselves conflicted in the debate on any such item, the Vice-Chairperson shall perform the duties of the presiding officer.

**Secretary** – The Secretary's role is to ensure the Subcommittee's activities are documented and communicated effectively. The Secretary shall be responsible for the taking and preparation of meeting minutes to be approved by the subcommittee at the following regular meeting.

The members appointed to these roles shall serve for the remainder of 2024 and the duration of the 2025 calendar year.

#### **Alternatives:**

- Take no action

#### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

Not applicable



or older are present in the room at the remote location with the member and the general nature of the member's relationship with the individual.

Please note that these provisions will only be required if a member of a legislative body is participating by teleconferencing due to "just cause" or "emergency circumstances." Legislative bodies may always meet via teleconference by following the "traditional rules," and AB 361's state of emergency authorization remained valid until January 1, 2024.

AB 2449 provides that a member may not participate in meetings solely by teleconference due to "just cause" or "emergency circumstances" for a period of more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. If the legislative body regularly meets less than 10 times a year, a board member may not participate remotely in more than two meetings.

**Alternatives:**

No Hybrid meeting option at this time.

**Fiscal Analysis:**

Additional staff time for technical support

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

Not applicable



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management activities on the MCF is called a Non-Industrial Timber Management Plan, or NTMP. This is a legal document that satisfies the requirement to adhere to the California Environmental Quality Act (CEQA) for projects conducted in the state of California. The NTMP is the functional equivalent of an Environmental Impact Report or EIR and CAL FIRE is the lead agency with the responsibility for approving the NTMP. The NTMP is a permit administered by CAL FIRE that defines the minimum standards that must be met in order to legally conduct timber operations. All projects conducted under the guidance of the MCF FMP or other projects conducted on the MCF are subject to additional CEQA analysis and documentation. Other projects will be evaluated on a case-by-case basis as to the proper CEQA analysis. In any case, site-specific CEQA analysis, including imposition of mitigation measures to ensure a less than significant effect, will occur prior to on-the-ground implementation of specific management actions outlined in the FMP. The FMP must be completed prior to the implementation of projects falling under the NTMP in order to comply with CEQA. It also must be completed prior to the implementation of other projects or a separate CEQA analysis must be completed for each project.

The final FMP ordinarily will be revised or amended every ten to fifteen years unless the demands of the public, changes in the forest land base, monitoring results or other forest conditions warrant revision at an earlier date. Updates and revisions will incorporate public involvement in an open and deliberative process. The District will take final action on Plan revisions or amendments.

**Attachment 1** to this Staff Note is a Scope of Work put together by BBW & Associates for the Urban Forestry Grant that the District applied for but unfortunately were not awarded. It should be noted that we have applied for another CAL FIRE California Forest Improvement Program (CFIP) grant that would pay for some, if not all, of these tasks. The Scope of Work outlines many of the Tasks that need to be completed for the development of the Draft and Final Forest Management Plan.

**Attachment 2** is a list of “Potential Focus Issues” also developed by BBW Staff to potentially be addressed as part of the FMP development and included in the FMP.

**Attachment 3** is pages from an Excel spreadsheet developed by Kevin Creed to assist in his and the Committee’s development of the FMP and to keep track of and address recommendations from the Framework Plan.

The FMP needs to be developed to serve as the guiding document and overarching permit document for the Community Forest. There are three general approaches to the completion of the FMP: 1) Continue to pursue grant and other funding to hire BBW & Associates to complete the FMP, or 2) Attempt to complete the FMP with Committee Members & MCSD Staff members, or 3) A combination of the above. Staff feels that Option 3 is the most cost and time effective approach for the production of a quality FMP.

**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

Attachment 1 – BBW & Associates FMP Scope and Fee

Attachment 2 – BBW Potential Focus Issues

Attachment 3 – Pages from Kevin Creed's Planning Spreadsheet

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# Forest Management Plan-McKinleyville

## Community Forest Scope of Work

### BBW & Associates

### Performance Period

The anticipated duration of this project is 24 months from written notice to proceed.

- 12 months for the Draft FMP
- 6 months for the Final Draft FMP
- up to 6 months for MCSD Board review and approval

## **TASK 1. TECHNICAL SUPPORT SERVICES AND TECHNICAL STUDIES**

TASK DESCRIPTION
1) Compiling and reviewing existing data, information, and goals including the significant documents, local and statewide policies and other relevant assessments.
2) Preparing exhibits for, and making presentations at, 6 public meetings organized by the consultant with an impartial meeting facilitator to solicit community and stakeholder input regarding the management of forest resources resulting in a wide range of views and concerns and providing fair treatment, meaningful involvement and social inclusion. <ol style="list-style-type: none"> <li>a. Meetings will be in McKinleyville and will include remote participation.</li> <li>b. A subset of the meetings will be focused on individual resources (<i>e.g.</i> wildlife, carbon, etc.) or individual activities (<i>e.g.</i> sustainable forestry, research, etc).</li> <li>c. At least 2 meetings will occur after a Draft FMP has been released.</li> <li>d. Contractor will capture public comments and summarize the discussion of each meeting.</li> <li>e. The State's Project Manager will provide direction as to subject matter expert to invite to each meeting as required.</li> </ol>
3) Facilitating three meetings at local Tribal administrative offices to solicit input from local tribes on tribal trust resources, opportunities for co-stewardship, and effective consultation. <ol style="list-style-type: none"> <li>a. Meetings will be held in the blue Lake, Eureka, Trinidad, or surrounding areas.</li> <li>b. At least two of the meetings will occur after a Draft FMP is released.</li> <li>c. Contractor will capture Tribal comments and summarize the discussion of each meeting.</li> </ol>
4) Regular coordination and communication with MCSD during the Management Plan Review process.
5)

: Conduct Technical studies:

- Complete a comprehensive tree, invasive and special status plant inventory and special status wildlife habitat assessment of the 599-acre forest property
- Timber inventory stratification, field plots and mapping with Lidar. Classify stands as field data derived vs Lidar.
- Modelling/Carbon calcs/Analyses
- Roads erosion analysis and mapping of significant erosion sites

## TASK 2. FOREST MANAGEMENT PLAN REVIEW AND DEVELOPMENT

TASK DESCRIPTION
1) Review easements, grant agreements, Forest Framework Plan and MCSD public information to date. <ul style="list-style-type: none"><li>a. Identify subject areas with consensus for carrying forward or removing.</li><li>b. Identify subject areas requiring further discussion and development.</li></ul>
2) Provide recommendations on a simplified and streamlined structure to make the Management Plan easier to read and understood by the public, and Forest Managers.
3) Develop an easily accessible, understandable, and revisable Forest Management Plan which describes the long-term goals, objectives, and desired future conditions related to the management of forest resources within McKinleyville Community Forest.  Present a general “road map” for achieving goals and objectives by identifying, discussing, and/or addressing all the following issues: <ul style="list-style-type: none"><li>a. How to utilize<ul style="list-style-type: none"><li>i. silviculture</li><li>ii. fire risk reduction</li><li>iii. wildlife habitat restoration</li><li>iv. aesthetics</li><li>v. recreation</li><li>vi. carbon sequestration, storage, durability, and resilience</li><li>vii. and adaptive management techniques</li></ul></li><li>b. How proposed forest management goals and objectives may be integrated with other management goals such as research, Tribal cultural uses, public access, and recreation.</li></ul>

<ul style="list-style-type: none"> <li>c. How the proposed management approach is consistent with the existing significant documents and statewide policies.</li> <li>d. How proposed forest management may minimize impacts relevant to climate change, greenhouse gasses, and climate resilience.</li> <li>e. Conduct a Forest Conservation Needs assessment that includes forest health treatments, erosion control, reforestation needs and wildlife habitat improvement projects.</li> <li>f. Assist with preliminary trails plan; trail/road co use plan and standard specifications</li> <li>g. : Develop Near-term forest health treatment mapping and treatment recommendations</li> </ul>
<ul style="list-style-type: none"> <li>4) A Draft FMP will be developed within one year and made available for public comment. <ul style="list-style-type: none"> <li>a. A Final Draft Forest Management Plan will be produced for submittal to the MCSD Board within six months of the release of the Draft Forest Management Plan.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>5) Respond to public comments submitted orally or in writing during FMP development. <ul style="list-style-type: none"> <li>a. This will be done once for the Draft FMP and once for the Final Draft FMP.</li> <li>b. Comments may be aggregated by topic for response.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>6) The Draft Forest Management Plan will be provided to the Forest e Advisory Committee of the MCSD for review. <ul style="list-style-type: none"> <li>a. The purpose of this review is to provide quality control, ensure scientific discussions are comprehensive and inclusive, and the conclusions are supported by Board appointed committee members..</li> <li>b. Respond to incorporate comments from this review into the Final Draft FMP.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>7) The MCSD Board is the responsible entity for approving Forest Management Plan. <ul style="list-style-type: none"> <li>a. The Board has provided guidance that the FMP should be informational and provide guidance for actions which have not yet been approved, adopted, or funded.</li> <li>b. BBWA will use CEQA guidance thresholds during plan design to evaluate if the Final Draft FMP fits MCSD exiting regulations.</li> </ul> </li> </ul>

**TASK 3. SUPPORT FOR FOREST ADVISORY AND MCSD BOARD MEETINGS**

TASK DESCRIPTION
1) Regularly attend all scheduled Forest Advisory meetings or provide written progress reports on the Forest Management Plan review process.

<ul style="list-style-type: none"> <li>a. It is estimated this will require attendance at up to eight advisory committee meetings for between one and three hours each.</li> <li>b. Participation may be remote if Management Plan is not on the meeting agenda.</li> </ul>
<ul style="list-style-type: none"> <li>2) Attend all MCSD Board Management Plan review meetings. <ul style="list-style-type: none"> <li>a. Develop presentations and written material to facilitate the MCSD Board’s review of the FMP including a summary of the public processes and significant changes, between the initial draft Forest Management Plan and the revised final draft Management Plan.</li> <li>b. It is estimated this will require attendance at up to four Management Committee meetings, and one full Board meeting. <ul style="list-style-type: none"> <li>i. At least one meeting is expected to include a full day field trip to McKinleyville Community Forest</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>3) Provide a Final Forest Management Plan incorporating any changes, if any, provided to the MCSD Board.</li> </ul>

**Fee Schedules**

BBW & Associates Rates:

Senior Staff Forester/Scientist.....	\$115/hour
Staff Forester/Scientist .....	\$100/hour
Analyst Rate.....	\$85/hour
Forestry Technician Rate.....	\$70/hour
Travel to and from office to meetings, field sites, etc.....	\$40/hour
Mileage rate.....	\$0.655/mile or state reimbursement rate

Note: Property line surveying is not within the scope of this project agreement.

- **Detail Cost By Task**

Our hourly and unit rate takes precedent and what is listed below is our estimate of the cost per task.



BBWA will complete the scope of work according to the following budget **estimates**.

Task	Total Cost
Review of existing information source and kick off meeting with MCSD staff.	\$2,500
Meetings with client, stakeholders, advisory committee and public	\$6,900
Task 3: Technical studies: <ul style="list-style-type: none"> <li>• Complete a comprehensive tree, invasive and special status plant inventory and special status wildlife habitat assessment of the 599-acre forest property</li> <li>• Timber inventory stratification, field plots and mapping with Lidar. Classify stands as field data derived vs Lidar.</li> <li>• Modelling/Carbon calcs/Analyses</li> <li>• Roads erosion analysis and mapping of significant erosion sites</li> </ul>	\$ 19,000
Forest Conservation Needs assessment that includes forest health treatments, erosion control, reforestation needs and wildlife habitat improvement projects.	\$7,000
Assist with preliminary trails plan; trail/road co use plan and standard specifications	\$7,000
: Near-term forest health treatment mapping and treatment recommendations	\$6,000,
Prepare and present Draft FMP	\$12,000
Submit Final FMP	\$8,000,
Total	\$ 68,900

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**MCS D Potential Focus Issues**

- MCS D rules and regulations , hours of operation. Type of e- bikes that fit non-motorized definition, leash laws, firearms, etc
- Consistency with other county plans , general Plan, trails plan, Climate Action Plan, grant agreements and easements
- Vision statement and clear articulation of desired future forest condition compared to current baseline conditions.
- Potential Timber harvest scheduling and types of silviculture proposed
- Senior firewood program post-harvest material
- Periodic use of and impact to rec trails as logging skid trails
- Slash treatment, pile burn, haul away, lop and scatter; chip next to high use roads/.trails for visual aesthetics.
- School tours and use
- Dispute resolution process
- Noise, hours of timber operations special consideration near residential interface
- Road segments for rocking for year-round use or temp roads and segments to be used on a temp basis
- shaded fuel break discussion at major residential interfaces, as well as issues related to forest resiliency consistent with Community Wildfire Protection Plan, county Hazard Mitigation Plan, CA Forest Carbon Plan etc.
- fire response access, location of hydrants,
- trailhead issues, parking hours of operation, informational kiosks, ADA parking, ADA trail segments
- nurturing environmental stewardship with community and “friends” groups
- articulation of adaptive management approach
- invite cultural resource use by local tribes
- volunteer patrol; group events permitting
- process for MCF donations, estate planning, tax-deductible memorial or donation bench program
- education programs and research priorities and setting up research portal that hosts all studies, papers etc. on the MCS D.
- administrative process for NTMP amendments substantial deviations via MCS D.
- Recommendations pertaining to timber harvest revenue accounting. Special fund, proprietary fund, Enterprise fund, other.

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**MCS D COMMUNITY FOREST ELEMENTS**

**v 7/14/2024**

**(needs further development)**

<b>FOREST</b>	<b>USERS</b>	<b>INFRASTRUCTURE</b>	<b>MANAGEMENT</b>
Plants	Hikers	Trails	Financial
Trees	Cyclists	Roads	Operations/Maintenance
timber	Equestrians	Signage/Wayfinding	Communications
non-timber	Reserchers	Informational Boards	Enforcement
Animals	School groups	Trail heads	Inter-agency Collaboration
Data acquisition/management	Emergency agencies (drills)	Drainage	Tribal Collaboratoin
Wildfire risk reduction		Emergency access	Third Party/volunteers coordination
			Emergency Response Agencies coordination
			CEQA/EIR assesments

## MCF FRAMEWORK RECOMMENDATIONS

Recommendation Number	Framework Page No.	Recommendation	MCF Element
3.10.1	36	Special Wildlife Species Management: project-specific scoping for impact	Forest; Admin - CEQA
3.3.1	23	Hydrologically disconnect the road system from water courses; Eliminate some active sediment sources associated with the road network.	Infrastructure
3.7.1	30	The MCF will be available to the Wiyot and other local tribes for their access and use for cultural purposes.	Users
3.8.2.1	33	The MCSD will engage in a project-specific scoping process to identify those special status species likely to be affected.	Forest; Admin - CEQA
3.9.1	34	Hunting is not permitted in the community forest.	Admin - Enforcement
3.9.2	36	MCSD ... should work to maintain the conservation elements conserved by GDRC, while elevating development of a variety of wildlife habitats.	Infrastructure; Admin-CEQA
3.11.1	40	Pesticides are not expected to be needed for invasive plant control on this public forest.	Forest; Admin - CEQA
3.11.2	40	Monterey and Monterey-knobcone pines should be removed when respective timber markets are favourable.	Forest
3.11.3	40	Various organizations ... including MCSD (implied), work towards control of invasive exotic weeds.	Forest
3.11.4	40	Bear damage should be monitored.	Forest
3.13.1	44	Water quality is managed by implementing watershed improvement projects and by management practices which minimize erosion, sedimentation and flooding.	Infrastructure; Admin-CEQA
4.3.1	51	Adoption of Goals 1 - 7 see Goals worksheet	
5.2.1	56	Hire a consulting forestry firm to conduct an inventory.	Forest
5.2.2	56	Establish a confirm board foot stocking goal somewhere above baseline	Forest

5.2.3	56	Establish a conifer board foot stocking goal "soft ceiling"	Forest
5.5.1 (?)	61	The use of even-aged silvaculture , which is the silvaculture method recommended for use on the MCF.	Forest
5.5.2 (?)	62	To minimize the aesthetic impacts of timber harvest, slash can be chipped along high use roads and trails or burned or trucked to biomass facility ...	Forest
5.5.3 (?)	63	The overall management effort will strive to maintain a visually pleasing forest ...	Forest
5.7.1	64	w/re to extensive road system which is intended to be rocked ... motorized access restricted to entry permits and parking lots	Infrastructure
5.7.2	64	Proper road, landing and crossing design is the key to minimizing both the costs of construction and mainenance and environmental impacts.	Infrastructuroad
5.7.3	65	Water course crossings using culverts with diameters of 60" or more will have ...	Infrastructure
5.7.4	65	Water crossings of class I streams will be designed to provide for fish passage (all life stages) . ...	Forest
5.7.5	65	Rock lined ford crossings will be used for class II and III watercourse crossings where appropriate, ...	Infrastructure
5.7.6	67	Roads that are used for recreational use should be surfaced with durable rock for logging road use .. .	Infrastructure
5.7.7	67	At all stream crossings, recreational trails will be required to use structures that pass the 100-year flood flow.	Infrastructure
5.7.8	67	Traffic control will be required when recreational users could interact with ongoing forest operatons such as logging and road construction.	Infrastructure; Admin-enforcement
5.7.9	67	Trail or road segments affected by logging operations will be returned to pre-logging condition after operations are complete.	Infrastructure; Admin-enforcement
5.7.10	67	Permanent and seasonal roads will be inspected at least once annually to ensure that drainage facilities and structures are functioning properly. ...	Infrastructure

5.9.2	73	Resource values of native habitat communities should be restored, maintained or enhanced to promote natural diversity and stability. ...	Forest
5.11.1	82	Design all public access and parking facilities far into the property so as to reduce the disturbance to neighbors.	Infrastructure
5.11.2	82	Develop a plan for how to control access into parking and other areas at night.	Infrastructure; Admin-enforcement
5.12.1	86	For transparency, the MCSD should provide budget details for all departmental programs. ... An annual report should be developed for the MCF program, which details activities, costs and revenues generated annually.	Admin-Financial
5.16.1	91	The MCSD should consider the advantages ..., and disadvantages ... of third party certification and decide if obtaining a certificate is worth pursuing for the MCF.	Administration; Forest



## MCF FRAMEWORK GOALS

<b>Goal Number</b>	<b>Framework Page No.</b>	<b>Goal</b>	<b>MCF Element</b>
1	51	Forest Stewardship	
2	52	Environmental Values	
3	52	Working Forest	
4	52	Public Access and Recreation	
5	53	Community and Tribal Involvement	
6	54	Public Safety	
7	54	Education	