



# January 21, 2025 Regular Meeting of the McKinleyville Community Forest Committee

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Time: 5:30 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>)

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, or 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, January 20, 2025.

All Public Comment received before the above deadline will be provided to the Committee at 9 a.m. on Tuesday, January 21, 2025 in a supplemental packet information that will also be posted on the website for public viewing.

## **Agenda**

### **1 Call To Order**

### **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 Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Forest Committee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board 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 McKinleyville Community Forest Committee on November 19, 2024 (Page 5)**

Attachment 1 – Draft Minutes from November 19, 2024

**7 Trails, Infrastructure, Cleanups, and Security Subcommittee Report (Page 9)**

**8 Forest Management Plan and Funding/Budget Subcommittee Report (Page 11)**

**9 Discuss Potential Establishment of a 501(c)3 Non-Profit (Page 13)**

**10 Updates on CalVTP/CAL FIRE Forest Health and California Forest Improvement Program (CFIP) Grants (Page 15)**

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

- Next Committee Meeting: February 18, 2025
- Project Ranking and Budgeting Spreadsheet
- Rules and Regs Updates: E-Bikes and Subcommittee Descriptions
- TICS Meeting: January 28, 2025 at 5:00 p.m. at MCSD Office (1656 Sutter Road)
- FMP Meeting: February 4, 2025 at 4:30 p.m. at MCSD Office (1656 Sutter Road)

**12 Adjournment (Estimated 7:00 p.m.)**

## **Posted 5:00 p.m. on January 17, 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 COMMITTEE (MCFC) HELD ON TUESDAY, NOVEMBER 19, 2024 at 5:30 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA**

**and**

**TELECONFERENCE Via ZOOM & TELEPHONE:**

**ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>) or DIAL IN TOLL FREE: 1-888-788-0099**

***NOTE: Items are listed in the chronological order in which they were considered.***

**Item I**

**a. Call To Order**

The meeting was called to order at 5:30 p.m.

**b. Roll Call**

The following committee members and staff were in attendance in person at Azalea Hall.

- Gregory Orsini, Chair, MCSD Board Director (Non-Voting Member)
- James Biteman, MCSD Board Director (Non-Voting Member)
- Pat Kaspari, MCSD General Manager
- James Henry, MCSD Operations Director
- Kirsten Messmer, MCSD Parks and Recreation Director
- Jens Andersen, MCSD Recreation Coordinator
- Maya Conrad, MMAC Appointee Member
- Joel Rink, Forester/RPF Member
- Tyler Brown, Natural Resources Services Agency Member
- Desiree Early Dorvall, Natural Resources/Biologist Member
- Michele Stephens, McKinleyville Resident Member
- Kevin Creed, At-Large Member
- Mersadies Campbell, Alternate Forester Member
- Christopher Collier, Alternate Natural Resources Agency Member,
- Nicole West, Alternate Natural Resources/Biologist Member

Absent: Jennifer Ortega, PARC Appointee Member

Nicole West arrived first out of the alternate members and therefore served as voting member in the absence of Jennifer Ortega.

**c. Flag Salute**

The Pledge of Allegiance was led by Desiree Early Dorvall.

**Item II - Approval of Agenda**

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

**Motion by:** Creed **Second:** Messmer

**Roll Call:** Ayes: Kaspari, Henry, Messmer, Andersen, Conrad, West, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Ortega

**Motion Summary:** Motion passed.

### **Item III – Approval of Minutes from the October 15, 2024 Meeting**

**Motion:** It was moved to approve October 15, 2024 meeting minutes.

**Motion by:** Messmer **Second:** West

**Roll Call:** Ayes: Kaspari, Henry, Messmer, Andersen, West, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Abstain: Conrad

Absent: Ortega

**Motion Summary:** Motion passed.

### **Item IV – Consider Recommending Appointment of Nancy Morelli as Alternate Public Member of the Trails, Infrastructure, Clean-Ups, and Security Subcommittee**

MCSD Operations Director James Henry presented the item.

**Motion:** It was moved to recommend the appointment of Nancy Morelli as alternate public member of the Trails, Infrastructure, Clean-Ups, and Security Subcommittee.

**Motion by:** Conrad **Second:** Andersen

There were no further comments by the Committee or Public.

**Roll Call:** Ayes: Kaspari, Henry, Messmer, Andersen, West, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Ortega

**Motion Summary:** Motion passed.

### **Item VII – Consider Recommendation to MCFC to Recommend MCSD Board Adopt Resolution 2024-21 Affirming Board Support of the Existing Memorandums of Understanding with the Redwood Coast Mountain Bike Association and the Mountain Bike Tribal Trail Alliance**

MCSD Recreation Coordinator Jens Andersen presented the item.

**Motion:** It was moved to recommend the MCSD Board of Directors adopt Resolution 2024-21.

**Motion by:** Brown **Second:** Messmer

There were no further comments by the Committee or Public.

**Roll Call:** Ayes: Kaspari, Henry, Messmer, Andersen, West, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Ortega

**Motion Summary:** Motion passed.

### **Item V – Forest Management Plan and Funding/Budget Subcommittee Report**

MCSD Recreation Coordinator Jens Andersen reviewed the item.

Committee members made comments and asked clarifying questions.

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

**Item VI – Forest Management Plan and Funding/Budget Subcommittee Report**

MCSD Recreation Director Kirsten Messmer presented the item.

Committee members made comments and asked clarifying questions.

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

**Item IX – Update on CalVTP/CAL FIRE Forest Health and California Forest Improvement Program (CFIP) Grants**

MCSD General Manager Patrick Kaspari presented the item.

Committee members made comments and asked clarifying questions.

**Item IX – Committee Announcements & Future Agenda Items**

The next Trails, Infrastructure, Cleanups, and Security Subcommittee meeting will be on November 26 at 5:00 p.m. at the District Office.

The next Forest Management Plan, Funding, and Budget Subcommittee meeting will be on December 3 at 4:30 p.m. at the District Office.

Maya Conrad requested a future agenda item on erosion control as well as information on road/trail surfacing options.

**Item X – ADJOURNMENT**

Meeting Adjourned at 6:14 p.m.

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Joseph Blaine, Board Secretary

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# McKinleyville Community Services District

## MCKINLEYVILLE COMMUNITY FOREST COMMITTEE

January 21, 2025

TYPE OF ITEM: **INFORMATION**

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**ITEM: 7**                                 **Trails, Infrastructure, Clean-Ups & Security Subcommittee Report**

**PRESENTED BY:**                 **Charlie Caldwell, Committee Chair**

**TYPE OF ACTION:**               **Information**

### **Recommendation:**

Staff recommends that the Committee review the information provided, discuss, and take public comment on the Trails, Infrastructure, Clean-Ups & Security (TICS) Subcommittee Report.

### **Discussion:**

The TICS Subcommittee held its monthly meeting on November 26, 2024. During the meeting, the committee voted to appoint Charlie Caldwell as Chairperson, Kenneth Burton as Vice-Chairperson, and Tyler Brown as Secretary.

During the meeting on November 26th, the TICS subcommittee was made aware that Desiree Early Dorvall notified the District that she would need to step down from the subcommittee, at which time Nicole West was moved from alternate to subcommittee member status.

During that same meeting the committee discussed the Draft Infrastructure Projects Ranking list. It was decided to have everyone use the December break time to review the list, add any additional items, rank it in order of importance and try to associate a cost if they were able. Each member's list will be compiled by Joey Blaine which will be presented at the next subcommittee meeting for discussion. The intent is to take this to the Full Committee after ranking by the Subcommittee and use this ranking to budget for Fiscal Year 2025/26 Community Forest projects.

The following items were asked to bring back to the next meeting for discussion:

Changing meeting start time from 5:00 pm to 5:15 pm.

Review Rule 47.02 language modification regarding E Bikes. Revised Draft language will then be brought to the Full Committee for their review.

**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None

# **McKinleyville Community Services District**

## **MCKINLEYVILLE COMMUNITY FOREST COMMITTEE**

January 21, 2025

TYPE OF ITEM: **INFORMATION**

**ITEM: 8**                                  **Forest Management Plan and Funding/Budget Subcommittee Report**

**PRESENTED BY:**                      **Kevin Creed, FMP Subcommittee Chair**

**TYPE OF ACTION:**                    **Information**

### **Recommendation:**

Staff recommends that the Committee review the information provided, discuss, and take public comment on the Forest Management Plan and Funding/Budget Subcommittee Report.

### **Discussion:**

The Forest Management Plan and Funding/Budget Subcommittee held meetings on December 3, 2024 and January 7, 2025. These meetings both focused on the establishment of *Goals & Objectives* of the Forest Management Plan Subcommittee and formulating an approach, task list, and outline for the Forest Management Plan. The intent will be to bring the Goals & Objectives as well as the Forest Management Plan (FMP) outline to the full Committee for review. The Committee is not completely sure what the timing on taking these items to the full committee will be.

The Subcommittee also discussed the CFIPS and Forest Health Grants, and updates will be provided under Item X of this agenda. The assistance from BBW & Associates with the completion of the FMP largely depends on the success in obtaining CFIPS grant funding.

Other items discussed at these two meetings included:

- No applications have yet been received from the public to join the subcommittee; therefore, the application period will remain open until filled.
- Mark Andre and Greg Blomstrom from BBW and Associates have been attending the Subcommittee meetings to provide guidance on the development of a Forest Management Plan.
- Subcommittee discussed whether to review the Project ranking list from the TICS prior to bringing it to the Full Committee and decided that since all members of the FMP Subcommittee will review as part of the Full Committee, there was no need to review and comment on it twice.
- We also discussed budgeting and other funding opportunities.

Future Agenda Topics will include:

- Funding Options:
  - Budgeting for FY 2025/26
  - Exploring nonprofit formation
  - Pursuing grants, such as CAL Fire Grants
  - Pints for Non-profits events
  - “Round Up” programs at local businesses like McKinleyville ACE and Eureka Natural Foods

**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None

# McKinleyville Community Services District

## MCKINLEYVILLE COMMUNITY FOREST COMMITTEE

January 21, 2025

TYPE OF ITEM: **INFORMATION**

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**ITEM: 9**                                      **Discuss Potential Establishment of a 501(c)3 Non-Profit**

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

**TYPE OF ACTION:**                      **Information**

### **Recommendation:**

Staff recommends that the Committee review this information provided, discuss, and take public comment on the potential establishment of a 501(c)3 Non-Profit.

### **Discussion:**

The McKinleyville Community Forest (MCF) provides recreational, educational, and ecological benefits to our community. However, sustained funding and community engagement are critical for ensuring the forest's ongoing management and growth. Forming a 501(c)(3) nonprofit organization, "Friends of the McKinleyville Community Forest" (Friends of MCF), would create a dedicated entity to:

- Attract tax-deductible donations and grants.
- Coordinate and expand volunteer activities.
- Promote awareness of the forest's value.
- Serve as a partner organization to the McKinleyville Community Services District (MCSD) and other stakeholders.

Discussion Points:

1. Mission and Vision Statement:
  - What should the mission and vision of Friends of MCF encompass?
  - Alignment with MCF's goals.
2. Structure and Governance:
  - Proposed bylaws and governance model.
  - Initial board composition and recruitment strategy.
3. Partnership with MCSD:
  - How will the nonprofit interface with MCSD?
  - Possible Memorandum of Understanding (MOU).
4. Funding Opportunities:

- Identifying key grants and fundraising campaigns.
  - Strategies for leveraging local businesses and philanthropic donors.
5. Community Engagement:
    - Engaging residents in the nonprofit's formation and activities.
    - Hosting kickoff events or informational sessions.
  6. Legal and Financial Considerations:
    - Process and cost of filing for 501(c)(3) status.
    - Estimated operating budget for the first year.

Proposed Next Steps:

1. Convene a working group to:
  - Draft bylaws and other foundational documents.
  - Develop a detailed timeline for formation.
2. Reach out to potential board members and advisors.
3. Identify immediate funding needs and opportunities for seed funding.
4. Plan a public outreach strategy to introduce the concept to the community.

**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None

**McKinleyville Community Services District**

**MCKINLEYVILLE COMMUNITY FOREST COMMITTEE**

January 21, 2024

TYPE OF ITEM: **INFORMATION**

**ITEM: 10**                        **Update on CalVTP/CAL FIRE Forest Health and California Forest Improvement Program (CFIP) Grants**

**PRESENTED BY:**            **Patrick Kaspari, General Manager**

**TYPE OF ACTION:**        **Information**

**Recommendation:**

Staff recommends that the Committee review the information provided, discuss, and take public comment on the CAL FIRE Forest Health and Forest Improvement Program grants.

**Discussion:**

As the Committee is aware, the District has been working with Green Diamond Resource Company (Green Diamond) and the Humboldt County Resource Conservation District (HCRCD) on the development of a California Vegetation Treatment Program (CalVTP) project for the Community Forest and the Green Diamond land to the east of the Community Forest. As discussed at previous meetings, the scope of the project is the creation of a shaded fuel break at the forest and community interface, and the thinning of vegetation throughout the forest. The draft Project Specific Analysis (PSA) and Addendum to the California Vegetation Treatment Program (CalVTP) Program EIR (PSA/Addendum) has been finalized. The draft PSA/Addendum went to the HCRCD for approval at their January 9<sup>th</sup> Board Meeting. MCSD will take the PSA to our Board for review and approval at the February 5, 2025 Board Meeting. The PSA can be reviewed on the District website at <https://mckinleyvillecsd.ca.gov/news-and-project-updates>. The PSA and the CALFIRE EIR can also be found at the State of California ceqanet website at <https://ceqanet.opr.ca.gov/>.

As also previously discussed, MCSD, in conjunction with HCRCD and Green Diamond are pursuing a CALFIRE Forest Health grant to fund the implementation of the proposed Vegetation Treatment Project. The grant was completed and submitted prior to the January 15<sup>th</sup> due date. The grant request is for \$5,198,815.42 and will fund measures on 3043 acres of Green Diamond and 598 acres of MCSD land. The work on MCSD land will focus on the establishment of the shaded fuel break on the northern and western boundaries of the Community Forest. There is no cost share requirement for the grant; however, the District will contribute Staff time toward the implementation of the project, estimated to be approximately \$5,000 worth of fully loaded effort. The project will not be implemented unless and until grant funds are procured. If the

grant is funded, District Staff will reach out to the neighbors directly adjacent to the areas to be treated to further discuss the project and the timing of the work.

As the Committee is also aware, the District and Forest Management Plan Subcommittee are also working with BBW & Associates to complete a CAL FIRE California Forest Improvement Program (CFIP) grant application. If the grant is obtained, it will be used to help fund the completion of the Forest Management Plan. James Robbins, CALFIRE Forester, has been very helpful in the preparation of the grant application and has said that it "...will be submitted for our January batch." Unfortunately, we have run into a hitch. The County Assessor's Office has not completed the revisions to the Parcel Maps and County records for the Community Forest parcels. County records still show Green Diamond as the owners and have not been updated to show the new parcels and parcel numbers. The property transfer was completed in January 2024. Green Diamond, the District, and CALFIRE have been working to resolve this with the County and continue to urge them to update the data, to provide proof to CALFIRE that the District owns the land. Meanwhile CALFIRE local staff is also working to see if there are other measures that can take to satisfy the grant requirements. The Forest Management Plan Subcommittee will continue to head up the completion and possible implementation of this grant and will bring updates back to the MCFC.

**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None