



June 2, 2026 Regular Meeting of the McKinleyville Community Forest, Forest Management Plan, Budget, and Finance Subcommittee

Time: 4:30 p.m.

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

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 843 3939 9410 (<https://us02web.zoom.us/j/84339399410>)

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 1, 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 from May 5, 2026 Subcommittee Meeting

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

7 Discussion of Potential Memorial Grove Program in the McKinleyville Community Forest (Pg. 7)

Attachment 1 – Memorial Grove Rough Draft (Pg. 9)

Attachment 2 – Preliminary Program Considerations (Pg. 11)

Attachment 3 – Establishment of a Memorial Grove within the McKinleyville Community Forest (Pg. 13)

8 Committee Member Announcements and Future Agenda Items

- CAL FIRE Forest Health Program Grant Update
- Huffman Appropriation Update
- Next FMP Subcommittee Meeting: July 7, 2026 @ 4:30pm
- Next MCF Committee Meeting: June 16, 2026 @ 5:30pm
- Next TICS Subcommittee Meeting: June 23, 2026 @ 5:15pm

9 Adjournment (Estimated 6:00 p.m.)

Posted 5:00 p.m. on May 29, 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.

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST MANAGEMENT PLAN, FUNDING, AND BUDGET SUBCOMMITTEE HELD ON TUESDAY,
MAY 5, 2026 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: 843 3939 9410 (<https://us02web.zoom.us/j/84339399410>)
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 4:30 p.m. by Kevin Creed.
- 1.b Roll Call:** The following members and staff in attendance in person at the MCSD Conference Room:

Kevin Creed, Subcommittee Chair
Patrick Kaspari, MCSD General Manager
Kirsten Messmer, MCSD Parks and Recreation Director
Jennifer Ortega, Committee Member
Joel Rink, Committee Member

Subcommittee Members Absent:
Maya Conrad, Subcommittee Vice Chair

Staff in Attendance:
Jess Elm, MCSD Environmental Programs Coordinator

- 2. Pledge of Allegiance:** The Pledge of Allegiance was led by Kevin Creed.
- 3. Additions or Changes to the Agenda**

There were no additions or changes to the agenda.

4. Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Patrick Kaspari **Second:** Joel Rink

Roll Call: Ayes: Kevin Creed, Patrick Kaspari, Kirsten Messmer, Jennifer Ortega, Joel Rink

Nays: None

Absent: Maya Conrad

Motion Summary: Motion passed.

5. Public Comment and Written Communications

There was no public comment.

6. Review and Approval of Minutes from April 7, 2026 Subcommittee Meeting

Motion: It was moved to approve the April 7, 2026 meeting minutes.

Motion by: Kirsten Messmer **Second:** Jennifer Ortega

Roll Call: Ayes: Kevin Creed, Patrick Kaspari, Kirsten Messmer, Jennifer Ortega, Joel Rink

Nays: None

Absent: Maya Conrad

Motion Summary: Motion passed.

7. Discussion of Potential Memorial Grove Program in the McKinleyville Community Forest

Item presented by Kirsten Messmer, MCSD Parks and Recreation Director. She recommended that the FMP Subcommittee continue having discussions surrounding the potential establishment of a Memorial Grove Program within the McKinleyville Community Forest (MCF). Subcommittee members discussed logistics and recommended Staff to create a rough draft of what a Memorial Grove Program would look like for review.

The Subcommittee commented, discussed, and asked clarifying questions.

There was no public comment.

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

8. Committee Member Announcements and Future Agenda Items

- California Department of Fish and Wildlife Update
- CAL FIRE Forest Health Program Grant Update
- Next FMP Subcommittee Meeting: June 2, 2026 @ 4:30pm
- Next MCF Committee Meeting: May 19, 2026 @ 5:30pm
- Next TICS Subcommittee Meeting: May 26, 2026 @ 5:15pm
- Possible review of CFIP grant projects

Jennifer Ortega asked a question regarding the Lindsay Creek Easement.

9. Adjournment

Meeting Adjourned at 5:48 p.m.

Jess Elm, Environmental Programs Coordinator

Exhibits/Attachments:

- Attachment 1 - Memorial Grove Rough Draft
- Attachment 2 - Preliminary Program Considerations
- Attachment 3 - Establishment of a Memorial Grove within the McKinleyville Community Forest



McKinleyville Community Forest Memorial Grove Program

The McKinleyville Community Forest (MCF), totaling approximately 599 acres, is a working community forest with a history of timber harvest and ongoing ecological restoration. As the forest continues to recover and mature, there is an opportunity to develop programs that both honor community members and support long-term stewardship goals.

Memorial grove programs are commonly used by conservation organizations as a way to recognize individuals, commemorate loved ones, and generate funding for forest protection and restoration.

Donation Dedication Opportunity

Interested in making a lasting impact on the future of the McKinleyville Community Forest?

Through a donation of \$25,000 or greater, three acres of young redwoods will be dedicated to help restore the forest for future generations while honoring an individual, family, or community member.

This model is especially relevant to the McKinleyville Community Forest because of:

- The forest's previously logged condition, with many areas currently in young or mid-stage recovery
- Existing forest management goals focused on long-term ecological health and restoration
- The opportunity to align memorialization with meaningful environmental impact

Funds donated through the program will be deposited into the Humboldt Area Foundation (HAF) and go towards restoration and maintenance efforts within the MCF. Any interest earned on donated funds held by HAF shall likewise support maintenance and improvements to the forest.

Forest management practices will not change as part of this program. Memorial Groves will remain open for multi-use recreation and ongoing forest management activities, subject to review by the McKinleyville Community Forest Committee and the McKinleyville Community Services District (MCS D) Board of Directors for approval. This includes thinning and other practices necessary for forest health and restoration.

Dedication Signage

- The cost of purchasing and installing the sign will be deducted from the \$25,000 donation; the balance of the \$25,000 donation will remain in the HAF and can be used at the discretion of the MCSD for maintenance and improvements in the MCF.
- Sign (style, size, font, wording, materials to be determined by MCSD)

** Additional memorial grove amenities, e.g., bench and/or plaque, can be purchased at an additional cost.*

Internal

- A written agreement between the donor and MCSD shall delineate the details of the establishment of a specific memorial grove as funded by the donor.
- Board Approval and donation sequencing: The process by which a potential donor approaches MCSD, possibly through the Community Forest Committee, and then review and approval/denial by the Board of Directors needs to be developed.
- Upon Board approval, then the process for receiving and depositing the donation must be finalized.
- Naming of a memorial grove shall be in accordance with MCSD applicable policies/ordinances.
- The Board shall fix the total number of 3-acre memorial groves based on the input of the Community Forest Committee.

Grove Determination Issues

- The TICS Subcommittee shall incorporate into the Trails Plan a process by which acreage within the MCF can be identified that is conducive to a memorial grove, e.g., of substantial age, mostly a single or mixed tree species, not significantly developed for usage that is in conflict with a memorial grove. And said acreage is mapped and set aside for designation of specific memorial groves as funded by donors.
- It is important that this process development and memorial grove-appropriate acreages are identified ahead of any further new trail development so as not to create potential conflicts in establishing the memorial groves. This process may well need to be developed prior to final completion of the Trails Plan.
- Likewise, the process of identifying and establishing acreage suitable for memorial groves shall not be in conflict with the McKinleyville Community Forest Management Plan.
- The potential memorial groves acreages shall be mapped by TICS.

Preliminary Program Considerations

1. Grove Size and Location
 - Proposed grove sizes: up to 3 acres
 - This size is intended to:
 - Maintain flexibility within the limited total forest area (599 acres)
 - Ensure dedications remain special and manageable

2. Program Purpose
 - Honor individuals, families, or community members
 - Support forest restoration and stewardship efforts
 - Provide a meaningful connection between donors and the forest

3. Potential Funding Structure
 - Consider a minimum contribution threshold (e.g., \$25,000 or similar tiered structure)
 - Funds could be directed toward:
 - Forest restoration and thinning projects
 - Trail improvements and maintenance
 - Habitat enhancement
 - Long-term stewardship funding

4. Recognition Options (To Be Determined)
 - Low-impact signage or plaques
 - Memorial bench or picnic table

5. Policy Considerations
 - Eligibility and criteria for dedications
 - Equity and accessibility considerations
 - Long-term maintenance responsibilities
 - Limits on number and placement of groves

Key Questions for Committee Consideration

- Is there interest in establishing a Memorial Grove Program in the MCF?
- What level of development should staff pursue (conceptual vs. detailed policy)?
- What guiding principles should shape the program (e.g., equity, access, ecological focus)?
- Should the program strictly require a financial contribution, or allow other forms of recognition?

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2/18/2026 Draft

McKinleyville Community Forest Committee:

Forest Management/Planning/Finance Subcommittee

Subject: Establishment of a Memorial Grove within the McKinleyville Community Forest

Background

The Forest Management/Planning/Finance/Budget Subcommittee was tasked by the McKinleyville Community Forest Committee to develop a methodology by which a memorial grove within the McKinleyville Community Forest (MCF) can be established. Development of this methodology is to address a number of considerations/questions which were posed by the McKinleyville Board of Directors and any other considerations which the Subcommittee deems relevant.

This document is meant to be a guide/tool for the Subcommittee in undertaking the assigned task.

Goal

Develop a methodology that delineates how a memorial grove might be established in the McKinleyville Community Forest subject to approval by the MCSD Board. This methodology must set parameters for a memorial grove. The methodology might be the basis of a new corresponding MCSD policy.

Questions/Concerns:

What is a Grove?

1. From a professional forester's perspective, what constitutes a 'grove'? Is there a minimum acreage for a grove?
2. What would be the minimum acreage for a redwood grove? (for it to thrive, all else being equal)
3. If a memorial grove is intended to be predominantly one species, i.e., redwoods, what percentage of other species should be present for a more balanced grove?
4. Should there be a limit on: the maximum size of any one memorial grove and should there be a limit on the total acreage of memorial groves in the MCF, e.g., 10%, 20%?
5. What is a memorial grove from a forest user's perspective?

What is the purpose of a memorial grove in the MCF? Is it to:

“To recognize and honor an individual for their aggregate substantial, altruistic and extraordinary contributions to MCSD as an employee, Board Member, other allied agency affiliations, and volunteerism resulting in demonstrative improvements and accomplishments of MCSD and particularly to the MCF.”

1. What are the potential benefits to MCSD?
 - Demonstration of appreciation and gratitude in a visible and lasting way.
2. What are the potential drawbacks to such memorial groves?
 - Potential criticism for approving a grove for one particular individual and not approving a grove for another individual?
3. How are the costs of establishing a memorial grove to be funded? District funds, HAF MCF funds, donations, combination? Cost may vary depending on the specifics of the starting conditions of the proposed memorial grove.

Memorial Grove Parameters

1. The establishment of a memorial grove must be approved by the MCSD Board of Directors.
2. A memorial grove must be at least X acres but no larger than Y acres.
3. The total acreage of all memorial groves within the MCF shall not exceed Z acres.
4. Memorial groves shall not be subject to timber harvesting. Exception: removal of trees that pose an imminent risk to forest users and/or diseased trees.
5. Memorial groves shall not have more than one bisecting pedestrian, equestrian only accessible trail. Other use trails are prohibited.
6. Memorial grove signage and benches must be funded and completed as part of the establishment of the corresponding grove.
7. Public/McKinleyville resident(s) or non-MCSD organization may submit a request to the McKinleyville Community Forest Committee for the establishment of a memorial grove in the MCF to honor a specific individual. A submittal form for such requests will be developed.
8. The signage for a MCF memorial grove resulting from a request as described above shall only reflect the name of the individual to be honored and shall not have any reference to the requesting individuals and/or organization.
9. A bench within a memorial grove maybe dedicated to the individual being honored by the grove and may have an attached plaque that reflects the wishes of the family and/or organization. While the cost of the bench including installation will be born

by the donor, any corresponding memorial plaque on the bench, including installation, will be the responsibility of the requesting party.

The plaque is subject to approval by the Board of Directors including dimensions and wording.

10. Memorial grove signage must be consistent with other MCF signage in construction, materials and appearance, including trail signage.

Process

1. Proposal for a memorial grove originates in either:
 - a. A request from a community member or organization is submitted to the McKinleyville Community Forest Committee; or,
 - b. A proposal for a memorial grove arises within the MCSD structure or MCF related committees.
2. Proposal is assessed by the McKinleyville Community Forest Committee and either:
 - a. Returned to the originator to respond to questions or provide more information; or,
 - b. Returned to the originator with an explanation as to why the proposal is being denied.
 - c. The MCFC consults with the TICS Subcommittee for input.
 - d. If deemed a viable proposal, the MCFC forwards the proposal to the Board of Directors.
3. The Board of Directors consider the MCFC recommendation, asks for clarification and/or additional information and, as warranted, votes to either approve or deny the proposal.
4. If approved, the approved proposal for the memorial grove is added to the MCF projects list.