



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, DECEMBER 3, 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. Review and Approval of Minutes from November 5, 2024 Meeting

Attachment 1 – Draft Minutes from November 5, 2024 Meeting

P. 3

- IV. Public Comment
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.*

- V. Update and Process of Public Member Applicants to the Forest Management Plan, Budget & Finance Subcommittee Recommendation to the Board (Information) **P. 5**
- VI. Review and Discuss Goals & Objectives of the Forest Management Committee (Information) **P. 7**
- Attachment 1 – Draft Goals and Objectives **P. 9**
- VII. Review of Forest Management Plan Tasks and Approach for the Completion of the FMP (Information) **P. 13**
- Attachment 1 – Forest Management Plan Task List **P. 15**
- VIII. Committee Announcements & Future Agenda Items
- Next Meeting Jan. 7th.
 - Formation of a Non-Profit
 - Other Fund Raising Opportunities
 - Infrastructure Project List and Associated Costs
 - Budgeting for FY 2025/26
- IX. Adjournment (Estimated 5:30 p.m.)

Posted 5:00 pm on November 26, 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.

**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.

Mason Hooven, Recreation Coordinator

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(Rev: 12/03/2024)

MCKINLEYVILLE COMMUNITY FOREST
FOREST MANAGEMENT PLANNING FINANCE SUBCOMMITTEE

COMMITTEE GOALS & OBJECTIVES (target completion 1/1/2027)

Goal 1: Identify and Prioritize Critical Infrastructure Projects

Objectives:

1. Finalize list of target infrastructure components developed by TICS, commensurate descriptions and related dependencies by 1/1/2025
2. Develop an infrastructure components As Is report by 1/1/2025. (most likely extractable from Framework document); asses the gap between 1 and 2.
3. Finalize priority of the list of primary Infrastructure tasks/projects and the conjoined dependency tasks/projects broken out into Fiscal Year (FY) blocks by 2/1/2025
4. Perform a cost estimation for each FY 2025/26 projects by 2/4/2025
5. Perform a cost estimate for future FY infrastructure projects by 6/2025
6. Identify those projects, or parts thereof, that can be initiated within available resources by 4/15/2025.

Goal 2: Assess the 32 recommendations listed in the BBW Framework document for alignment with McKinleyville Community Forest overall management goals.

Objectives:

1. Identify those recommendations from the Framework document that have distinct links to developed MCF goals by 1/15/2025.
2. Include those linked goals in the Forest Management Plan document, (ECD TBD)

Goal 3: Assess the Forest Stewards Guild's *Model Forest Program* as a feasible model for management of the MCF ([Model Forest Program - Forest Stewards Guild](#))

Objectives:

1. Establish a liaison/point of contact with City of Arcata/ACF that can brief the committee on Arcata's experience with the model program, pros, cons, etc. by 12/3/2024.
2. Decide to adopt in-whole or part the model forest program to use in MCF Management Plan by 1/7/2025

Goal 4: Develop the McKinleyville Forest Management Plan (first draft)

Objectives:

1. Decide on the time period, e.g. 5 years, that the first version of the plan will cover by **1/7/2025**.
2. Assess the ACF management plan and forest stewards model plan for relevance to MCF by **1/15/2025**.
3. Determine, in consultation with BBW, the sections to be included in the FMP i.e. the framework by **1/30/2025**. (notably the emphasis should be those sections pertinent to the first 5 – 10 yr period. Other sections, e.g. timber harvesting, can have placeholders and be fully developed at a later time)

Goal 5: Develop BBW To-Do list, i.e. Scope of Work

Objectives: (my opinion on this but clearly up for subcommittee input)

1. Have BBW develop a qualitative and quantitative MCF roads inventory and condition report by **1/6/2025**
2. Provide consultation with MCF committee members on which sections are initially the most important/relevant for the FMP's initial period of coverage by **1/30/2025** (see Objective 3 above)
3. Based on the framework developed above, BBW to prepare the first draft of the FMP by **3/1/2025** ??.

Goal 6: Develop a strategy for funding

Objectives:

1. Assess the feasibility of hiring a grant writer, either P/T or F/T or as needed by 1/15/2025
2. Identify Cal Fire and other wildfire risk reduction grant opportunities by 1/15/2025 (ongoing)
3. Identify grant opportunities not based on wildfire risk reduction grants (ongoing) but do align with recreational access goals (e.g. Humboldt Area Foundation, Headwaters Fund, State Parks Habitat Conservation Fund, Prop. 68, Rotary, Coast Central, etc.). by **3/2025**
4. Develop a budget estimate for those items identified in the infrastructure projects for the FMP period, e.g., 5 yrs, by 2/1/2025 (REPEAT OF ABOVE?)
5. Establish 501(3)(c) Non-profit Friends of McKinleyville Community Forest by **6/2025**
6. Identify and implement other funding options (e.g. Pints for Non-profits, ACE and ENF register contributions, business donations, memorial benches/picnic tables) by **3/2025**

Goal 7: Prepare Comprehensive Rules & Regulations for the Operation of the Community Forest

Objectives:

1. Perform a comprehensive review of existing MCSD Parks and Community Forest Rules and identify gaps identified in Framework and Draft Forest Management Plan and comparison with Arcata CF and McKay Tract Rules by **6/2025**
2. Prepare Draft Rules & Reg language for review by full Committee and eventual adoption by Board by **10/2025**

Goal 8: Develop a timber harvest forecast that is sustainable and optimizes the cost-to-revenues ratio.

Objectives:

1. Determine the optimum age/diameter of trees, by species, that have the optimum market value by **1/15/2025**
2. Determine the minimum acreage/board feet metrics that make harvesting economically viable by **1/15/2025**
3. Forecast what year would produce the first economically viable harvest by **2/1/2025** with stated assumptions on harvesting costs and market values at the time of projected harvest.

(These goals may be best placed with the Trails/Infrastructure/Security subcommittee.-
AGREED]

Goal: Develop access and extraction routes for emergency responders and law enforcement

Objectives:

1. Obtain vehicle access specifications from local and state fire agencies as well as law enforcement and medical aid response by 1/1/2025.
2. Prioritize development/improvement of access points by 1/30/2025
3. Complete access point improvements by 6/30/2025. (completion of access road improvements will be weather, ground conditions dependent)

Goal: Develop a road/trail identifier convention, e.g., alpha based or numeric or combination

*new identifier system should be consistent and forest user friendly.

1. Use existing road/trail/map data to apply identifiers to roads/trails by 1/15/2025.
2. Integrate identifier convention into map system by 1/30/2025

3. Inform partner groups of new identifier convention by 2/15/2025.
4. Update/replace existing road/trail signage.

McKinleyville Community Services District

FOREST MANAGEMENT PLAN, BUDGET & FINANCE SUBCOMMITTEE

December 3, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: VII **Review Forest Management Plan Tasks and Approach for the Completion of the FMP**

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

TYPE OF ACTION: **Information**

Recommendation:

Staff recommends that the Committee consider the information provided, discuss and take public comment regarding the tasks for the completion of the Forest Management Plan and their assigned ranking and division of labor and work on finalizing the list.

Discussion:

In order to guide the Forest Management Plan development, Staff and the Committee has developed the task list included as **Attachment 1**. The intent of this list(s) is to delineate the tasks required for the completion of the Forest Management Plan, determine who (i.e. BBW & Associates, Staff or Subcommittee Members, etc.) will complete the various tasks and prioritize the tasks.

Alternatives:

Not applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 –Forest Management Plan Task List

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Rev: 12/3/2024

McKinleyville Community Forest Management Plan Task List

The list was based on the suggested Table of Contents from the *California Cooperative Forest Management Plan* (Plan Template Ed Date: July 11, 2024). That Multi-Agency Cooperative Forest Management Plan template was developed for use in California by the California Department of Forestry and Fire Protection (CAL FIRE), the United States Forest Service (USFS) and Natural Resources Conservation Service (NRCS) using information from a national joint Forest Stewardship, American Tree Farm System (ATFS), NRCS Planning Process and the California Forest Improvement Act. The template meets management plan requirements for grant agreements and other provisions available through CAL FIRE, USFS, NRCS, and the ATFS.

Task	Point Person/Agency	Completion Date	Dependency/Notes
Certifications	MCSD	After Final FMP	Chase down certifications when FMP is complete
Landowner Information	MCSD	Complete	
Management Plan History	BBW	Complete	Framework Plan
Property Facts	BBW	Complete	Framework Plan
Property History	BBW	Complete	Framework Plan – Do we want to add more?
Current Property Conditions			
Property Infrastructure			
Structures	BBW	Complete	Framework Plan
Roads	BBW	Started	Need Road Inventory. Roads erosion analysis and mapping of significant erosion sites
Electrical	MCSD		
Water	MCSD		
Forest Resource	BBW	Started	Complete a comprehensive tree assessment of the property. Timber inventory stratification, field plots and mapping with Lidar. Classify stands as field data derived vs Lidar Do we need a Timber inventory for this version of the plan?

Access and Security	MCSD?	Started	Framework Plan needs more details and emergency access
Recreation & Aesthetics	MCSD?	Started	Needs a bunch
Soils	BBW	Complete?	Framework Plan
Streams, Wetlands, Ponds	BBW	Started	
Wildlife			
Fish and Aquatic Species	BBW	Started/Complete?	
Upland Wildlife	BBW	Started	Complete a comprehensive special status wildlife habitat assessment of the property
Threatened or Endangered Species	BBW	Started	Complete a comprehensive special status plant inventory of the property
Invasive Species and Pests	BBW	Started	Complete a comprehensive invasive species inventory of the property
Air Resources	BBW	Started/Complete?	
Landowner Management Objectives			
Constraints and Proposed Alternatives			
Economic Sustainability			
Future Property Conditions			
Roads			
Fire Protection			
Forest Resource			
Access and Security			
Recreation & Aesthetics			
Soils			
Streams, Wetlands and Ponds			
Wildlife			
Invasive Species and Pests			
Air Resources			
Climate Considerations and Carbon Sequestration	BBW		Modelling/Carbon calcs/Analyses
Family Legacy	Not Applicable		
Livestock	Not Applicable		

Vegetation Unit Descriptions	BBW		
Planned Management Activities/Projects	MCSD		
Required Permits and Monitoring	BBW		
CEQA/NEPA			
Additional Professional Assistance			
Maps			
Appendix 1 – Standards and Specifications			
Appendix 2 – Taxes and Land Use			
Appendix 3 – Past Plans and Updates	Not Applicable		
Appendix 4 – Supporting Data			
Appendix 5 – Archaeological Addendum			
DRAFT FOREST MANAGEMENT PLAN			
Compile Draft FMP			
Public Meeting			
MCFC Review Draft Plan			
MCSD Board Review Draft Plan			
Revise Draft FMP			
FINAL FMP			
Public Meeting?			
MCFC Review Final Plan			
MCSD Board Adopt FMP			